

**Waimea United Church of Christ**  
**Policies and Procedures Manual**

## **TABLE OF CONTENTS**

Introduction to Policy and Procedures.....	3
Job Descriptions: Pastor.....	5
Duties: Youth Pastor, Administrative Assistant .....	6
Duties: Moderator, Vice-Moderator, Recording .....	7
Duties: Secretary, Treasurer, Asst. Treasurer.....	8
Committees and Ministries: Board of Finance.....	9
Buildings and Grounds Ministry, Stewardship Ministry .....	9
Cemetery Ministry, Board of Deacons .....	10
Music & Worship Ministry, Fellowship Ministry .....	12
Christian Education Ministry.....	13
Personnel Ministry .....	14
Missions Ministry .....	15
Nominations Ministry, Pastoral Relations Ministry, Budget, Gifts .....	16

## **APPENDICES**

Appendix I: <i>Duties of Custodian</i> .....	18
Appendix II: <i>Duties of Groundskeeper</i> .....	19
Appendix III: <i>Information for Council Members</i> .....	20
Appendix IV: <i>Policy for Use of Main Sanctuary, Social Halls</i> .....	21
Appendix V: <i>WUCC Cemetery Rules and Regulations</i> .....	22
Appendix VI: <i>Holy Communion, Baptism, Visitation</i> .....	23
<i>Evangelism, Deacons Benevolence Fund, Deacons Sunday</i> .....	24
Appendix VII: <i>Duties of Lay Readers, Ushers</i> .....	25
<i>Duties of Greeters, Child Care</i> .....	26
<i>Flower Ministry, Funeral Ministry, Weddings</i> .....	27
Appendix VIII: <i>Additional Policies &amp; Procedures for Treasurer, Request for Reimbursement / Payment of Bills</i> .....	28
Appendix IX: <i>Music &amp; Worship Chair – Pulpit Checklist for Sunday Services Opening and Closing</i> .....	29
Appendix X: <i>List of WUCC Properties</i> .....	30
Appendix XI: <i>Waimea UCC Leadership Structure</i> .....	31

## INTRODUCTION

### WAIMEA UNITED CHURCH OF CHRIST POLICIES AND PROCEDURE MANUAL

The formation of the Waimea United Church of Christ made it necessary to have some form of *Policies and Procedures* to guide the officers, boards and ministries.

The Church Bylaws (the Bylaws) state general assignments, but their procedures needed to be spelled out more clearly for better implementation of our church's programs, and to serve as a written reference that will assist the church as it meets organizational challenges or administrative questions.

The Personnel Ministry was encouraged to work with the various officers, boards, ministries and Ministries to prepare *Policies and Procedures* regarding activities within their jurisdictions. After they are reviewed and adopted by the Council, these *Policies and Procedures* will continually be updated and revised whenever necessary. These revisions will be made with the approval of the Council.

#### **Purpose**

This Policies and Procedures Manual provides clear guidance to new church leaders and Council members, outlines clear responsibilities and accountability of those roles, legal duties and descriptions of ministries to keep our church functioning. They are designed to prevent duplication of roles and miscommunication. This manual is specific enough to assist a new Pastor in understanding the fiduciary responsibilities of the church.

The hierarchy of church operating documents is:

Bylaws of the Association  
Guidelines of the Association  
Manual on Ministry  
Articles of Incorporation of WUCC  
Charter, 1993 WUCC  
Bylaws of WUCC  
WUCC Policies and Procedures Manual

The Council will make every effort to ensure that this Manual conforms with the Church bylaws, legal documents, insurance policy requirements and other documents such as the Child Safety regulations included in the Appendices.

All Appendices in this Manual will be updated and distributed whenever changes are made to the respective Appendix document. On notification by Council members, the Moderator and Personnel Chair will conform and update the Appendix documents in this Manual.

### **Annual General Presentation**

The moderator will provide the most current Council-approved Manual to all new Council members during their first Council meeting in February, with a general presentation of the Manual, for example, with powerpoint, to the Council at the first Council meeting in February each year (following the January annual meeting of members).

## A. JOB DESCRIPTIONS

### 1. PASTOR

The Pastor is a disciple of Jesus Christ and seeks to lead others in that relationship. As such, he/she recognizes Jesus Christ as the head of the Church. He/she shall be responsible for seven major areas of ministry: 1) Worship and Preaching; 2) Evangelism; 3) Pastoral Care; 4) Christian Education; 5) Counseling; 6) Visitation; 7) Objectives and Program Leadership.

In addition to the duties in Article IX, Section 1(F) of the Bylaws, the Pastor shall:

1. Oversee and nurture the spiritual development of the members of the Waimea United Church of Christ (WUCC).
2. Facilitate the inclusion of individuals and families into the life and ministry of WUCC in a loving and supportive way.
3. Equip the members for the work of ministry by providing Biblically based sermons and a climate of worship in which their faith and experience of love and power can be nurtured.
4. Reflect and teach Biblical principles that will enable families and individuals to be obedient to God's commands and to share clearly the Truth and power of the Gospel.
5. Provide spiritual and emotional support for individuals at moments of crisis. Take a personal interest in the spiritual health of the church family.
6. Oversee and delegate responsibilities for the education, training, fellowship and spiritual health of the church family.
7. Be sensitive to the need for Pastoral visits in the home and respond upon request.
8. Make Pastoral calls to members confined at home or in the hospital.
9. Devise ways and means to explain the ministries of the church.
10. Inform the church family of vital prayer needs and lead the ministry of prayer from the pulpit and in privacy where warranted.
11. Administer the Sacraments both in public worship and, upon request, to the sick and infirm in private.
12. Encourage Biblically based stewardship of time, talents and resources from the pulpit in support of the annual stewardship drive.
13. Maintain an ongoing study of self-improvement in the areas of theology, Bible, counseling and personal communications.
14. Participate in the Kaua'i Association of the United Church of Christ (KAUCC), Hawaii Conference of the United Church of Christ (HCUCC) and other local ecumenical groups.
15. Recognizing Jesus Christ as head of the church, report and be responsible to the church family through the Council. A monthly report shall be submitted to the Council.
16. Prayerfully seek to lead the congregation to carry out its mission.
17. Be ex-officio member of the Church Council and all other Ministries, boards and ministries with voice but no vote, but with fiduciary duties as the church's chief paid officer of a Hawaii state corporation with all the corporate responsibilities thereto.

#### REPORTING RELATIONSHIP:

The Pastor is accountable to the Church Moderator, the Council and the Church family.

## **2. YOUTH PASTOR**

The Youth Pastor is a contracted and compensated position of the church. The Youth Pastor shall:

1. Help with after-school programs
2. Conduct Bible clubs on campus
3. Outreach to youth through activities such as movie nights
4. Provide counseling to youth
5. Conduct an annual youth retreat
6. Assist in suicide and bullying prevention work with other groups.

