

Kona Baptist Church

# CONSTITUTION

&

# BY-LAWS

*(Amended & Revised 1-5-16)*

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# TERMINOLOGY

**APC** - Annual Church Profile

**BIBA** - Big Island Baptist Association

**CMLT** - Church Ministry Leadership Team

**HPBC** - Hawaii Pacific Baptist Convention

**KBC** - Kona Baptist Church

**MEMBER** - shall mean “active member” unless otherwise stated

**QUORUM** - 15% of the active church membership

**SBC** - Southern Baptist Convention

# **CONSTITUTION**

## **PREAMBLE**

For the more certain preservation and security of the principles of our Christian faith, and to the end that this body may be governed in an orderly manner consistent with the accepted tenets of the Southern Baptist Convention, and for the purpose of preserving the liberties inherent in each individual member of this church and the freedom of action of this body with respect of its relation to the other churches of the same faith, we do declare and establish this constitution.

## **NAME**

This body shall be known as the Kona Baptist Church (KBC).

## **OBJECTIVES**

To become increasingly aware of our relationship to God through Jesus Christ, to sustain a vital relationship with Him, and to be used of God to bring all men into this same relationship.

## **MISSION STATEMENT**

Kona Baptist Church seeks to glorify God by reaching out to people with the love of Christ and the Good News, ministering to the needs of the church, providing opportunities for people to grow in Christ, encouraging and promoting inter-dependent relationships with one another, and glorifying and celebrating God's presence together.

## **DOCTRINAL STATEMENT**

The Holy Bible is the inspired Word of God and is the basis for any statement of faith. The church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the southern Baptist convention. We band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the Good News of salvation to lost mankind. The ordinances of the church are Baptism and the Lord's Supper.

## **COVENANT**

Having received and professed the Lord Jesus Christ as our Lord and Savior, and having followed Him in baptism, we do now covenant together as one body in Christ.

We seek to walk together in Christian love; to advance this church in wisdom and holiness; and to follow our Lord's teachings in the areas of worship, ordinances, and disciplines, doctrines, and stewardship of life and possessions.

We also seek daily encounters with Christ; to share the good news with our children, kindred and friends; to keep our minds and body the temple of God; and to study and learn Christ's commandments that we might abide by them, thereby glorifying His name.

We seek to be sensitive to the needs of others and to meet those needs through prayer and Christian action and to be slow to take offense, but always ready for immediate reconciliation and in so doing being zealous in our efforts to advance the kingdom of our Savior.

We further seek to be zealous in our missionary outreach at home and abroad through our participation in missions, supportive prayers and offerings,

We, moreover, will seek to reunite with some other church should we leave this place, where we can carry out the spirit of this covenant and the principles of God's Word.

## **POLITY**

The government of this church shall be democratic with each member having equal voice. It is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches. Insofar as is practical and is the best interest of this church, it will cooperate with and support the Big Island Baptist Association, the Hawaii Pacific Baptist Convention and the Southern Baptist Convention and will participate in their programs of work.

## **AMENDMENTS**

This constitution may be amended by:

### **STEP 1**

- Presenting the amendment in writing at a regular or special called business meeting.

### **STEP 2**

- Posting an announcement in the church bulletin at least three weeks prior to the vote stating that copies are available, and the time and place of the discussion/voting meeting.
- Making copies of the proposed amendment available to members in the church foyer or office until the vote.

### **STEP 3**

- Thirty days or more after Step 1 the amendment shall be voted on at a business meeting.
- A quorum for that meeting shall consist of a minimum of 15 percent of the active church membership.
- A vote of three-fourths or more for the amendment shall be required to ratify the amendment.

# **BY-LAWS**

## **ARTICLE I. FISCAL AND CHURCH YEAR**

### Section 1. Fiscal Year

The fiscal year of the church shall begin on October 1<sup>st</sup> and end the following September 30<sup>th</sup>.

### Section 2. Church Year

The records of the church shall begin October 1<sup>st</sup> and cover the period through the following September 30<sup>th</sup>. Officers and team leaders of the church shall serve for this same period.

