



COOK ISLANDS CHRISTIAN CHURCH

# CICC PROCEDURES MANUAL

Policies and guidelines for the benefit of  
members in the Cook Islands Christian Church



*Gospel Day at Arorangi, October 2010*

Revised by the CICC Executive Council, March 2010 (in Cook Islands Maori)  
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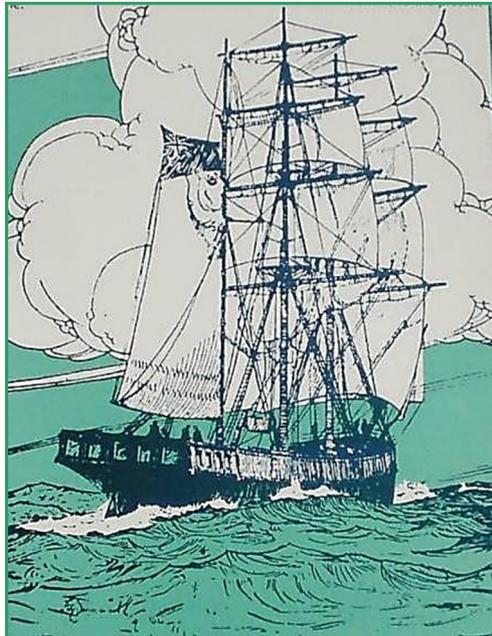
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*The Mission Ship "John Williams," one of the sailing boats used by the London Missionary Society to spread the Gospel in the South Pacific including the Cook Islands (from Polynesian Missions in Melanesia, USP, 1982).*

## *Preface*

*Greetings to the people of God, thank you for having the opportunity to read and get to know this Manual which outlines the procedures being followed by the Cook Islands Christian Church.*

*This Manual revises and updates the 2001 version. Since the first version, the CICC Executive Council found the need to expand the Manual to include the various procedures, policies and guidelines approved by the CICC assembly and the Executive Council. This will help guide the activities being undertaken by both new CICC branches as well those already established in New Zealand, Australia and here in the Cook Islands.*

*The intention is to have the same set of rules and guidelines across all Church branches who chose the CICC as their parent Church organisation. So to members of the CICC in all branches everywhere, it is very important that we carry out our respective responsibilities before the Lord with one spirit and mind. We can achieve this when we all strive to follow the guidelines set out in this Manual. These guidelines are actually not the most important thing, but our faith to be firmly based on the Lord, as we follow these guidelines.*

*Like any organisation who has a set of procedures to guide its activities, this is the same purpose for which this Manual was written. This is what the CICC has put in place to assist its branches under its jurisdiction with their respective programmes and activities.*

*I would like to acknowledge the efforts of those who wrote the first version of the Manual, and my committee today who spent time on this version under the guidance of the General Secretary. Thank you also to those individuals in the CICC church branches who sent in comments which further enhanced the status of this book. May this Manual serve well those who chose to worship the Lord under the CICC umbrella.*

*With the Lord's blessings.*

*Mangata Lutai*

*Rev. Tangimetua Tangatutai*  
**CICC President**



## 1 CONSTITUTION

The Cook Islands Christian Church (CICC) was established under an act of Parliament in 1968 entitled "The Constitution of the Cook Islands Christian Church." This act served as the basis of the church since 1968/69, and was revised in 2003.

The London Missionary Society Corporation (LMS) was the parent body of the CICC from its establishment in 1823 up until the early 1960s. Under the above act, the CICC is the land lord and owner of all assets (land, church buildings, mission houses, etc.) previously owned and transferred by the LMS to the CICC.

## 2 FOUNDATION OF THE CHURCH

In the church constitution, the foundation of the CICC is as follows:

- i. Jesus Christ is the foundation and head of the church.
- ii. The church's religious belief is based on the Holy Bible.
- iii. The constitution confirms the principle purpose of the church as being the evangelisation of God's people and to worship him.