## **3. ADMINISTRATIVE ASSISTANT**

The Administrative Assistant is hired by the Church Council in conjunction with the Pastor to assist the Pastor in the ministry of the Church and is retained by the WUCC on specific terms negotiated at time of hiring. The Administrative Assistant is directly responsible to the Pastor.

General duties of the Administrative Assistant (or as otherwise assigned by the Pastor, with approval by the Council):

1. Answer the telephone, take messages, and direct concerns.
2. Print the worship bulletins (and inserts if necessary). Print other bulletins for special services, if necessary.
3. Compile, edit, print, fold, address and mail the church newsletter each month. Articles come from various Ministries and/or individuals and are submitted on or before suggested newsletter deadline. Coordinate with the Newsletter Volunteer (See Appendix for Duties of Newsletter Volunteer)
4. Take in all reservations for the Main Sanctuary and Baird Hall. Concern(s) are directed to this office and the Pastor is notified. Keys are assigned and returned to this office.
5. Compile, type, and print the Annual Report.
6. Compile, code, cut checks and call for designated signatory. File bank statements, all accounts payable and accounts receivable records. Upon requests, records are turned over to the Board of Finance to balance checking account.
7. Order supplies and maintain equipment in the office.
8. Order supplies and materials as requested by Ministry chairs.
9. Maintain church files, including warranties for office and parsonage equipment.
10. The Administrative Assistant will have an annual performance review as determined by Pastor and Council and conducted by the Personnel Ministry.

## B. DUTIES

### 1. MODERATOR

The duties of the Moderator are stated in the Waimea UCC Bylaws, Article IX, Section 1(a). Listed below are additional duties:

1. Establishes the agenda for Council meetings.
2. Maintains a calendar of church activities including aha's (meetings, assemblies and gatherings of churches on Kaua'i or the Hawaii Conference), summer music volunteers, scholarship timelines, work days and outdoor worship services, and will share the calendar with the Newsletter Volunteer.
3. Attends KAUCC meetings every other month.
4. Acts as representative of Waimea UCC whenever required, or as necessary.
5. Endeavors to see that Council mandates are carried out.
6. Convenes first Board of Finance meeting within one month of annual congregation meeting.
7. Supports and encourages Ministry chairpersons and church leaders to fulfill their functions.
8. The Moderator votes only in tie-breaking situations. However, the Council always strives for consensus.
9. The Moderator does not put forth motions or second motions, but can make requests for motions to be put forward.
10. The Moderator is listed as the first name appearing in official documents such as corporate filings required by the HI Department of Commerce and Consumer Affairs and other legal filings, grant-related communication, official church letters (including hiring and firing letters), and insurance policies.

### 2. VICE-MODERATOR

In addition to the duties stated in the Bylaws, Article X, Section 1(b), the Vice-Moderator is the Chairperson of the Nominating Committee, overseeing nominations for all Council positions, and will organize his/her Committee several months prior to the annual meeting in order to prayerfully consider those with interest in serving in a leadership role. Nominations for all Council positions will be presented by the Vice-Moderator to the Church Council no later than two Sundays before the annual church membership meeting, and will stay open until a motion to close at the annual membership meeting.

The Vice Moderator shall:

1. Assume duties of moderator as necessary.
2. Coordinate the church calendar.

### 3. RECORDING SECRETARY

The Recording Secretary is the official Secretary under Hawaii corporate state law and is responsible for writing letters of acknowledgement and correspondence requested by the Moderator or Council. The Recording Secretary's duties are stated in Bylaws, Article IX, Section 1(c).

#### **4. TREASURER**

In addition to duties stated in Bylaws, Article IX, Section 1(d), and the duties listed in the Appendix, responsibilities of the Treasurer are:

1. Turn in monthly Treasurer's report to the Council, including income/expense reports and total assets reports of the church.
2. Follow through on special offerings and send to the appropriate receiver.
3. The Treasurer is the head of the Board of Finance.
4. Oversees the budget calendar:
  - AUGUST: Ministry chairpersons submit budget requests to Board of Finance.
  - SEPTEMBER: Board of Finance begins to formulate budget.
  - OCTOBER: Board of Finance meets with Council to discuss and finalize budget. Finalized budget is mailed to church members in preparation for November meeting.
  - DECEMBER: Proposed budget is reviewed by the Council then made available to congregants at least three weeks before annual membership meeting.
  - JANUARY: Finalize approval of budget at the annual membership meeting. Time, talents and financial commitments mailed to the congregation.
  - FEBRUARY: Sort returned commitment forms.

#### **5. ASSISTANT TREASURER**

Duties spelled out in Bylaws, Article IX, Section 1(e).

The responsibilities of the Assistant Treasurer are as follows:

1. Collects, records and deposits all monies received along with two tellers to ensure count.
2. Is a member of the Church Council with voting privileges.
3. Is a member of the Board of Finance.
4. Provides contributors with receipts of total contributions for the year.
5. Maintains proper collection software as needed.
6. Maintains database of contributions.
7. Complies with IRS reporting requirements regarding contributions.



## C. BOARD OF FINANCE, COMMITTEES AND MINISTRIES

### BOARD OF FINANCE

The Board of Finance consists of the Treasurer, Assistant Treasurer, and chairs of Stewardship, Cemetery, Buildings and Grounds and two members at large. The Treasurer as the head of the Board of Finance may request that the heads of each of these ministries be given voting rights at Church Council meetings. Such voting rights may be renewed for one year periods.

#### 1. BUILDINGS AND GROUNDS MINISTRY

As stated in the Bylaws, Article X, Section 2(a), the Buildings and Grounds is a sub-ministry of the Board of Finance. It is concerned with the upkeep of our church properties.

1. This ministry makes an annual survey of the buildings and grounds to determine needs, and submits a budget to the Board of Finance.
2. Assists the Pastor in the hiring and supervision of the groundskeeper and custodian. Job descriptions for these positions are developed with the help of the Personnel Ministry when and if necessary.
3. Plans and coordinates work parties to maintain the upkeep of church properties and encourages people to recycle.

***Property Management and rentals are handled by a licensed property manager. A list of church properties is included in the Appendix.***

#### 2. STEWARDSHIP MINISTRY

Duties of this Ministry are stated in the Bylaws, Article X, Section 2(b).

The Stewardship Ministry optimizes the resources of the church to achieve the church's mission. With the Pastor, the Stewardship Ministry educates and provides opportunities to church members to serve God by using the gifts with which they have been blessed. With joy, these gifts of time, talents, facilities, and financial resources are used to bring honor and glory to God.

The Stewardship Ministry oversees the educational development of good stewardship of the time, talents, and finances of the church by:

1. Working with the Pastor to establish resourcing and financial goals to develop all ministries and year round education.
2. Exploring all possible means and resources, and direct them as the Stewardship Ministry deems most helpful—sermons, printed material, workshops, speakers, etc.
3. Ensuring efficient use of resources, the Stewardship Ministry will pay attention to eliminating any waste in resources and transparency in the use of resources.
4. Providing Earth and Environmental stewardship that respects the planet and its resources with attention to recycling, water and electricity conservation, and encourages members to recycle, to use paperless communications, etc.
5. Asking members what they would like to contribute.
6. Exploring grant opportunities.

