

KAPA‘A FIRST HAWAIIAN CHURCH  
Church Council Meeting Minutes  
December 13, 2020

**Via Zoom & In-Person at KFHC**

- I. Call to Order 11:25 am Jo Manea
- II. Pule Wehe/Pule ‘Ohana Pule by Jo Manea for Milton Ching
- III. Roll Call Isaiah Ka‘auwai  
Barry Mick (Kahu) in-person, Sally Jo Manea (Moderator) zoom, R. Kalei Ka‘auwai, Sr. (Vice-Moderator) zoom, Isaiah Ka‘auwai (Secretary) zoom, G. Maile Ka‘auwai (Treasurer) zoom, Jotis Russell-Christian (Financial Secretary) zoom, Terri Russell (BOCE) zoom, J. Lokelani Ka‘auwai (BOD) in-person  
Excused: Milton Ching (BOT) returned to Hawai‘i island.  
Members: Monica Ka‘auwai, zoom Guests: Annie Sherwood, zoom  
Quorum: 8/9 yes
- IV. Additions/deletions to Agenda None
- V. Secretary’s Report Isaiah Ka‘auwai  
Minutes of October 11, 2020  
*Motion to Approve: Isaiah Ka‘auwai Second: Terri Russell*  
*Motion approved in favor unanimously.*
- VI. Treasurer’s Report G. Maile Ka‘auwai/Terri Russell  
  - Handouts
  - Oct-Nov Financial Report - Expenses high due to payroll and property taxes. October showed a deficit of -\$5,364.13 and November, a profit of \$6,297.89.  
*Motion to Approve: Terri Russell Second: J. Lokelani Ka‘auwai*  
*Motion approved in favor unanimously.*
- VII. Kahu’s Report Kahu Barry Mick  
  - Sound System Update – continuing work on it.
  - Kahu participated in the AM21 (Authorized Ministry) training [https://www.ucc.org/ministers\\_authorized](https://www.ucc.org/ministers_authorized)
  - Kahu has scheduled his remaining vacation for Dec 26- Jan 5. Caroline Miura will share the message on Dec 27, 2020 and Jan 3, 2021.
  - Strategic Plan – Kahu would like to have the plan reviewed and addressed after he returns from vacation in Jan 2021.
  - Researching Spectrum for internet service.
- VIII. Moderator’s Report Sally Jo Manea  
  - Choir agreed to give money from their bank account to the church to help with the sound system.
  - Jo Manea, Moderator and Isaiah Ka‘auwai, Secretary have submitted letters of resignation effective 12-31-2020 close of business to serve in new positions. Kalei Kaauiwai, Sr. completed his first term as vice moderator and was voted in as moderator for 2021 and 2022. He did not need to submit a resignation letter.

IX. Vice-Moderator's Report R. Kalei Ka'auwai, Sr.  
Mahalo to Kahu, Loke and others who show each Sun to provide in-person worship service. It's been a blessing that Kahu already had livestream available prior to COVID 19. Zoom meetings allows the contact to continue to do our church business.

X. Financial Secretary's Report Jotis Russell-Christian  
Handout  
It was decided to collect for the Christmas Fund (assists retired clergy) Sun, Dec 20 and Dec 27, and an announcement will be included in the church worship bulletin.

*Motion to Approve the Executive Officers' Reports: Jotis Russell-Christian*  
*Second: Isaiah Kaauwai Motion approved in favor unanimously.*

XI. Committee Reports

- A. Board of Christian Education Terri Russell
- Continued lessons via mailouts in January
  - Encouraging children to learn "Lord's Prayer" in January and for children to share in the worship service.
  - Christmas packages will be discussed and decided in Old Business D. Christmas Eve Service
- B. Board of Deacons Lokelani Ka'auwai
- Loke will provide theme/scripture/song for 2021 to Annie.
  - See Old Business D. Christmas Eve Service
- C. Board of Trustees Jo Manea for Milton Ching  
Church front doors –
- Jo spoke to Milton who suggested Kenny Bray to complete work on the doors. Kenny has already checked the door, too.
  - Loke mentioned that her mom, Deloros contacted Jose Castillo previously. Milton requested an estimate but had not received one, thus he recommended Kenny Bray.
  - Loke will ask her mom to request an estimate from Jose and refer him to Milton.
- D. Committees
1. Pastoral Relations Monica Ka'auwai  
Monica asked for guidance for a new appointee/member to the committee due to Ron Clark's passing.  
Discussion:
- No policy requiring a specific amount of members on committees.
  - Names were suggested for a replacement on the committee which includes: Lori Miller and Keola Christian. Other names included Larry Rush or a volunteer or associate member such as Keith Olsen.
  - The moderator intended to have Kahu's new contract completed by the end of this month. However, during last month's 'ekalesia meeting, the 'ekalesia did not vote to extend Kahu's contract. The Pastoral Relations Committee reported they were going to

recommend extending it. To complete the new contract by year's end would not be feasible.