## 3 CREED

The Bible clearly outlines the purpose of our faith and belief in the Lord which have been confirmed by many generations of Christians. We believe that God created the world including man, and his clear intention is for us man to be his followers. He physically came into this world through his son Jesus Christ, he lived, died and rose again as Saviour of the world. He is constantly at work through the Holy Spirit in gathering his people into his everlasting kingdom. We believe that through faith we shall attain salvation through repentance of our sins and trespasses, and through God's forgiveness of our sins and his love which he gave to this world through his son. Expression of this new life through Jesus Christ is living by example according to his wishes and plans as outlined in the Bible.

We believe that the Lord is calling his people to congregate for the building up of his church for all people to worship him and undertake those tasks expected of Christians until the end of time. That will be the time when the Messiah will rule over all of mankind.

## 4 VISION

The vision of the CICC is as follows:

*"To worship and serve God, and to make Jesus known to all people."*

This vision was devised by the CICC Committee of Ministers in 2006 and was passed by the CICC General Assembly in 2007.

## 5 MANAGEMENT OF THE CICC

Under the church constitution, administrative responsibilities are allocated as follows:

## **5.1 GENERAL ASSEMBLY**

The General Assembly is the supreme decision making authority of the church. It is responsible for the development and growth of the church which belongs to Jesus Christ. It sets the direction for the church to follow. The status of the assembly is as follows:

- The assembly is held every 2 years or at another time that the assembly itself will confirm.
- All confirmed CICC branches will be represented in the assembly.
- The assembly will elect those office holders spelled out in the constitution, such as the President, Executive Council, Committee of Ministers, Disciplinary Committee, Finance Committee, General Secretary, and any other position of the church.
- The assembly will confirm its by-laws, policies and other administrative procedures for the efficient functioning of the church.
- The assembly will confirm new church branches under the CICC banner.
- The assembly will explore ways of promoting the Good News gospel in the Cook Islands, New Zealand and Australia, through its Sunday School programmes, Evangelism programmes, Bible study programmes, as well as through preaching by its ministers and other church workers.
- Both Cook Islands Maori and English will be used to preach the gospel in the CICC.

## **5.2 EXECUTIVE COUNCIL**

When the assembly is not in session, the Executive Council will assume management of the church and carry out all responsibilities of the assembly. The following is the status of the council:

- The assembly will elect the members on the council
- The council comprises of the following members:
  - \* President (chairman)
  - \* General Secretary
  - \* General Treasurer
  - \* Representative, northern islands
  - \* Representative, southern islands
  - \* Representative, overseas branches
  - \* Representative, Rarotonga CICC Council
  - \* Principal, Takamoā Theological College
  - \* Representative, Committee of Ministers
  - \* Legal Adviser
 Any other member that the assembly may elect
- The council is responsible for the efficient management of the CICC, as well as carrying out the tasks assigned to it by the assembly.
- The council may elect sub committees for the specific tasks

## **5.3 COMMITTEE OF MINISTERS**

This committee is tasked with overseeing gospel and biblical matters, and is responsible for translating biblical topics for use in the church programmes such as Sunday School, Bible studies, workshops, and evangelism.

## **5.4 DISCIPLINARY COMMITTEE**

The disciplinary committee will investigate major problems/issues reported to the Executive Council for all CICC ministers, Executive Council members and the programme Directors.

The committee will not investigate office holders at the local church level, from the Assistant Minister level downwards; these are internal matters that the local church will have to take up themselves or involve the police if necessary.

## **5.5 PLANNING AND FINANCE COMMITTEE**

The finance and planning committee looks after the church finances including developing budgets for presentation in the church assemblies. The committee comes under the chairmanship of the CICC General Treasurer who will regularly update the Executive Council on the status of the church's financial situation.

At the end of each calendar year, the finance committee will prepare an annual financial report within 3 months after the end of the financial year and have this audited before submitting to the Executive Council and the General Assembly for endorsement.

