

STANDING RULES OF CENTRAL UNION CHURCH OF HONOLULU

I. GENERAL PROVISIONS

A. **Establishment.** These Standing Rules are established by the Church Council (the “**Council**”) of Central Union Church of Honolulu (the “**Church**”) in accordance with the Bylaws of the Church (the “**Bylaws**”).

B. **Purpose.** These Standing Rules are for the purpose of carrying out the intent of the Congregation in fulfilling the mission of the Church.

C. **Authority.** These Standing Rules shall have the same force and effect as the Bylaws except that should there be any inconsistency between the provisions of these Standing Rules and the provisions of the Bylaws, the provisions of the Bylaws shall govern and control.

D. **Amendment.** These Standing Rules may be amended from time to time by the affirmative vote of not less than a majority of Council Members present and voting at a Council meeting at which a quorum has been declared.

II. COMMITTEES OF THE COUNCIL AND COMMITTEES OF THE CHURCH

A. **Committee Formation and Authority.** Pursuant to the Bylaws, the Council shall create Committees of the Council and Committees of the Church and may prescribe the manner in which proceedings of any such Committees shall be conducted and to reorganize them as necessary to meet the needs of the Church. These Committees shall exercise all authority granted them by the Council and as may be further specified in these Standing Rules unless contrary to Hawaii law, the Articles of Incorporation or the Bylaws. Each Committee of the Council and each Committee of the Church shall develop a Statement of Purpose which must be approved by the Council. The Council may vote to discontinue any Committee that has been inactive for one year or more.

B. **Committee Membership.** The Chair of the Council shall appoint two or more Council Members to serve on Committees of the Council and may appoint one or more Council Members to serve on Committees of the Church. Committees of the Council shall be open to all Church members who wish to attend; provided, however, that certain portions of the meetings of Committees of the Council (e.g., Executive Sessions, etc.) shall be reserved for Council Members only. Committees of the Church shall be open to voluntary membership and participation by members of the Church, and meetings of Committees of the Church shall be open to all Church members who wish to attend. Only Church members may serve as members of the Diaconate but membership on all other Committees of the Church shall be available to Church members and non-members so long as a majority of the membership consists of Church members.

1. **Chairperson.** Except for the Chair of the Diaconate, and except as otherwise provided in the Bylaws or directed by the Council, each Committee shall elect its chairperson who must be a member of the Church.

C. **Committees of the Council.** The Committees of the Council are the following:

1. **Nominations and Governance Committee.** The Nominations and Governance Committee shall consist of no fewer than two Council Members appointed by the

Chair of the Council, and shall (i) nominate candidates to serve on the Council as At-Large members and Officers, (ii) address conflicts of interest, (iii) recommend to the Council the auditor of the Church's financial records, (iv) periodically review and make recommendations to the Council regarding the Church's Articles of Incorporation, Bylaws and these Standing Rules, and (v) have such other powers, duties and authority as permitted by the Council.

2. Personnel and Pastoral Relations Committee. The Personnel and Pastoral Relations Committee shall consist of no fewer than three Council Members appointed by the Chair of the Council (one of whom shall be the Chair of the Council), and have such power, duties and authority to act on behalf of the Council with respect to personnel issues of the Church as permitted by the Council including conducting periodic reviews of the Senior Minister.

D. Committees of the Church. The Committees of the Church are the following:

1. Administration and Finance Committee. The Church Administration and Finance Committee shall be chaired by the Treasurer and include the chairs of the Budget, Investment, and Stewardship Committees. The Church Administration and Finance Committee shall have such power, duty and authority to act on behalf of the Council with respect to the financial matters, assets, investments, and properties of the Church, as permitted by the Council.

2. Adult Education Committee. The Adult Education Committee shall assist in the development and implementation of programs involving education and spiritual nurture for adults.

3. Budget Committee. The Budget Committee shall assist the Treasurer and the Church Administration and Finance Committee in the preparation and periodic review of the annual Church budget.

4. Building and Grounds Committee. The Buildings and Grounds Committee shall work with the Real Estate Committee and the Church staff on planning, maintenance, and repair of the Church campuses and properties.

5. Central Union Windward Committee. The Central Union Windward Committee shall operate to extend the mission and ministry of Central Union Church to the Windward Oahu community.