### **3. CEMETERY MINISTRY**

Duties of the Ministry are stated in the Bylaws, Article X, Section 2(c). The primary responsibility of the Cemetery Ministry is to oversee the care and upkeep of the grounds and the Columbarium.

The Cemetery Chair is elected by congregation. The Cemetery Chair forms the Funeral Committee from within the congregation with the Pastor as Ex-officio.

With regard to funerals, the Pastor, the Cemetery Chair and the Funeral Committee shall inform the family of the Rules and Regulations (see Appendix) governing the use of the Waimea UCC Cemetery.

The church office maintains the plot plans and records reservations. The Cemetery is full and plots are not available. The Cemetery Chair and Funeral Committee should refer to the Appendix for urn interment and should know the current Hawaii State Department of Health rules and regulations for burials and interments.

### **4. BOARD OF DEACONS**

The main purpose of the Board of Deacons is to assist the Pastor with the caring for the congregation and to act as spiritual leaders of the church. Duties of the Board are stated in the Bylaws, Article X, Section 3.

In order for the Deacons to better understand their role in the life of the church, it is recommended that they begin the year with a retreat:

1. To self reflect and examine.
2. To get to know each other and the Pastor to promote good teamwork.
3. To seek ways of using their time, talents and abilities to serve God.
4. To seek the Holy Spirit.
5. To evaluate their mission statement:

MISSION STATEMENT:

***In our love for the Lord, we, as Deacons with the Pastor and congregation, unite together to support, empower and challenge one another to grow as followers of Christ.***

The Deacons responsibilities include: *(see Appendix)*:

1. BAPTISM
2. MEMBERSHIP (Responsible for maintaining records of births, baptisms, new members, transfers, terminations, restorations and deaths.)
3. COMMUNION
4. EVANGELISM
5. DEACONS SUNDAY (Plan services as requested by the Pastor.)
6. ADMINISTER Deacons Fund as needs arise.
7. Visitation, and addressing the special needs and concerns of congregants which may include issues such as:
  - A. Loneliness
  - B. Depression
  - C. Grief

- D. Transportation
- 8. Sunday Church Service-related activities such as:
  - A. Ensuring pulpit supplies
  - B. Bringing palm trees in and out of church for services
  - C. Fertilizing the palm trees
  - D. Opening and closing the church
  - E. Lei-making for visitors for Sunday services
  - F. Preparing communion
  - G. Arranging the weekly collection

## 5. MUSIC AND WORSHIP MINISTRY

The mission of the Music and Worship Ministry is to support the Pastor in preparing the church family to open their hearts and minds to receive the message of God's love and mercy as promised in the Bible, and to assist the Pastor in worship services.

Duties of the Ministry are stated in the Bylaws, Article X, Section 4. The Music and Worship Chair is also the head of the the Funeral Committee.

The Chairperson will form his/her Ministry from members or friends of the Waimea UCC. They will meet as often as the Chairperson or Pastor deems necessary.

Duties of this Ministry include: (see Appendices for more detail on each of these duties)

1. Recruiting and assigning Lay Readers
2. Ushers and greeters
3. Child care
4. Coordinate with volunteers that videotape and provide audio tasks during Sunday services
5. Church campus cleaning
6. Duties described in a checklist for Music and Worship for opening and closing the church for Sunday services. Checklist is in the pulpit, and is included as an Appendix.
7. Post sign-up sheets for liturgist, flowers (see Appendix for details on Flowers), deacons, special summer musicians, and other responsibilities as needed.

### SPECIAL MUSIC FUND

A Special Music Fund has been established to be used at the discretion of the Music and Worship Ministry. This fund could be used to provide leis, dinners, etc., for music related activities. Council approval for expenditures from this fund is not required.

## 6. FELLOWSHIP MINISTRY

The Fellowship Ministry serves and supports the church in its program activities relating to social functions as well as special celebrations that may occur throughout the year.

Duties of the Fellowship Ministry are stated in the Bylaws, Article X, Section 5. The following are some of the responsibilities of the Fellowship Ministry:

1. **Potlucks:** When church potlucks are scheduled, the Ministry is responsible for setting up tables and chairs; providing the beverages (coffee, tea, punch, water), eating and serving utensils; cleaning up following the event. .
2. **Aloha Time:** Refreshments are served every Sunday following morning worship. The Fellowship Chair will keep a list of people who are willing to contribute goodies and make a monthly schedule of these names, informing participants and the church office so that these names appear in the Sunday Bulletin. Aloha Time volunteers decide what to contribute – baked goods, fruit, sandwiches, etc. The Ministry provides the beverages and utensils.
3. **Outdoor Service:** Potluck lunch follows. Other churches are invited, but we provide the tables, chairs, utensils, beverages. Borrow BINGO game and collect prizes.

4. **Work Project Meals:** Volunteers may contribute with Fellowship Ministry supplementing, or Ministry may provide the lunch.
5. **Ice Cream Social** to recognize high school and college graduates.
6. **Other Fellowship activities** that might arise, such as Mother's Day, Father's Day, dedication events, Lenten Service refreshments, KVMH Staff Appreciation Coffee Hour, caroling, Game Night, quilting sessions, etc.
7. **Keep a supply** of plates, cups, forks, napkins, utensils and tablecloths in stock at all times.
8. Assist families with memorial service receptions when requests are made.

## 7. CHRISTIAN EDUCATION MINISTRY

The mission of the Christian Education Ministry is to guide the total educational ministry of Waimea UCC by setting its policy and implementing it to meet the Church family's educational needs. The WUCC Christian Education Ministry will have educational programs that joyfully nurture the spiritual growth of participants.

Duties of the Ministry are stated in the Bylaws, Article X, Section 6.

Working with the Pastors, the Ministry will develop an educational program to include:

1. Coordinating programs for children and adults, including Bible Club and after-school programs, Christian education, vacation Bible School.
2. Recruiting, screening and training teachers and leaders.
3. Selecting and providing curriculum, supplementary materials and equipment for educational programs.
4. Ensuring that the educational programs are consistent with our church's Purpose as defined in Article 2 of the WUCC bylaws.
5. Ensuring that clean, safe, accessible and appropriate physical environments are provided for the educational programs.
6. Providing information about educational programs for the church calendar, bulletin, and newsletter. Determining financial needs of participants and at times providing grants and scholarships, and criteria for such scholarships.
7. Initiating programs such as the Christmas program, Sunday School Picnic, and Promotion Sunday.
- A. Initiate Sunday School program if needed. The Pastor and Sunday School teachers will conduct the Sunday School worship, collect the offering, and assist in administering and evaluating the Sunday School program. Sunday School teachers will be responsible for obtaining their own substitute teachers during absences, or call the Christian Education Chairperson.
8. During school hours some activities may be provided as needs and requests arise.