- Today, Kahu stated that he is okay with a one-year contract extension.

*Motion to extend Kahu's contract for one year (2021) using 2020's budget figures: Terri Russell Second: Isaiah Ka'auwai Motion approved in favor unanimously.*

*Motion to Approve Boards & Committee Reports: Isaiah Ka'auwai Second: R, Kalei Ka'auwai, Sr. Motion approved in favor unanimously.*

## XII. Old Business

### A. Evaluation and New Contract for Kahu

Jo Manea

See Pastoral Relations Committee

### B. TEAF

Isaiah Ka'auwai

- Isaiah will be meeting with Chassidy Dabin this month and will be awarding the scholarship. Application still needs to be submitted. Although submissions is late, it's due to COVID 19. Would like to award her scholarship by end of this month.
- Isaiah will review/update the application to include payment directly to college and other areas if needed. The revised application will be brought to the Church Council for approval.

### C. COVID 19 Policy Update

Jo Manea

- Suggestion to allow boards to meet in person (e.g. board meetings) with precautions in Place. Zoom, phone calls or emails remain as options for those who have concerns.
- Further discussion included removal of the word, suspended. for the board meetings in the worship bulletin since boards have been meeting via phone or email.

*Motion to update policy to allow official church meetings of 10 people or fewer to meet on the social hall lanai and following CDC/COVID 19 guidelines: Terri Russell Second: Isaiah Ka'auwai Motion approved in favor unanimously.*

### D. Christmas Eve Service

Terri Russell

- BOCE organizing a virtual play with pre-recorded music. 5 people will do live readings (Jotis, Justyce, Kainalu, Terri, Kealoha)
- The sanctuary can accommodate 28 people including 6 on the lanai and will host the Christmas Eve Service.
- Kahu offered his home for the setup.
- Attendees: Other churches require reservations for in-person attendance.  
Terri will create ½ sheets for reserve seating and send to Annie to print & include in next Sun's worship bulletin. Terri will keep track of attendees.
- It was decided to not hand out Christmas packages this year. Handing out fresh food items is not recommended by the CDC/COVID 19 rules.

## XIII. New Business

### A. Employee/Contractor issue - Pianist/Organist

Isaiah Ka'auwai

- Handouts were emailed to council members including the Hawai'i Conference Foundation's article.
- Terri Russell spoke to Mary Lardizabal, pianist, who understands and is okay that she will be an employee of the church.

*Motion to approve the positions of pianist and organist as employees of the church:  
Isaiah Ka‘auwai      Second: Terri Russell      Motion approved in favor  
unanimously.*

- B. Vacancy Appointments      Jo Manea  
Motion to appoint Milton Ching as Vice Moderator: Isaiah Ka‘auwai  
Second: Terri Russell      Motion approved in favor unanimously.
- C. Officers’ Signatures for Bank Account      Isaiah Ka‘auwai  
*Motion to authorize the newly elected officers Royce K. Kaauwai, Sr. – Moderator,  
Milton Ching – Vice Moderator, Sally Jo Manea – Secretary and Isaiah Kaauwai –  
Treasurer to sign checks for the church’s checking account at Gather Federal Credit  
Union for Jan-Dec 2021:      Isaiah Ka‘auwai      Second: Terri Russell  
Motion approved in favor unanimously.*
- D. “Remote” Membership      Jo Manea  
Tabled to Jan 2021 Council meeting
- E. Fiscal year change, August – July      Terri Russell  
Tabled to Jan 2021 Council meeting
- F. Donations      Jo Manea  
Tabled to Jan 2021 Council meeting
- XIV. Next Meeting:  
Sun, Jan 10, 2021 @ 11:00 am
- XV. ‘Ohana Assignment  
Dec-BOT      Jan-Kahu      Feb-Mod      Mar-Vice Mod      Apr-Sec      May-Treas
- XVI. Announcements  
Hebedoma:      Jan 5, 2021 at 6:00 pm – BOD  
Jan 6, 2021 at 6:00 pm – BOCE  
Jan 7, 2021 at 6:00 pm - Kahu
- XVII. Pule Ho‘oku‘u      Kahu Barry Mick
- XVIII. Adjournment – *Motion: Terri Russell      Second: R. Kalei Ka‘auwai, Sr.  
Time: 12:56 pm      Motion approved in favor unanimously.*

Me ka ‘oia‘i‘o

Isaiah Ka‘auwai  
Council Secretary