6. Children's Committee. The Children's Committee shall assist in the development and implementation of children's Christian education programs.

7. Community Outreach Committee. The Community Outreach Committee shall assist in outreach to the wider community and with social, political and economic issues in the community of Christian concern.

8. Diaconate. The members of the Diaconate shall be appointed by the Council and shall assist in the administration of the sacraments and in the spiritual care of the Church and its members, especially in times of illness or misfortune, disbursing funds as may be available to them for such purpose. The Chair of the Diaconate shall be chosen by the members of the Diaconate. Any ushers who assist in the seating of attendees at worship services and the preparation of Church facilities for worship services shall operate under the authority of the Diaconate.

9. Investment Committee. The Investment Committee shall work with the Treasurer of the Church, the Administration and Finance Committee and the Church staff in development and management of the Church's investments.
10. Music Committee. The Music Committee shall assist the Minister of Music and other staff in the musical programs of the Church.
11. Mind Body Spirit Movement Committee. The Mind Body Spirit Movement Committee will promote self-care through practices that stimulate mental, physical, and spiritual health.
12. Membership and Fellowship Committee. The Membership and Fellowship Committee shall assist the ministerial Staff in member activities and assimilation of members into the life of the Church.
13. Preschool Committee. The Preschool Committee shall consist of no fewer than two Council Members appointed by the Chair of the Council. The Preschool Committee shall assist the Preschool Director, and shall have such power, duties and authority to act on behalf of the Council with respect to the operation of Central Union Church Preschool as permitted by the Council.
14. Pohnpeian Committee. The Pohnpeian Committee shall operate to extend the mission and ministry of Central Union Church to the Pohnpeian community in Hawaii.
15. Real Estate Committee. The Real Estate Committee shall consist of no fewer than two Council Members (one of whom shall be an Officer of the Church), one member of the Administration and Finance Committee, and members of the Church with experience in real estate development and/or real estate management, all of whom shall be appointed by the Chair of the Council. The Real Estate Committee shall have such power, duties, and authority to act on behalf of the Council with respect to the real estate assets and properties of the Church as permitted by the Council.
16. Senior Services Committee. The Senior Services Committee shall assist in the promotion of physical, spiritual, and emotional health of seniors.
17. Stewardship Committee. The Stewardship Committee shall work with the Administration and Finance Committee and the Church staff to seek pledges, donations, and philanthropic financial support for the Church.
18. Women's League Committee. The Women's League shall work to unite women in Christian fellowship through worship, service, education, and social activities, and to strengthen the programs of the Church.
19. World Mission Committee. The World Mission Committee shall assist in the missionary program of the Church and the development of educational programs to stimulate interest in missionary activities.
20. Youth Committee. The Youth Committee shall represent the interests of youth of the Church and assist in the involvement of youth in the life of the Church.

21. Young Adult Committee. The Young Adult Committee shall represent the interests of the young adults of the Church and assist in the involvement of young adults in the life of the Church.

III. STAFF

Subject to budgetary constraints, the leading staff positions of the Church and Preschool are anticipated to be as follows:

A. **Associate and Assistant Ministers**. The Associate and Assistant Ministers shall (i) share in the duties of ministerial office as may be determined by the Senior Minister with the advice of the Diaconate, and (ii) be nominated, hired and supervised by the Senior Minister subject to the approval of the Council.

B. **Minister of Music**. The Minister of Music shall (i) direct the music program of the Church under the supervision of the Senior Minister, and (ii) be nominated and hired by the Senior Minister subject to the approval of the Council.

C. **Preschool Director**. The Preschool Director shall (i) direct and be responsible for the day-to-day operation of the Preschool, (ii) have the authority to hire and terminate all preschool staff, and (iii) be nominated, hired and supervised by the Executive Operations Officer in consultation with the Senior Minister, subject to the approval of the Council.

D. **Executive Operations Officer**. The Executive Operations Officer shall create and oversee opportunities to maintain and operate Church assets in a fashion that improves the ability of the Church to perform its ministry and missionary objectives. The Executive Operations Officer shall be nominated, hired by, serve at the pleasure of, and report directly to the Council in consultation with the Senior Minister. During any period in which the Church does not have an Executive Operations Officer, the responsibilities of the Executive Operations Officer shall be undertaken by the Senior Minister in consultation with the Council.