### **Responsibilities:**

- B. The following are more specific administrative duties of the Christian Education Chair:
    1. Call and preside over Christian Education Ministry meetings.
    2. Report to the Council.
    3. Submit a budget.
    4. Register students.
    5. Keep a record of students, teachers and substitute teachers.
- Order Sunday School materials.

### A SUGGESTED SUNDAY SCHOOL CALENDAR

- **JULY** Order Sunday School materials for Fall Session; Retain/recruit Sunday School staff.
- **AUGUST** Announcements in Church Bulletin and Newsletter, Letters to teachers: Teacher roster, Student Roll, Dates for Teacher Workshop, Beginning of Sunday School, Sunday School Teachers' Meeting, Sunday School Teachers Dedication Sunday; Distribution of Sunday School materials, Sunday School cleanup and preparation.
- **SEPTEMBER - Sunday School Begins**—Teacher Dedication Sunday, Teachers' Meeting—discuss goals and objectives, budget, supplies, Sunday School cleanup and preparation, teachers substitutes, Evaluation, Order Supplies, Submit Budget.
- **OCTOBER** Order Sunday School materials for Winter Session. Submit new roster of students.
- **NOVEMBER** Plan for Christmas program.
- **DECEMBER** Sunday School Christmas program and party.
- **JANUARY** Order materials for Spring Session. Order Bibles.
- **APRIL** Sunday School Picnic, Easter.
- **MAY - Sunday School Ends** - Promotion Sunday; Present Bibles to 4<sup>th</sup> Graders, new older students; Baccalaureate Sunday—recognize those graduating from High School and College; Sunday School Teachers Luncheon.

### B. ADULT EDUCATION

1. Adult Sunday School
2. Additional Bible Studies
  - a. The Pastor or leaders will conduct Bible Studies
3. Affinity Group Studies

### 8. PERSONNEL MINISTRY

The Personnel Ministry will encourage good communication within the church. This Ministry compiles, formulates when necessary as deemed by the Church Council, and updates the policies and procedures of all work that goes on within the church. It also updates and maintains job descriptions for paid employees and contractors with the hope that everyone will know and understand their responsibilities to carry out God's work.

The duties of the Personnel Ministry are spelled out in the Bylaws, Article X, Section 7. Listed below are additional duties:

1. As a member of the Church Council, the Chairperson of the Personnel Ministry shall read and become familiar with the general information listed for all Council members.
2. The Ministry shall review the WUCC Policies and Procedures Manual, and update it each year thereafter or at such time that the Church Council deems it necessary or appropriate. There will be three (3) current copies of the Manual—one for the church office, one for the Moderator, and one for the Personnel Ministry. A digital copy may be available by request.
3. After consulting with appropriate supervisors and/or advisors, the Personnel Ministry will make recommendations as requested by the Board of Finance for salary increases for paid employees and for the organist and choir director. The Board of Finance, in turn, will make the final decision and present it to the Church Council.

## 9. MISSIONS MINISTRY

The duties of the Mission Ministry are stated in the Bylaws, Article X, Section 7.

### WHAT IS MISSION?

1. Mission is God's work in God's world. As a community of faith, we share God's outgoing love for the whole of Creation.
2. Mission is God's care for the whole of life. We minister to those who are in spiritual need as well as caring for the poor, the needy, and the oppressed.
3. Mission is God's people caring for God's world. By the gifts of the Holy Spirit, we believers are empowered to become missionaries, evangelists, disciples and apostles, sharing and serving.

### QUESTIONS TO REFLECT ON

1. In what ways do the actions of our church reflect the actions of God in the world?
2. How does understanding God's love for all of us affect our understanding of our mission?

### GUIDELINES TO FOLLOW

Based on "What is Mission?" our WUCC Statement of Purpose in Article II of the Bylaws and "Questions to Reflect On," the following are general guidelines:

1. Promote missions education in the church.
2. Study ways and means of missions
  - Supporting and developing current missions
  - Support and develop new missions programs
  - Support our missionaries
  - Prepare envelopes for special missions offerings
  - Make announcements in church and bulletins to promote activities
  - Oversee mission events
3. Prepare an annual budget and make recommendations for the disbursement of funds.
4. Recommend benevolences for disbursement including the UCC special national offerings under Our Church's Wider Mission (OCWM).
5. Sharing mission stories.

### SPECIAL MISSIONS

The following are Waimea UCC's special mission efforts, supporting the National UCC programs:

1. **One Great Hour of Sharing (OGHS):** offering is received on the first Sunday of Lent.
2. **Strengthen the Church:** new and emerging churches, youth and young adults, leadership
3. **Neighbors in Need (NIN):** offering is received on World Communion Sunday (first Sunday in October).
4. **Our Churches Wider Mission (OCWM):** at fixed amount per capita, as decided by the Church Council and included in the annual budget.
5. **Christmas Fund:** for the Veterans of the Cross (retired ministers, missionaries). Offering received during Advent season.

## **10. NOMINATIONS MINISTRY**

Duties of the Ministry are spelled out in the Bylaws, Article X, Section 8.

## **11. PASTORAL RELATIONS MINISTRY**

The Committee will be formed as needed. Duties of the Committee are stated in the Bylaws, Article X, Section 10.

See the Church Secretary for The Pastoral Relations Committee booklet.

## **12. BUDGET**

Procedure for budget requests are stated in the Bylaws, Article X, Section 1.

Openess and transparency of the budget are guiding principles of the church. The church operates on an annual budget on a fiscal calendar year (ends December 31).

The Church Council is responsible for presenting an annual budget to the members of the church at the annual meeting. Upon approval of the budget by the congregations, the Church Council votes to authorize the Board of Finance to expend the monies of the church within the limitations of the Bylaws and the vote of the congregation. The various Boards and Ministries are also authorized to expend the monies appropriated to them under the budget without further approval from the Church Council but in accordance with generally accepted accounting principles (GAAP). Income and expenses are reviewed every month by the Church Council.

### *TIME SCHEDULE RECOMMENDED*

- SEPTEMBER: Board of Finance begins to formulate budget.
- OCTOBER: Board of Finance meets with Council to discuss and finalize budget. Finalized budget is provided to church members in preparation for November meeting.
- DECEMBER: Proposed budget is reviewed by the Council then made available to congregants at least three weeks before annual membership meeting.
- JANUARY: Finalize approval of budget at the annual meeting.
- FEBRUARY: Sort returned commitment forms.

## **13. GIFTS**

When special gifts are offered by friends and members of the church, they are received with deep appreciation. A record is kept and acknowledgements in accordance with IRS regulations are made by the Assistant Treasurer or individuals designated by the Board of Finance.

The family of the person in whose honor or memory the gift was made will be informed.

