

**THE FIRST CHINESE CHURCH OF CHRIST IN HAWAII**  
**WHAT ALL BOARD MEMBERS AND STAFF SHOULD KNOW- Rev. 7/31/13**

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**I. BOARD MEMBERS**

**YOU HAVE BEEN CHOSEN BY GOD and THE PEOPLE OF THE CONGREGATION** of The First Chinese Church of Christ in Hawaii. As Board members your responsibilities are:

- A. Attend monthly Church Board meetings or as scheduled
- B. Chair and/or serve on a Board committee
  - 1. Plan for the year and beyond
  - 2. Get others in the congregation to serve on your committee
  - 3. Submit a yearly budget
  - 4. Submit a yearly report for the church's annual report
- C. Serve communion on the first Sunday of the month and help pick up communion cups after service
- D. Attend church events – prayer meetings, Bible studies, activities, etc. - (Ministry of Presence)
- E. Help usher or serve as pallbearer at church member's funeral, if needed
- F. Attend funerals of members as a representative of our church
- G. Assist Pastors with visitations and serving communion
- H. Meet and get to know our members and friends on Sunday mornings – answer their questions, find out about their concerns, and solicit their help
- I. **Check Board Officers and Committee Mail Boxes located in front office weekly.**

**II. CHURCH STAFF –**

Church Office: Ph. 808-593-9046 Fax: 808-593-2145.

Email: [office@firstchinese](mailto:office@firstchinese) Website: [www.firstchinese.org](http://www.firstchinese.org)

- A. Senior Pastor
- B. Morning Secretary
- C. Afternoon Secretary
- D. Custodian
- E. Part-time Organist
- F. Part-time Book Keeper – Smart Book (Private)
- G. Part-time Interim Choir Director

Preschool Office: Ph. 808-593-9889; 780-8563 (cell) for lead teacher.

Email: [fccpreschool@hotmail.com](mailto:fccpreschool@hotmail.com)

**III. FRONT CHURCH OFFICE HOURS**

MONDAY 8:00 A.M. TO NOON  
TUESDAY to FRIDAY 8:00 AM TO 4:00 P.M.  
SATURDAY 8:00 AM TO 12 NOON  
SUNDAY 9:00 AM TO 12 NOON (volunteers)  
Secretary vacation/sick leave coverage: 9:00 A.M to 1:00 P.M. by only one secretary.

#### IV. CHURCH BULLETIN

- A. SERMON TOPIC – submitted by Wednesday of the week.
- B. CHOIR ANTHEMS- submitted by Wednesday; latest Thursday night
- C. HYMNS – selections submitted by Wednesday afternoon; latest Thursday morning
- D. SCRIPTURE READING –submitted by Wednesday
- E. MASTER COPY OF BULLETIN should be ready for printing by Friday noon
- F. LAY READERS can call in after Wednesday for Scripture and names of hymns
- G. ANNOUNCEMENTS – submit Announcement Form in Church Office by Wednesday for approval by Pastor or designee for printing

#### VI OFFICE DOORS

- A. **Front and Back offices will be locked at all times.** Back office door will remain open during Sunday morning church services.

#### VII COPYING MACHINE

- A. Do not waste paper and limit amount of copies being made.
- B. All committees are designated a code to make copies. The amount of copies printed will be charged to their respective committee budget.
- C. A charge of 10 cents per sheet for non-church business, to be collected by the Office.

#### VIII. USE OF CHURCH FACILITIES: Always check the main calendar in the church office if the facility is available before scheduling an activity.

- A. Forms located in front office-must be filled out and approved by the secretary or designee and recorded on the church's Master Calendar. Indicate room, date, time (in and out), and type of equipment and furniture needed.
- B. Custodians must be informed of event and at the completion of event. **Requestor, not the custodians,** is responsible to see that rooms, equipment, and furniture are cleaned and returned to original locations. **Refer to posted sign in/out sheet log sheets located in each room for specific duties to follow.**
- C. **All church activities must be sponsored by a FCCC member and have a FCCC member present at all times during the activity.**
- D. **The Multipurpose room in the gym will be locked at all times.** Requestors to obtain the room key from the office and lock the room and return the key after the end of the activity. **Use of Multipurpose room is for meetings and worship services only.**
- E. Conference Room to remain open to operate gym light switch from the room.
- F. **Request for equipment/furniture off campus: Used for only FCCC church purposes, no personal use.**
  - 1. Must sign up ahead of time, stating purpose, event, what is requested and when it will be returned. Items should be returned within a week or sooner. All equipment/furniture is the responsibility of the requestor and is responsible for any damages or loss.