## **5.6 DIRECTORS' COMMITTEE**

This committee is for the Directors of the various programmes of the church. Members are as follows:

- \* CICC General Secretary (chairman)
- \* Director of Evangelism
- \* Director of Youth
- \* Director of Social Welfare
- \* Director of Publication

The committee will meet every 3 months and will update the Executive Council of their activities every 3 months. The Directors may also update the Rarotonga Konitara Ekalesia about their activities whenever the Konitara meets.

## **5.7 PRESIDENT**

The President is the head of the CICC. The CICC General Assembly elects him under the CICC constitution. The President will devote his responsibilities on the spiritual and physical well-being of the church. He is the chairman of the assembly as well as the Executive Council. He is an ex-officio in any of the church branches.

## **5.8 GENERAL SECRETARY**

The General Secretary will spearhead implementation of the resolutions passed by the assembly and the Executive Council on the proper and efficient administration of the church. His responsibilities will include the following:

- Preparation and proper storage of General Assembly papers and minutes. Also monitor and report the status of implementation of the General Assembly resolutions.
- Preparation and proper storage of the Executive Council minutes of meetings, and see that the resolutions of the council are implemented.
- The General Secretary is the official channel of communication for the church and is responsible for the proper and efficient administration of the church's head office.
- He will encourage and assist to the extent possible, the various committees of the church as well as the church branches such as the Youth, Evangelism, Uniform Organisations, and so on, so that they carry out their responsibilities effectively and efficiently for the betterment of their organisations and the church as a whole.

- The General Secretary is the chairman of the Programme Directors Committee; he will ensure that the Directors are performing the tasks assigned to them.
- The General Secretary is responsible to the General Assembly as well as the Executive Council and will work closely with the President insofar as church administration is concerned. He is an arm and servant of the CICC.

## **5.9 GENERAL TREASURER**

The General Treasurer will ensure that the decisions of the General Assembly and Executive Council pertaining to the finances of the CICC are promptly carried out. Some of his main responsibilities include the following:

- Proper organisation and management of the CICC finance in accordance with generally accepted accounting principles and practices (GAAPP); this includes the prompt payment of all monies owed by the CICC main account.
- Ensure that the resolutions passed by the General Assembly pertaining to church finance are implemented.
- Ensure that the church finance is audited before tabling in the General Assembly.
- Submit to the General Assembly, the biennial budget of the church.
- Like the General Secretary, the General Treasurer is responsible to the General Assembly as well as the Executive Council. He is an arm and servant of the CICC.

## **5.10 MEMBER OF THE CICC**

A member of the CICC means any parish in each village, on any island or in any country overseas who has chosen to abide by the constitution of the CICC and complies with the General Assembly and Executive Council Resolutions. Those who have chosen to follow the Lord Jesus Christ and complies with the individual CICC branch guidelines, are the members of that branch.

# **6 MANAGEMENT AT THE LOCAL CHURCH LEVEL**

## **6.1 MINISTER**

Responsible to:

- (1) GENERAL ASSEMBLY
- (2) EXECUTIVE COUNCIL
- (3) EKALEZIA

Caretaker of an Ekalesia:

The Executive Council will post the minister into an Ekalesia and this same council will relocate or remove the minister from the Ekalesia. The Ekalesia has the right to inform the Executive Council that it no longer has confidence in the minister and therefore wishes for him to be exchanged. However, the Ekalesia does not have the authority to remove a minister without the approval of the Executive Council. The Ekalesia may submit to the Executive Council its preferences during the rotation process, but not after.

Qualifications/qualities required:

A minister ordained by the CICC, or any other ordained minister from a partner organisation of the CICC, who has completed tertiary-level theological studies at a recognised bible institution.