Letterhead stationery and sample letter will be available from the Church Secretary.



*APPENDICES*

*These Appendices are referred to in the Main Policies & Procedures Manual  
under the corresponding Council role*

## *APPENDIX 1*

### **DUTIES OF THE CUSTODIAN**

Duties performed on a fortnightly basis unless specified are:

#### **A. Sanctuary needs to be clean and ready for worship on Sunday mornings.**

1. Vacuum all carpeted areas and wooden floors (Vacuum stored in cleaning closet).
2. Damp mop wooden floors with Murphy's Oil Soap.
3. Dust all tables, counters, shelves, moldings, pews, and wipe wooden frames.
4. Remove cobwebs in accessible areas.
5. Check to see that hymnals, leaflets, and Bibles are in place.
6. Empty all wastebaskets and wash if necessary.
7. Report all maintenance problems or damages to the Music and Worship Chairperson.
8. Notify the Music and Worship Chairperson when supplies are needed, including equipment for cleaning purposes.
9. Lock all windows, doors, and turn off lights when work is completed.

#### **B. Baird Hall**

1. Sweep and mop floors in main area and kitchen.
2. Dust and wipe all countertops and shelves.
3. Remove cobwebs in accessible areas.
4. Sanitize faucet handles in sink, bathroom doors and toilet tanks with Lysol.
5. Clean bathrooms—mop floors with Pinesol, scrub toilets and disinfect with Pinesol, empty trash.
6. Restock paper towels, soap, tissue paper as needed.
7. Inform Music and Worship Chairperson when toilet paper, paper towels and soap run out.

#### **C. Reporting Relationships:**

Report directly to the Church office and to the Music and Worship Chairperson.

## *APPENDIX II*

### **DUTIES OF THE GROUNDSKEEPER**

Duties performed on a weekly basis unless otherwise specified are:

1. Mow grass every 2 weeks at:
  - a. Parsonage
  - b. Church grounds—front parking, side and behind Baird Hall
  - c. Cemetery
2. Water plants in greenhouse. Water grass as necessary.
3. Rake and pick up rubbish.
4. Weed whenever and wherever needed.
5. Prune and trim plants and hedges as necessary. Pile clipping in designated area.
6. Wash down sidewalks as needed.
7. Report all damage(s) and vandalism to the Church office.
8. *Keys and Tools:* The groundskeeper will be given keys to the tool shed and will be held responsible for them. He/she will also be responsible to the proper usage and maintenance of all tools, equipment and supplies. Any repairs or parts purchased must be reported to the Church office, and/or Buildings and Grounds or Cemetery Chairpersons, and must receive prior approval from any of those parties.
9. *Termination:* A month is required for resignation or termination of the position.

### **GROUNDKEEPER DUTIES FOR CEMETERY GROUNDS**

1. Water the lawn and plants.
2. Trim trees so that not branch is lower than 6 feet from the ground. Cut grass, remove dead branches and foliage, empty rubbish containers and maintain neatness of cemetery.
3. Clean Columbarium. Remove dry foliage.

#### **Reporting Relationship:**

The Groundskeeper should report her/his activity and any issues to the Cemetery Chairperson or Pastor.

### ***APPENDIX III***

#### **INFORMATION FOR COUNCIL MEMBERS**

1. Council meets regularly on the 2<sup>nd</sup> Sunday each month after worship, at Baird Hall, unless otherwise notified. If unable to attend, please send a representative.
2. Council and Ministry minutes and any items for the Council's agenda are to be placed into a designated folder located in the Church office by the Sunday before the Council meeting.
3. Ministries are asked to submit, in a written proposal, any function they would like to present to Council. Copies distributed in advance to Ministry chairperson's folders are encouraged prior to Council meeting.
4. Ministries are encouraged to utilize the church Newsletter to notify the church family of the events or information pertaining to their Ministry. Newsletter deadlines are on the 20<sup>th</sup> of each month. Written articles are recommended. Please present this information to the Editor or submit into the Newsletter file located in office.
5. In consideration of new members, chairpersons are encouraged to review with their Ministry members the job description and/or purpose of their Ministry at the beginning of the year. This will be helpful in representing you at the Council meeting.
6. Please post on yearly planning calendar (located in the office) any events affecting the Church so Council and other Ministries will be aware of these events in advance and conflicting schedules can be avoided.
7. Please keep a copy of meeting minutes, agenda and activities in a folder for the upcoming Ministry chairperson.
8. Additional forms to assist your Ministry are available in the office. Please feel free to obtain these from the Secretary as needed.
9. Please submit *Request for Check* form, obtained from the Church office, when requesting reimbursements for expenses. Note specific details of what this request is for and from which Ministry budget. Failure to do this will result in delay or processing your payment.
10. Each Ministry is responsible to keep an accounting of its own Ministry expenses. If more information is desired, consult with Treasurer.
11. Each Ministry is responsible for submitting a budget for the following year at a time designated by the Board of Finance.
12. Each Council member is responsible for submitting an Annual Report by December Council meeting.

***APPENDIX IV***

**POLICY FOR USE OF MAIN SANCTUARY**

1. Application for use of Main Sanctuary must be made through the WUCC Secretary.
2. Church-related activities will have priority for the use of the Main Sanctuary.
3. At the discretion of the Church Council, permission may be granted for non-church related activities. Donation for use will be accepted.
4. No alcoholic beverages of any type are to be used, consumed, or stored in the building or consumed on the church grounds.
5. Smoking is not allowed.
6. Close and lock all windows.
7. Turn off all lights and fans.
8. Leave the grounds and building clean and in the same order as found. Return chairs to their original positions or storage places.
9. Audio system is available. If sound control is desired, notify church office.
10. If Main Sanctuary is to be used for weddings or funerals, please refer to policies covering Weddings and Funerals.
11. Any unusual event (accident, damage, injury) should be reported to the Church office.
12. Any special request for use of the Main Sanctuary must receive Council approval.
13. Waimea UCC will not be responsible for injuries to persons on church premises during the time the premises are used by other parties.

**POLICY FOR USE OF SOCIAL HALLS**

1. Application for use of Main Sanctuary must be made through the Church Secretary.
2. Church-related activities will have priority for the use of the Main Sanctuary.
3. At the discretion of the Church Council, permission may be granted for non-church related activities. Donation for use will be accepted.
4. No alcoholic beverages of any type are to be used, consumed, or stored in the building or consumed on the church grounds.
5. Smoking is not allowed.
6. Please provide all your own paper goods, plastic garbage bags, cleaning detergents, dishtowels and other cleaning supplies.
7. Please provide your own food and juices. Do not leave food particles in or around the buildings, which might draw ants, roaches, or mice. Food scraps and particles should be placed in covered containers for disposal. Leftover foods should not be left in the refrigerator/freezer for extended periods. Foods left for extended periods will be disposed.
8. Each time the kitchen is used, please clean stove, sinks and counters. Mop the floor.
9. Close and lock all windows.
10. Turn off all lights and fans.
11. Leave the grounds and building clean and in the same order as found. Return chairs to their original positions or storage places.
12. Audio system is available. If sound control is desired, notify church office.
13. If Main Sanctuary is to be used for weddings or funerals, please refer to policies covering Weddings and Funerals.
14. Any unusual event (accident, damage, injury) should be reported to the Church office.
15. Any special request for use of the Main Sanctuary must receive Council approval.
16. Waimea UCC will not be responsible for injuries to persons on church premises during the time the premises are used by other parties.