## **ARTICLE II. MEMBERSHIP**

### Section 1. Requirements

- A. The membership of this church shall be composed of individuals who have professed faith in Jesus Christ, have been baptized by immersion, and in general agreement with the covenant and statement of faith of this church, and have been received by vote of the church.
- B. Individuals joining must complete Membership Class 101 before being voted into the church.

### Section 2. Candidacy

- A. Any person may offer himself as a candidate for membership at a regular church service in any of the following ways:
  - (1) By profession of faith and for baptism according to the policies of this church.
  - (2) By promise of a letter of recommendation from another Baptist church of like faith and order.
  - (3) By statement of previous Christian experience and baptism by immersion.
- B. All candidates shall be counseled by the Pastor or Deacons prior to the recommendation to the church.

### Section 3. Duties and Benefits

- A. Members are expected to be faithful in the duties necessary to the Christian life, to attend the services of this church, to give regularly for its support, and to share in its organized work by serving in some capacity utilizing their Spiritual Gifts, Heart or passion, Abilities, Personality, and Experiences (SHAPE).
- B. Every member and inactive member shall have the benefit of the church's ministries.

### Section 4. Termination of Membership

Membership shall be terminated in the following ways: (1) death, (2) joining another church, (3) exclusion by action of the church, or (4) upon request of member.

### Section 5. Discipline

- A. It shall be the basic purpose of this church to take every reasonable measure to assist any troubled member. The Pastor and Deacons are available for counsel and guidance. Understanding, concern, and assistance rather than punishment should be the guideline which governs the attitude of members toward one another.
- B. Should some serious condition exist which would cause a member to become a liability to the general welfare of the church, every reasonable measure will be taken by the Pastor and deacons to resolve the problem. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance. But, finding that the welfare of the church will be best served by the exclusion of the member, the church may take action - to terminate a person's membership - by a two-thirds vote of the members present at a meeting called specially for this purpose.
- C. Any person whose membership has been terminated by exclusion may upon his request be restored to the membership by a vote of the church upon evidence of his repentance and reformation.

### Section 6. Status for Voting Privileges

The church recognizes membership status in three categories:

- (1) Active: An active member is one who has demonstrated his or her commitment to this church by participating in its life and ministry during

the past six months, and has the privilege of voting in church business meetings.

- (2) Inactive: An inactive member is one who has not participated nor communicated with this church for six months or more, or who has communicated they have no desire to participate in its life and ministry. This shall be determined by the Pastor or the Deacons through their family ministries. Such individuals shall lose their voting privilege in church business meetings.
- (3) Watchcare: Any person who is a professing Christian and who wishes to retain membership status with another Christian body may request watchcare status in the fellowship of Kona Baptist Church. This membership entitles the watchcare member to all benefits and privileges except voting, being a team leader, or a teacher.

### **ARTICLE III. CHURCH OFFICERS**

All church officers must be members of the church and are elected annually with the exception of the Pastor. All church officers shall serve under the guidance and direction of the church.

The officers of this church shall be as follows:

#### **Section 1. Pastor**

- A. The Pastor is the administrator of the church's program of work and as such shall lead the congregation, the organizations, teams, and the church staff to perform their tasks. A job description for the Pastor shall be written and placed in the church operations manual.
- B. The Pastor shall be chosen and called by the church whenever a vacancy occurs. His election shall take place at a meeting called for that purpose, of which at least one week's notice has been given. A Search Committee shall be elected by the church to seek out a suitable Pastor, and its recommendations will constitute a nomination.
  - (1) The Search Committee shall bring to the consideration of the church only one name at a time.
  - (2) Election shall be by ballot, and affirmative vote of three-fourths of those present being necessary for a decision.