Responsibilities:

- (a) Carry out all responsibilities of a minister as per his training at Takamoa or at any other recognised tertiary-level bible institution;

- 
- (b) Work closely with the Secretary of the Ekalesia in spearheading implementation of the CICC assembly and council resolutions aimed at strengthening the spiritual well-being of the Ekalesia;
  - (c) If required, work with the leaders of the Ekalesia branches including participating in their meetings, perhaps there are areas that he can contribute to. The minister is like a father to these branches, and therefore he may assist in their spiritual development;
  - (d) Together with the elected delegates of the Ekalesia, represent the Ekalesia in the assembly and council meetings;
  - (e) Keep proper records of the Ekalesia members, including the Mema Ekalesia, Deacon, Assistant Deacon, etc.
  - (f) Ensure that all activities carried out in the Ekalesia during his term are properly recorded, such as the following:
    - i. Safe keeping of records of Ekalesia meetings, such as the Deacons meetings, Ekalesia meetings, Sunday School meetings, etc.
    - ii. Record events such as baptism, weddings, bereavements, birthdays and other such events in the Ekalesia.
    - iii. Record such events as the nuku pageant, other major activities happening in the Ekalesia, visiting groups, etc.
    - iv. He will ensure that the above records are properly kept during his time until the time he leaves the Ekalesia.
  - (g) Act as chairperson for all Ekalesia and Deacons meetings. The minister has the right to express his opinions in meetings, but the final decision has to be majority decision which the minister himself cannot change by himself.
  - (h) Make home visits to members at least annually – those who are sick, the widowed, and so on – with the purpose of giving them encouragement and moral support. He will also visit those in the hospitals and prisons. In the initial stages, as a new minister in the Ekalesia, it is helpful if senior members of the Ekalesia help him out with identifying the homes of the members.
  - (i) For the smooth running of the Ekalesia, it is advisable that the minister concentrate his efforts in the spiritual development of the members and leave administrative-related matters to the relevant office bearers of the Ekalesia, except in those situations where this is not appropriate in which case the minister may contribute.
  - (j) Strive to create peace and harmony in households where strife is prevalent, so that God's people live like true Christians and the Lord commands.
  - (k) In times where the Ekalesia administrators are not present in the Ekalesia (such as the Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Secretary of the Deacons Meeting, Ekalesia Member, representative to the general assembly, etc.), it is important that the minister assume their responsibilities (such as donations given to the Ekalesia), and return these to them on their return.
  - (l) When the minister is rotated to another Ekalesia, the things that he had started in the Ekalesia which did not meet the approval of the Ekalesia, will be abolished.
  - (m) The Minister is the spiritual head of the Ekalesia, a teacher of the Bible. As such, he is required to spend much of his time on the spiritual well-being of the Ekalesia.
  - (n) Ensure the smooth operation of the Ekalesia branches, such as the Deacons meeting, women's group, Sunday School, Boys' Brigade, etc.
  - (o) Other associated duties as may be required by the General Assembly, Executive Council, Ekalesia, or church council.

Other conditions:

- The CICC assembly will confirm him to an Ekalesia.
- While caretaking an Ekalesia, he is required to stay in the mission house of the Ekalesia.

- The Ekalesia will ensure that the mission house is fully equipped for the minister and his family, and will look after them during their stay in the Ekalesia.
- The minister will render sufficient pastoral care to the Ekalesia and will look after the Ekalesia's mission house and other assets.
- The minister may join sports organisations as a chaplain and may follow them in organized tours if requested, as long as his pastoral duties are not adversely affected.
- Concerning spiritual or theological matters, the minister is the overseer and therefore the in-charge. On matters to do with Ekalesia administration, the Ekalesia is in-charge. In such cases, the minister may still make his views known, but the Ekalesia makes the last decision.

Expected outcomes:

- ✓ Faith in the Lord of members are enhanced.
- ✓ Good record of members available in the Ekalesia for reference purposes.
- ✓ Good and steady growth of the Ekalesia without any major problems.
- ✓ Members are encouraged by the minister visiting them at home, and therefore their spiritual well-being are further strengthened.

**6.2 MINISTER'S SPOUSE**

Responsible to: MINISTER

Qualifications/qualities required:

Those qualities taught to her while in ministry training.