*APPENDIX V*

**WAIMEA UCC CEMETERY RULES AND REGULATIONS**

**PART I: INTERMENT AND DISINTERMENTS**

A. The Waimea UCC Cemetery or Columbarium is limited to members of the Waimea United Church of Christ, member's spouse and immediate relatives. An annual list of such active and sustaining members of the church shall be maintained by the Deacons and kept in the church office.

B. Permission for interments of a relative or long-time former member can be given by the Cemetery Ministry. All interments and disinterments must be made under the direction of the chairperson of the Cemetery Ministry.

C. No interment or disinterment shall be allowed until all regulations of the civil authorities have been complied with, and necessary forms of the Church are given to the Pastor or Cemetery Ministry Chairperson. All Board of Health rules and Hawaii Revised Statutes Chapter 441 "Cemetery and Funeral Trusts" will be followed for all burials and interments.

D. New columbarium space and additional burial space may be available in the future. New additions to the cemetery shall not be used until approved by the Cemetery Ministry.

**PART II: FEES**

Fees are collected to assure the care of the cemetery grounds and Columbarium. Additional donations may be requested to help with the escalating cost or emergency repairs. All monies are deposited in the Cemetery Fund.

**INTERMENTS IN THE CEMETERY**

The charge for one plot shall be \$800. (Does not include plot preparation.) A plot is according to the Board of Health specifications.

**RESERVATIONS FOR SPECIAL PLOTS**

A. Reservations for specific plots may be made upon written request and the payment of a non-refundable fee of \$800.

B. Plots and Columbarium niches may be resold ONLY to the cemetery at the purchased price.

**CHECKS PAYABLE**

Checks shall be made out to the **WAIMEA UCC, with "WUCC Cemetery" in the memo line**, and paid at the Church office, **c/o WAIMEA UCC, P.O. BOX 457, WAIMEA, HI 96796**.

**PART III: GRAVE PREPARATION, IDENTIFICATION AND CARE.** Note that the cemetery is currently full and there will be no new burials.

A. Identification (All final decisions shall be determined by the Cemetery Chair)

1. Markers must be flat with the grass, and not brightly colored.
2. No plot shall be enclosed by curbing, fences, chairs, hedges or borders of any kind. No flowers, shrubbery or trees are to be planted without the permission of the Cemetery Ministry.
3. When existing curbing, fences, chairs, hedges or borders of any kind have deteriorated, become broken, or unsightly, they will be removed after notification of the family by the Cemetery Ministry.

B. Care

1. Families are responsible to use good judgment for placing and removing flowers and potted plant at their plot and/or Columbarium.
2. An annual gift for the maintenance of the grave would be welcomed to pay for water, trimming, etc. Checks should be made out to **WAIMEA UCC (with "Waimea UCC Cemetery" in the memo line)** and paid to the Church office (on Ola Road) **c/o WAIMEA UCC, P.O. BOX 457, WAIMEA, HI 96796**.

## **APPENDIX VI**

### **A. HOLY COMMUNION**

We believe Communion is a central part of Christian worship. Bread and wine are shared in remembrance of Jesus Christ.

Communion is held on the first Sunday of each month. When the Pastor is absent, Communion of that Sunday will be postponed. Communion services will also be held on special occasions when requested by the Pastor and/or the Music and Worship Ministry.

Waimea UCC has an open Communion. Children may participate at their parent's discretion.

SUPPLIES: Stored in the Deacons closet. Chairperson needs to check on supplies periodically.

1. Communion trays and cups (disposable cups are used).
2. Bread trays.
3. Grape juice (always use a fresh bottle).
4. Extra disposable cups.
5. Juice dispensers.
6. Bread to be purchased before each Communion service.

PREPARATION: Deacon of the Month is responsible for Communion setup and cleanup.

1. Cut bread in cubes and place in two (2) trays. Place one uncut loaf in a separate tray.
2. Pour grape juice in cups in two (2) trays. Pour some juice in chalice.
3. Before worship service, place Communion elements on Communion table in front of sanctuary.

COMMUNION SERVICE PROCEDURE:

1. Four (4) Deacons assist the Pastor in serving the elements while the congregation remains seated.
2. After the congregation is served, the Pastor will serve the Deacons, and him/herself.

After the worship service, Deacons will collect and dispose all cups. Communion and bread trays need to be cleaned and stored.

### **B. BAPTISM**

Baptism is the celebration of a new beginning in the life of a person created by faith in the saving grace of God.

In Baptism, the church proclaims that God loves people, offers forgiveness and grace. Through the sacrament of Baptism, the person expresses publicly his/her desire to accept Jesus Christ as Lord and Savior.

Baptism does not indicate church membership.

Infant Baptism, or Baptism of children at any age, is accepted as a vow of commitment and faithfulness by parents (and if desired, sponsors and grandparents) and the congregation.

Baptism by immersion or sprinkling is accepted.

The procedure for Baptism will be coordinated by the Pastor and Deacons.

### **C. VISITATION**

When Deacons visit members of the church, or anyone on behalf of Waimea UCC, they communicate God's love. Deacons share the gift of a common faith, regardless of the human condition, with no thought of what might be given in return, and share their time, presence, attention and care.

Visitation ministry is shared by all members of the congregation. The Deacons can help form a group within the congregation and friends as needed to make visitations.

SUGGESTIONS:

1. Flowers delivered on behalf of the Church family for the sick or hospitalized.

2. Celebrate and announce a new birth a week or two with a presentation of a small gift to the parents or grandparents.
3. Crafts from Sunday School or Vacation Bible School delivered to Nursing/Care Homes.
4. Visit new or prospective members.
5. Take special interest in members who cannot easily attend church services.
6. Report illnesses and changes in address of members and friends of the church.

#### **D. EVANGELISM**

Announcing the Good News of the Gospel of Jesus Christ is part of the ministry of the Deacons, as described in the Waimea UCC Bylaws.

For Waimea UCC, Evangelism activities have many avenues for engaging church members to make the living presence of the Good News of Jesus Christ available to others. Individuals, groups and the congregation as a whole can be encouraged and trained by the Pastor with the support of the Deacons to reach out to new people and enhance the vitality of the Church.

#### **E. DEACONS SUNDAY**

Deacons are chosen to assist the Pastor to minister and represent the church. It is their responsibility to plan and oversee the church's ministry of service and care for its members and community.