- C. The Pastor shall be called for an indefinite period of time. The amount of salary and all other conditions of employment shall be fixed at the time of the call and formally recorded in the letter to the prospective Pastor. An evaluation of a new Pastor shall be conducted by the Search Committee at the end of his first year.
- D. The term of office of the Pastor may be ended upon thirty (30) day notice on the part of the Pastor or the church. Termination of the office shall be voted on at a regular or special called business meeting, and notice of such meeting and its purpose shall be announced from the pulpit and published for two successive weeks. An affirmative vote of three-fourths of the qualified voters present (providing there is a quorum) shall make valid termination of said office. The vote shall be by written ballot.
- E. Voluntary resignation of a Pastor shall be honored after thirty (30) days written notice to the church.

## Section 2. Deacons

Deacons are elected and ordained to serve alongside the Pastor. A Deacon policy has been established and adopted by the church and placed in the church operations manual.

## Section 3. Moderator

The Moderator presides at all regularly scheduled and special business meetings and ensures that each member is able to share his /her views of the subject being discussed and that the meeting is conducted in an orderly manner following parliamentary rules. (See Article VII, Section 3)

## Section 4. Clerk

The church clerk maintains a register of the names of members, with dates of admission, dismissal, transfer, or death, together with a record of baptisms. He/she shall issue letters of termination voted by the church. (See Article II, Section 4) He/she writes for, receives, and processes all requests for church letters. The church clerk preserves all communications and written reports, prepares agendas for all church business meetings, keeps accurate minutes of all church business meetings, and prepares and submits, the Annual Church profile (ACP).

## Section 5. Treasurer

- A. The Treasurer shall use the approved budget and shall disburse all funds for local expenses, missions, and benevolence. The Treasurer shall be experienced in general accounting procedures.

- B. The Treasurer shall hold all monies in the name of the church and shall without special vote or authority pay out of the church funds available for the purpose, all salaries, fixed charges, interest, utility bills, appropriations and any other items authorized by the budget of the church. The Treasurer shall be authorized by the team leaders to disburse funds allocated to that particular team.
- C. The Treasurer shall not pay any bill, claim, or request not authorized by the annual budget except as instructed by the church in business session.
- D. The Treasurer shall keep records of all receipts and disbursements with proper vouchers.
- E. The Treasurer shall present a summary of the financial condition of the church at each monthly Church Ministry Leadership Team (CMLT) meeting.
- F. The Treasurer shall prepare and submit financial information to the church clerk for inclusions in the Annual Church Profile (ACP).
- G. The Treasurer shall be an ex-officio member of the Finance Committee, and shall be responsible for submitting the books of the church to inspection, in the Treasurer's presence, by any member of the church and in addition shall submit the church books for audit as deemed necessary by the Finance Committee.
- H. All checks over \$500.00 and payroll checks shall be signed by two authorized signatories.
- I. The Treasurer shall be appropriately bonded at the expense of the church. The Treasurer shall be responsible for the safekeeping of all insurance policies, mortgages and other valuable church papers. If desired, the Treasurer may appoint an assistant to the Treasurer in order to implement the duties listed above.

## Section 6. Trustees

Three (3) Trustees will hold in trust the church property. They shall have no power to buy, sell, mortgage, lease or transfer any real property without a specific vote of the church authorizing each action. It shall be the function of the trustees to affix their signatures to legal documents where the signatures of trustees are required.

## **ARTICLE IV. CHURCH STAFF**

### Section 1. Employees

#### A. Other Ministerial Staff

- (1) Ministerial staff shall be chosen and called by a special elected Search Committee. His/her election shall take place at a meeting called for that purpose, of which at least one week's notice has been given.
- (2) The Search Committee shall bring to the consideration of the church only one name at a time. Election shall be by ballot, and affirmative vote of three-fourths of those present being necessary for a decision.
- (3) The Pastor shall be the direct supervisor of Ministerial church staff.

#### B. Other Employees

- (1) Employees will be assigned supervision based on job function.
- (2) Employees shall be hired after thorough deliberation by the Personnel Committee, including the perusal of resume, references, and personal interview.
- (3) The Personnel Committee shall specify duties in a written job description.

### Section 2. Contractors

Contractors may be hired as necessary to fulfill specific tasks and will be assigned supervision based on job function.

## **ARTICLE V. TEAMS AND COMMITTEES**

The church shall have six Purpose Driven Teams and two Standing Committees.