Responsibilities:

- (a) Carry out those services and other responsibilities assigned for the ministers spouse as taught to her while in training at Takamoa or any other Bible institution;
- (b) Work closely with the secretary of the Women's group in the Ekalesia in implementing decisions passed by the Women's Conference and the Ekalesia council aimed at strengthening the spiritual well-being of the Ekalesia;
- (c) As required work closely with the leaders of the girls groups in the Ekalesia (Girl Guides, Girls' Brigade) in identifying areas that perhaps she may be able to help out;
- (d) Together with the official delegate of the Ekalesia, represent the Ekalesia in the Women's Conference as well as women's council meetings;
- (e) Act as chairperson for the women's meetings in the Ekalesia. The ministers spouse has the right to express her opinion in the Ekalesia women's meetings, but the final decision will have to be majority decision, and the spouse cannot change such decisions;
- (f) If the ministers spouse has ideas and plans that she would like implemented in the Ekalesia, she must first discuss these with the secretary of the women's group or table it in the women's meetings. She will not implement plans or decisions made by herself only without the approval of the women or majority of the women in the Ekalesia;
- (g) In collaboration with the secretary of the women's group in the Ekalesia, pay home visits to the Elderly, the sick, the widowed and other disadvantaged groups at home or in the hospitals;
- (h) For the smooth running of the women's group in the Ekalesia, it is advisable that the ministers spouse concentrate her efforts in the spiritual development of the women and Ekalesia in general, and leave administrative-related matters to those women who are elected to the various positions to do with administration;
- (i) Carry out other related tasks as required by the Women's Conference, Executive Committee of the Women's Fellowship, women's council, and the women's group in the Ekalesia.

Expected outcomes:

- ✓ Smooth running of the women's programmes and activities in the Ekalesia.
- ✓ Much appreciation by those visited in the homes and hospitals.
- ✓ Much appreciation by leaders of the girls groups of the Ekalesia.

**6.3 ASSISTANT MINISTER**

Responsible to: (1) EKALEZIA  
(2) MINISTER

Election to the position:

The Ekalesia will nominate a suitable person to the position. If there are more than one nomination, the Ekalesia will elect by either show of hands or secret ballot. The name of the person so elected will then be communicated by the Ekalesia Secretary to the CICC General Secretary who will put the name to the CICC Executive Council for formal approval. Once approved, the General Secretary will then communicate this to the Ekalesia Secretary.

The CICC President or any other minister he will designate, will carry out the ordination of the new assistant minister. A certificate signed by both the CICC President and General Secretary will be presented to the minister on his ordination day.

The assistant minister position is renewable every 3 years. The assistant minister may put his name in for re-election if he intends to continue holding the title. If in the opinion of the Ekalesia the assistant minister is no suited to carry on holding the position for certain reasons, the Ekalesia can replace the assistant minister anytime or during the renewal of the Ekalesia positions every 3 years. In the event the assistant minister loses his position through election or by being replaced, he will revert back to being an ordinary member of the Ekalesia

Qualifications/qualities required:

Any permanent member of the Ekalesia may be elected as assistant minister, such as Elder, Deacon, or any other senior member of the Ekalesia. The person holding the title must command the respect of the Ekalesia members, ideally should be a person of good standing in the community, must be well versed with the Bible, and a person who has the respect of his family, friends, colleagues, based on the way he organises his own household as well as his contributions to the Ekalesia programmes and activities. An ordained minister or retired minister can also be elected to the position if it is the wish of the Ekalesia.

Responsibilities:

- (a) The main responsibility of the assistant minister is to assist the minister carry out his tasks except officiating over marriages, and stand in for the minister in his absence (outside of the Ekalesia, sick, other commitments, etc.)
- (b) Show good examples to the Ekalesia and encourage members in their Christian faith.
- (c) Work closely with the Secretary of the Ekalesia in explaining to the incoming minister, all procedures of the Ekalesia so that his term in the Ekalesia is as problem-free as possible.
- (d) When the assistant minister assumes the responsibility of the minister in his absence (out of the country, prolonged sickness, etc.), it is proper that the Ekalesia's normal contributions to the minister be given for the assistant minister.
- (e) As required, assist the Deacons and branch leaders of the Ekalesia in their responsibilities in the Ekalesia.