Worship service is central to the life of Waimea UCC. To encourage more lay participation in the worship service, a special Sunday called **Deacons Sunday** is planned during the year.

The Deacons plan and conduct the entire worship service without the presence of the Pastor. Date(s) of the Deacons Sunday is selected by the Pastor and Deacons.

#### **F. DEACONS BENEVOLENCE FUND**

The Benevolence Fund is a fund to minister to the needs of our congregation and community as fully as we can with the resources available. The Deacons and Pastor meet with the applicants to receive information required to fulfill their needs. During the interview, the applicants are given information about other resources available in the community. If this is not sufficient, the Benevolence Fund is used.

Except in an emergency, cash is NOT given directly to an individual. Payment of bills and purchases of groceries are made directly by the Deacons for the individual.

#### **CONFIDENTIALITY IS OF VITAL IMPORTANCE.**

A special offering for this fund can be taken on the **first Sunday** of each month.



## ***APPENDIX VII***

### **A. LAY READER**

#### **Before Worship Service:**

1. Be on time: Be at the church by 9:30 a.m. on Sunday morning.
2. Prepare yourself: Review worship bulletin, call to worship, announcements, and Scripture readings. Just before 10 a.m., meet with the Pastor to pray and then enter the sanctuary, proceeding to the chair on the left.

#### **During the Worship Service:**

1. Be ready at the pulpit for the call to worship as the Prelude is being concluded.
2. It is desired that the congregation have the Bible as an integral part of worship. To that end, the Lay Reader can encourage in the following ways:
  - a. Begin the reading from Scripture with an invitation for the congregation to follow the reading in their personal Bibles or the pew Bibles, and give the page numbers.
  - b. After announcing the passages to read, pause in order that the congregation has enough time to locate the reading.

### **B. USHERS**

The primary function of the Usher is to assist with the smooth flow of the worship service by assuring order to provide for everyone's comfort. Ushers should not only pass out programs, but also assist in seating the congregation, especially when larger-than-normal crowds are expected. The Ushers should pay special attention to visitors and ask if they could be shown to their seats.

The worship service begins with the Prelude. The congregation should be seated and prepare for worship. People should not be standing in the Narthex, talking and visiting. The Ushers can initiate the process by suggesting that they be seated.

#### **Before Worship Service:**

Be on time: be at the church by 9:30 a.m. on Sunday morning.

#### **Prepare Sanctuary:**

1. Check bulletins.
2. Make sure two offering plates are on the altar and that two sets of Bibles and hymnals are in the pulpit.
3. Turn on lights and fans. Open windows and doors. Check to see that each pew contains adequate Bibles and hymnals.
4. Assist other Ushers as needed.
5. On special occasions, be prepared to provide more seating in the sanctuary if needed. Chairs are available in Baird Hall.

#### **During Worship:**

1. As worship service begins, the congregation should be encouraged to be seated and be in an atmosphere appropriate for worship. Ushers can escort people to available seats.
2. Ushers will participate in offering collection. Listen for the announcement "Will the ushers come forward to collect our tithes and offering."

#### **After Worship:**

1. Close all windows and doors.
2. Check to make sure all bulletins, rubbish is removed from the pews. Replace Bibles and hymnals in hymnal racks.
3. Remove plants and put into greenhouse.
4. Turn off lights and fans.

### **GREETERS**

The ministry of the Greeter involves warmly welcoming visitors and members into worship. A person's experience of worship at Waimea UCC will begin with how well we greet them at the door. As a Greeter, you are also asked to assist with the smooth flow of the worship service and to make everyone comfortable.

#### **Before Worship Service:**

1. Be on time: be at the church by 9:30 a.m. on Sunday morning.

#### **Prepare yourself and the Sanctuary:**

1. Make sure the Guestbook, pen, and leis are available.
2. Familiarize yourself with the bulletin information so you can answer questions that may arise.
3. Assist the Ushers in preparing the sanctuary for worship service.

#### **Share WUCC Hospitality:**

1. Be available at the door to greet each person and hand them a bulletin.
2. Introduce yourself and invite visitors to introduce themselves.
  - a. Present visitors with a lei and warm handshake.
  - b. Present them with Waimea Church history and town brochures (on rack).
  - c. Invite visitors to sign the Guest book and introduce them to others and in service.
  - d. Assist visitors in finding a seat near other members and introduce them to each other.

#### **During Worship:**

When the Pastor asks to recognize newcomers, introduce these guests by announcing their names and how they came to join us this morning.

#### **After Worship:**

1. Invite visitors to join in the Aloha Time at Baird Hall, and invite them to join us again.
2. Put away Guestbook and extra supplies.
3. Assist the Ushers in closing the windows and turning off lights and fans.

### **C. CHILD CARE (MUSIC AND WORSHIP TO OVERSEE THIS FUNCTION)**

The Child Care service is an important part of Sunday worship service. It provides childcare for parents with children ages 2-5 years old and children with special needs. It offers parents the opportunity to attend Sunday worship service, knowing that their children are being cared for. Opportunities are offered to help these children in their Christian growth.

#### **GUIDELINES FOR VOLUNTEERS:**

1. Have one volunteer at Baird Hall before 10 a.m.
2. Keep children in the child care until parents come for them
3. Help children feel welcome and comfortable.
4. Gather children together for a song or prayer.
5. Other activities provided:
  - a. Videos, stories, songs, games
  - b. Toys
  - c. Drawing and coloring
  - d. Activity sheets to do and take home
  - e. Outdoor activities (in fenced area behind Baird Hall)
6. Clean-up
  - a. Have children help put away toys, books, etc.
  - b. Adults sweep and wipe spaces, if needed.
  - c. Turn off lights, ceiling fans.
  - d. Close windows.
  - e. Lock doors.

#### **D. FLOWER MINISTRY**

The purpose of the Flower Ministry is to provide altar flowers for the Main Sanctuary each Sunday and for other special services as needed.

Suggestion: Chairperson and two others.

##### Guidelines:

1. Provide sign-up calendar for the whole year and post in the narthex. (See attached form)
2. Arrange donated flowers upon request.
3. Coordinate delivery time with florist and Chairperson when floral arrangements are ordered.
4. Remind people of opportunity to donate flowers.
5. See that floral arrangements are removed from Sanctuary after service.

#### **E. FUNERAL COMMITTEE**

The Funeral Committee is a ministry of the church to provide support in times of death. The Committee's work involves working with the family to make arrangements for burial in a cemetery, ushering and cleanup at the memorial/funeral service. The Chair of the Music and Worship Ministry will serve as the Coordinator of the Funeral Committee.

The Funeral Committee should include the Moderator, a member from the Cemetery Ministry, Buildings and Grounds Ministry, Fellowship Ministry, and at least one Deacon. The current list of names of the Funeral Committee members is in the Church office.