## IX USE OF KITCHEN FACILITIES

- A. All appliances and equipment available for use for all church activities. Keys available from the office.
- B. **All food items** to be removed at the end of function and **not stored** in the refrigerators after the event. The Preschool will try to accommodate requests for extra space for special events.
- C. **All items should be labeled with name and date in the refrigerator and freezer.** Items in **freezer** should be removed within **3 months**. Items in the **refrigerator** should be named and dated and removed within **a week**.
- D. Food items should **NOT** be placed in the kitchen cabinets due to rodent and roach problems.
- E. All pots, aluminum pans, utensils, to be cleaned and returned to original locations. Do not leave anything on the kitchen rack, in the sinks, or on the kitchen counters at the end of the function.
- F. Kitchen stoves, wok and surrounding areas to be cleaned at the end of the function.
- G. Recommend groups bring their own cleaning supplies such as dishtowels, dish soap, and other cleaning towels and take them home to clean at the end of the activity.. Clean towels are available and should be washed and returned to store in the cabinets or drawers. **Do not leave towels hanging on the sink or carts.**
- H. Food and trash items to be placed in plastic lined trash containers located in the kitchen and taken outside at the end of the day. Make sure food items are always placed **in** the plastic bags.
- I. Any donated equipment, such as pianos, microwave ovens and other large items, to be approved by the Administration Committee and/or Pastors in order to have control on donated items.

## X. USE OF CHURCH FACILITIES – Refer to Policies and Procedures information and use.

Currently there is a **MORATORIUM** for **ANY OUTSIDE CHURCH** requests for the use of any church facility due to liability and no facility coordinator to provide oversight on these requests.

## XI BULLETIN BOARD INFORMATION AND TRACT RACKS

- A. Bulletin boards on both lanais have been assigned to various groups in our church.
- B. Each group is responsible to maintain and update their boards and tract racks.
- C. Anything posted or placed in the tract racks should get approval by a pastor.

## XII. FINANCES

- A. Before purchasing anything costing **over \$500**, a request must be submitted, stating reasons to purchase to the Treasurer to obtain Church Board approval.
- B. Request for Payment Form is available in the front office.
  - 1. **All requests to be signed by the authorized committee chairperson** before submitting to the Treasurer for approval. This is one way that the Chairperson can be aware of the expenditures of their committee and to keep on budget.
  - 2. Two signatures by the executive committee are required on all FCCC reimbursement checks.
  - 3. Non-pastoral employees may not purchase goods or services for FCCC using their own personal resources such as cash, personal checks, credit cards, debit cards or any other assets for any amounts greater than \$25.00 (twenty-five dollars per month).
  - 4. A petty cash fund of \$300.00 for small purchase items is available, with proper approval.

### **XIII. PARKING/TRAFFIC FLOW**

- A. Ewa Parking Lot: Leased to the Kaiser Clinic employees on Mondays through Fridays from 6:00 AM to 6:00 PM. A Kaiser Clinic attendant is employed there to manage the parking lot.
- B. Weekdays: Pastors, staff, members, and visitors may park on the front lawn and on the concrete driveway in front of the church. Two parking spaces along side the Diamond Head side of the cement driveway, near Kaiser Clinic, are reserved for the Pastors.
- C. Sundays: Additional parking is available at the Kaiser Clinic building from the third floor and above.
- D. Anyone parking on church property for non-church activities or business should inform the Church Office or the custodians on where they are going and the time they will return. Due to safety and security reasons, unidentified cars may be towed away at owner's expense.
- E. Check the signs for street parking. Some areas are tow away zones.

### **IX. SECURITY**

- A. Be aware of strangers, e.g. homeless people wanting to sleep on our lanais at night, strangers walking through our campus, those wanting to use our restrooms, people wanting money to "purchase food" and those wanting to scout our facilities and campus. **Young Street gate and Ewa Lanai rolling gates to be secured Monday-Friday, 6:45 a.m. to 5:30 p.m. for the protection of our Preschool students and staff,**
- B. Smoking, drinking alcoholic beverages and weapons are not allowed on our campus.
- C. Report any strangers, illegal drugs and/or drug paraphernalia on campus to the office, Preschool office or custodians. If needed, call 911 to report any emergency and /or need for police assistance. Meet and provide information to the police upon their arrival.
- D. **Adult supervision is required** when children are present **at all times**. For everyone's safety, they need to know and follow our facility rules at all times.
- E. Do not leave personal items such as handbags, cameras, laptops, iPods, CD players, cell phones, etc. around the gym, in the classrooms or in the Sanctuary
- F. Lock and secure personal items in your car to prevent any break in.
- G. **Front and Back gates to be locked by 8:00 P.M. nightly.** If gates need to remain open longer, someone should be there to monitor late arrivals.
- H. Sponsors/Leaders to do a "walk around" at the end of the activities to make sure everyone is gone, lights and air conditioners are turned off and doors are secured.

- X. **FCCC POLICY AND PROCEDURE MANUALS and JOB DESCRIPTIONS** are located in the church office. Board Members should be familiar with Safe Church Policy and Guidelines that is also located in the church office.

### **XI. INFORMATION TO THE PUBLIC**

The Senior Pastor or his designee must approve any official public information pertaining to or referencing name of The First Chinese Church of Christ in Hawaii before publication or distribution.