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- (f) The assistant minister should be well versed with all responsibilities of the Ekalesia, must have a good knowledge of the Bible, be able to develop and deliver sermons, and be a good shepherd to the Ekalesia.
  - (g) The assistant minister and the Ekalesia will not take over completely those responsibilities clearly earmarked for the minister, except when the minister delegates them such responsibilities which is usually temporary in nature.
  - (h) Carry out other related tasks that the minister or Ekalesia may require of him.

Expected outcomes:

- ✓ Ease the burden on the minister as far as his responsibilities are concerned.
- ✓ The minister will understand the procedures followed by the Ekalesia, thereby minimizing the problems that he would have experienced if these matters were not explained to him in the first place.
- ✓ The Ekalesia continues to function in the absence of the minister (due to sickness, out of the country, etc.)
- ✓ By imparting his knowledge to the Deacons and leaders of the Ekalesia branches, this helps strengthen them in the positions that they have been granted.

**6.4 ELDER**

Responsible to: EKALEZIA MEETING

Process for election:

Nomination for an Elder is made in the Ekalesia meeting or in some cases by the Tapere in which he lives. When confirmed, the Elder holds the title until his last days. However, if in the Ekalesia's view that the Elder is no longer considered suitable to continue holding the post for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can remove the title from the holder with majority decision.

An Elder is nominated and may be approved by the Ekalesia. It is not a post that one gets via an election process. An Elder may be ordained by the Minister himself or in the presence of his colleagues if there are church branches nearby. An Elder's Certificate signed by the CICC President and General Secretary can be arranged through the General Secretary.

Qualifications/qualities required:

Twenty five (25) years or more as Deacon in any CICC Ekalesia. Also any other senior member of the Ekalesia who has served for a long time in the Ekalesia and who has carried out duties to the satisfaction of the Ekalesia. Must have a good standing in the Ekalesia and community, commands the respect of his colleagues, and well versed with the Bible.

Responsibilities:

- (a) Elder is a title granted to a person after years of active service in the church. The post is bestowed in recognition for the services rendered. It is also expected that the person on whom the title is bestowed, would have surpassed his years of active duty, and his advanced age no longer allows him to undertake much active duties anymore.
- (b) The Elder may wish to act in an advisory capacity but is not obligated to do so. He also has no voting rights in Ekalesia and Deacons meetings; he can sit in and contribute to the discussions if he so wishes.

- (c) The Elder would normally be helping out new Deacons familiarise themselves with their new roles and the expectations that come with the post, as well as strengthening them insofar as their understanding of the Bible is concerned.

Expected outcomes:

- The Elder's accumulated experience and knowledge-base continue to be used by the younger members of the Ekalesia for their own personal and spiritual benefit.
- A readily available source of advice for any member as the need arises.

## **6.5 DEACON**

- Responsible to:
- (1) MINISTER
  - (2) DEACONS MEETING
  - (3) EKALEZIA
  - (4) TAPERE (constituency)

Process for election:

The Deacon is elected by the Tapere (in the case of most islands in the Cook Islands) on an Ekalesia or Tauturu Diakono, or by the Ekalesia in areas where there are no Tapere demarcations, such as in New Zealand and Australia. The Ekalesia confirms the nomination after being satisfied that the person so nominated is capable of carrying out the duties of the position.

The post is for a term of 3 years, renewable thereafter. Decisions relating to discipline and tenure of the post will rest in the first instance with the respective Tapere. A Deacon may be ordained by the Minister himself. A Deacon's Certificate signed by the CICC President and General Secretary can be arranged through the General Secretary.