The Ministry's duties involve the following:

1. Help coordinate funeral details with the Pastor, Moderator and, where applicable, local community organizations, fraternal groups and clubs.
2. Order flowers when Church members are concerned.
3. Arrange for wake service, if requested by the family.
4. Assign "koden" participants and accommodations, if requested.
5. Reserve sitting areas in sanctuary for family of deceased.
6. Provide transportation for family, if necessary.
7. Oversee traffic control and parking in front of sanctuary and wherever necessary.
8. Provide help with food service, if requested.
9. Organ music, if requested, will be provided by the church organist or other arrangements approved by the church organist.
10. Prepares the sanctuary for service—clean and set up chairs, altar if necessary.
11. Cleans up after the service.

A checklist for family and *Funeral Service Form* are available at the Church office.

#### **F. WEDDINGS**

Weddings and wedding events at the church shall have their own wedding planner.

## APPENDIX VIII

### ADDITIONAL POLICIES & PROCEDURES FOR TREASURER

#### REQUEST FOR REIMBURSEMENT/PAYMENT OF BILLS

Only members of the Church Council and Board of Finance are authorized to make purchases on behalf of the church.

1. Make sure that sufficient funds are in your budget for purchases (refer to last monthly Financial Report, or inquire of Treasurer).
2. Get approval from your Ministry before purchase.
3. Fill out *Request for Reimbursement Form* with information—who, what, why and which budget money comes from. Include receipt/copy of receipt. Payments will not be processed without proper supporting documents.
4. Put Request in “Bills to be Paid” folder in Church office.
5. At monthly meeting (4<sup>th</sup> Sunday), Board of Finance will review requests for reimbursement and other bills. Upon verification of the expense and its budget allowance, the Ministry then submits a recommendation to the Church Council that the expenses be paid.
6. At the monthly meeting (2<sup>nd</sup> Sunday), Church Council will review the recommendation from the Board of Finance for approval.
7. After approval from Church Council, Treasurer (or other authorized person) then signs Request Form and reimbursements and bills are paid.

PLEASE NOTE: BOARD OF FINANCE MEETS AT THE END OF THE MONTH; CHURCH COUNCIL MEETS ON THE 2<sup>ND</sup> SUNDAY. CHECKS ARE CUT ON THE 15<sup>TH</sup> AND 30<sup>TH</sup> OF EACH MONTH. PLEASE SUBMIT REQUESTS IN A TIMELY FASHION, SO IT CAN BE EXPEDITED. REQUESTS SHOULD BE SUBMITTED WITHIN 6 MONTHS OF PURCHASE.

## APPENDIX IX

### **MUSIC AND WORSHIP CHAIR:** **PULPIT CHECKLIST FOR OPENING AND CLOSING, SUNDAY SERVICES**

*(Also in WUCC files as a PDF file)*

#### **Worship Set-Up Instruction Sheet**

- 1) Unlock front doors to Sanctuary
- 2) Open shutters and windows
- 3) Bring in palms (Key to the arboretum in the piano bench)
- 4) Put batteries in and set out the radio mics. (They are kept in a plastic box in the pulpit. Please keep the battery to the hand mic with the hand mic so that the batteries are not confused.) Give the lavalier mic to the preacher if he/she wants to use it. Reminder: remove the batteries after worship from the microphones because they will run down during the week otherwise. Nice not to have to use new batteries every week as they are expensive and will last at least 5 Sundays.
- 5) Set out the Bible on the pulpit to the correct page.
- 6) Turn on the sound system in the balcony. Remove top and side covers to the cabinet. Turn on in the following order: Ground isolating transformer (on the floor next to the audio cabinet), the main mixer board (switch on the back), equalizer, radio receivers A&B, Feedback loop eliminator, amp 1, amp 2. (Turn off after worship in exact reverse order so as not to spike the speakers.)
- 7) Turn on fans (switches in the narthex next to the fire extinguisher)
- 8) Turn on sanctuary lights with X10 controller box in the narthex ("all on" button)
- 9) Unlock Baird Hall. Open windows. Bring out fellowship tables. Unlock bathrooms (keys on the hook next to the phone in the office and in the cleaning closet in the narthex). Check that there are towels and tp.
- 10) Unlock back gate (if locked) to school parking area. Combo is 28 (right-clockwise) 2 (past 0 to the left-counterclockwise) 16 (right-clockwise)

Reverse all of this after worship!

## APPENDIX X

### LIST OF WUCC PROPERTIES

1) Main Sanctuary	3,528 sqft	TMK 1-6-010-009-0000	(Title: Waimea Foreign Church)
2) Baird Hall & Offices	1,776 sqft	TMK 1-6-010-006-0000	(Title: Waimea UCC)
3) Parsonage & Garage	2,842 sqft	TMK 1-6-010-002-0000	(Title: Waimea UCC)
4) Christian Church Sanct.	2,022 sqft	<i>under Ed Center tmk</i>	
5) Rummage Sale Building	1,416 sqft	<i>under Ed Center tmk</i>	
6) Education Center	5,658 sqft	TMK 1-6-007-042-0000	(Title: Waimea Public Hall Association)
7) Kekaha House A	1,176 sqft	TMK 4-1-3-003-014-0000	(Title: Hawaii Conference UCC Foundation)
8) Kekaha House B	1,184 sqft	<i>same tmk as above</i>	
9) Huakai House	1,820 sqft	TMK 1-2-009-026-0000	(Title: Waimea Christian Church)
10) Triangle Lot Kekaha	7,295 sqft	TMK 1-3-003-051-0000	(Title: Waimea UCC)

APPENDIX XI:

*The congregation is paramount.  
Only God is above the congregation and Jesus Christ is the head of the Church.”*

**WAIMEA UCC LEADERSHIP STRUCTURE**

**GOD IN JESUS CHRIST (Head of the Church)**

“He is before all things, and in Him all things hold together and He is the head of the body, the church.”  
*Colossians 1:17-18a*

“For the Son of Man came not to be served, but to serve.” *Mark 10:45*

↓  
**CONGREGATION**

“Now you are the body of Christ.” *1 Corinthians 12:27*

↓  
**CHURCH COUNCIL**

“There are different kinds of service but the same Lord.” *1 Corinthians 12:5*  
“But whoever would be great among you must be your servant.” *Mark 10:43*

↓  
**PASTOR—EX-OFFICIO** “...Pastors..., to equip the saints for the work of ministry.” *Eph. 4:12*

↓  
**MODERATOR      VICE-MODERATOR      SECRETARY      TREASURER      ASSISTANT**  
**TREASURER**

↓  
**BOARD OF FINANCE**  
Stewardship Ministry  
Buildings & Grounds  
Cemetery

**BOARD OF DEACONS**  
Evangelism

↓  
**MUSIC & WORSHIP      FELLOWSHIP      CHRISTIAN ED. PERSONNEL      MISSIONS      SPECIAL\_**  
Pastoral Relations  
Nominating