Standing Committees shall serve for the duration of the church year.

Sub-teams may be formed by teams to assist in specific functions. Members of sub-teams shall serve for as long as the sub-team is needed. Ad hoc committees may be formed as needed (see Article V, Section 4).

The Pastor shall be an ex-officio member of all teams and committees. All team leaders and committee chairpersons must be members of Kona Baptist Church.

Each member of Kona Baptist Church is to be encouraged to serve on at least one church team. Each team is to elect a team leader. The team leader is to schedule and conduct team meetings at least once each quarter. The team leader or designee is to attend all Church Ministry Leadership Team (CMLT) meetings and provide periodic reports. Individuals may participate on more than one team or committee; however, no one may be a team leader or chairperson of more than one team or committee. Team members may change to different teams after serving for at least three months.

All teams shall be under the control of the church and report regularly to the church.

#### Section 1. Church Ministry Leadership Team (CMLT)

- A. The CMLT shall serve the church by leading in planning, coordinating, conducting, and evaluating the ministries and programs of the church, its organizations and teams. Although the word “Team” is in the title it will not be considered one of the six named teams.
- B. The Pastor presides over all CMLT meetings.
- C. The CMLT shall meet monthly for the consideration and unification of plans for the promotion of the welfare of all teams of the church. Decisions shall be reached by consensus. Where consensus cannot be reached, the matter may be referred to the church for a decision.
- D. The primary functions of the CMLT shall be to carry out the church objectives and goals; to review and coordinate ministry and program plans recommended by church officers, organizations and teams; to coordinate leadership, calendar time, and other resources; and to evaluate these functions.
- E. The monthly CMLT meeting minutes and reports shall be available to the church.
- F. The CMLT shall be comprised of all church officers, team leaders, committee chairs, and members, and any church member in attendance.

#### Section 2. Mission Statement Teams

The church has six Mission Statement Teams which define the purposes of the church.

Annually, each team identifies its responsibilities to accomplish its mission.

A. Evangelism/Mission Team

The mission of this team is to lead the church in glorifying God by reaching out to people with the love of Christ and the Good News.

B. Ministry Team

The mission of this team is to lead the church in glorifying God by ministering to the needs of the Church.

C. Discipleship Team

The mission of this team is to lead the church in glorifying God by providing opportunities for people to grow in Christ.

D. Fellowship Team

The mission of this team is to lead the church in glorifying God by encouraging and promoting inter-dependent relationships with one another.

E. Worship Team

The mission of this team is to lead the church in glorifying and celebrating God's presence together.

F. The Buildings and Grounds Team

The Mission of this team is to lead the church in glorifying God by maintaining the buildings and tending the grounds to provide a suitable place for worshipping God, studying His Word and fellowshiping with His people.

Section 3. Standing Committees

A. Finance Committee

1. The Finance Committee is appointed by the Treasurer in consultation with the Deacons and Pastor. The Finance Committee shall elect its Chairperson.
2. The Finance Committee members must be active, tithing members of the church.
3. The Finance Committee serves under the leadership of the CMLT and is to lead the church in educating the membership and in

implementing all phases of stewardship development. This Committee leads in budget development, promotion, and commitment; and ensure sound procedures in operational areas of church finance. This Committee relates to any special fundraising. The Committee leads in the education and support for cooperative ministries beyond the local congregation.

4. The Finance Committee members serve as offering counters. (See Financial Guidelines in operations manual.)

#### B. Personnel Committee

1. The Personnel Committee serves under the leadership of the CMLT and shall maintain personnel records of all paid staff workers and execute church approved personnel policies as stated in the KBC Church operations manual.
2. The Personnel Committee shall consist of all currently elected team leaders and Finance Committee Chair.
3. The Personnel Committee is responsible for non-ministerial employment, salaries and employee benefits, as recommended to and approved by the church. Compensation for these various positions, as well as annual review of job performance, salary and benefits, shall be determined in conjunction with the Finance Committee's recommendations and the church's approval.

#### Section 4. Ad hoc Committees

- A. Search Committees shall be elected to fill ministerial positions.
- B. The church may form ad hoc committees as necessary for such term and with such duties and powers as may be required.

## **ARTICLE VI. ORDINANCES**

The ordinances of the church are baptism and the Lord's Supper and these shall be administered through the Deacon Ministry of the church.

## ARTICLE VII. CHURCH MEETINGS

### Section 1. General

The church shall meet regularly for worship each Sunday morning and shall hold such other meetings as are in the interest of carrying out its objectives.

### Section 2. Business and Special Meetings

- A. Business meetings shall be held quarterly (see Article I). The dates shall be determined by CMLT. In the absence of the Moderator, the Pastor shall preside, with the approval of those present, or a nominee for Moderator shall be voted on by those present.
- B. Special business meetings may be called by any church officer, team or committee by giving notice of the subject to the church clerk. The church clerk shall establish the date and time of the meeting and shall publish notice at least one week in advance of the meeting.

### Section 3. Parliamentary Rules

Robert's Rules of Order, Revised, is the authority for parliamentary rules of procedure for all business meetings of the church.

### Section 4. Will of the Church

The will of the church on any given matter, duly expressed by its vote as members seek to know the wisdom of the Holy Spirit, shall be carried out by all teams, committees, officers, and organizations of the church.

The following require a church vote:

- The annual budget
- Any expenditure above the budgeted amount
- Church officers
- Purchase, sell, mortgage, lease or transfer of land, buildings, encumbrances, etc.
- Calling of a senior Pastor, and other Ministerial staff
- Changes in the church constitution and policies
- Termination of any Ministerial staff member

- Voting in new members and terminating members
- Licensing and ordaining Preachers

#### Section 5. Church Authority

- A. Officers, teams, organizations, and committees shall make reports to the church as needed.
- B. An officer (excluding Pastor, see Article III, Section1) or Ministerial staff member of the church is subject to dismissal from office by the following method:
  - (1) Petition demanding dismissal must be signed by twenty-five percent of the members of the church.
  - (2) The petition shall be presented to the Big Island Baptist Association Director of Missions, or to the Executive Director of the Hawaii Pacific Baptist Convention for inquiry, review and a recommendation.
  - (3) Following a recommendation, a vote of the members by written ballot shall be called for and taken at a business meeting. The meeting shall not be conducted by the person who is subject of the vote.
  - (4) Announcement of the meeting shall be made at least two Sundays prior to the voting meeting.
  - (5) A simple majority of the quorum shall decide the vote, if said vote is for removal, then the officer shall immediately be disassociated with authority of his/her office and shall no longer be entitled to any unearned compensation, unless specifically ordered otherwise by vote of the church.

## **ARTICLE VIII. CHURCH OPERATIONS MANUAL**

A church operations manual shall be kept in the church office and made available to any member of the church.

#### Section 1. Organizational Chart

An organizational chart shall be prepared by the Personnel Committee which will depict lines of responsibility in the administration of the church. A copy shall be included in the church operations manual.

## Section 2. Policies and Procedures

- A. Church policies and procedures shall be described in the church operations manual.
- B. Changes in policies and procedures may be suggested by any church member. Any addition, revision, or deletion of church policies requires recommendation by the church officer, team, or committee to whose areas of assignment the policy relates and approval by the church.

## **ARTICLE IX. LICENSING AND ORDAINING PREACHERS**

### Section 1. Licensing

Those members, who in the judgement of the church give evidence that they are called of God to the work of the ministry, may be licensed to preach the Gospel of Jesus Christ, provided three-fourths of the members present, at any regular or special business meeting shall agree thereto.

### Section 2. Ordaining

If the church in any one of its regular or special business meetings decides by three-fourths majority vote that one of its members who is a licensed preacher possesses the scriptural qualification for full ordination, it shall call a council of ministers and members from this congregation and from other associated churches of like faith in order to examine the qualifications of the candidate. Their recommendations shall then be referred back to the church for final action. A three-fourths vote of the members present shall be required for final action of approval for ordination.