If in the opinion of the Ekalesia the Deacon is no longer suited to carry on holding the position for certain reasons, the Ekalesia can replace the Deacon anytime or during the renewal of the Ekalesia positions every 3 years. Only the Ekalesia can replace the Deacon by majority decision.

Qualifications/qualities required:

It is necessary that the person nominated to become a Deacon satisfies the conditions outlined in 1 Timothy 3: 1-13. In addition to these requirements spelled out by the apostle Paul, the following are also necessary for a Deacon:

- have a good standing in the Ekalesia and community and commands the respect of his colleagues
- preferably have been an Assistant Deacon for at least 3 years
- have sober habits and have a good track record of public relations
- have an understanding of the Bible to the extent that he can prepare sermons for himself and those who may seek his assistance

Responsibilities:

**1. In the Tapere (constituency or sub-section of a village)**

- (a) Visit Ekalesia members to encourage/support them as necessary with respect to Tapere activities;
- (b) Encourage and guide members with responsibilities (e.g. Ekalesia, Assistant Deacon);
- (c) Hold family services in bereavement households and assist them in the activities associated with the bereavement programme;
- (d) Hold a prayer service in those households with sick members;

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- (e) Report to the Tapere on topics discussed and decisions reached in the Uipaanga Diakono;
  - (f) Coordinate activities of the Tapere, e.g. catering for visiting groups (Teretere Apii Sabati, Mapu, etc.), cleaning the church and Sunday School compounds.

## **2. In the Ekalesia**

- (a) Assist to the extent possible, the work programmes of the Ekalesia including Sunday School, Boys' Brigade, Girl Guides, women's group, Girls' Brigade and the youth;
- (b) Prepare and conduct services required of, and earmarked for, Deacons according to the Ekalesia programme, i.e. Oroa, Rekapi, Etene, etc.;
- (c) Assume the sermon/service of any member of the Ekalesia if that member does not show up. It is therefore important that the Deacon is prepared at all times to take the responsibility in the event of unexpected absence of the member assigned to do the task. The responsibility should not be shifted to the minister; he has his own responsibilities, and the Ekalesia has its own.
- (d) Assist the minister in coordinating the sermons/services of the Ekalesia members, and be a standby if they don't show up.
- (e) Take the holy communion to absent Ekalesia members due to sickness/old age;
- (f) Prepare the baptism cup if there is an infant baptism (bapetizo pepe) as necessary;
- (g) Guide tourists and visitors to appropriate seats;
- (h) Part-take in hospital, prison and radio services;
- (i) Assist to the extent possible, the well-being of members in their households, their spiritual well-being, as well as their obligations to the church;
- (j) Devise ways and means of income generation for the Ekalesia with the purpose of ensuring that there are sufficient funds at all times to meet the normal running costs of the Ekalesia buildings such as power, phone, repairs and maintenance, annual fees to Takamoa, and so on;
- (k) Work closely with the Ekalesia Treasurer to ensure the orderly management of the church finances at all times;
- (l) Has a role to play in safeguarding all buildings of the Ekalesia as well as the contents of the buildings and other assets of the Ekalesia. The Ekalesia secretary and treasurer will report to the Ekalesia those things that needs to be done and devise a work programme accordingly for consideration in the first instance by the Deacons meeting;
- (m) Facilitate the orderly conduct of services by seeing to the following:
  - Everybody is in the church building before the arrival of the Minister
  - No children playing in and outside of the church
  - Ensure people have appropriate dress before entering the church
  - Ensure people do not enter the church while the pastor is praying
  - Ensure all doors and lights are on during early morning services, and that they are closed/turned off after the day's service
  - Ensure the microphone is operational at all times if there is one
  - Attend to the church bell according to the Ekalesia programme
- (n) Contribute to discussions in the Deacons Meeting and the Uipaanga Ekalesia;
- (o) Participate as appropriate in other Ekalesia and branch activities.

## **3. Other requirements**

- (a) When a Deacon leaves the Ekalesia for personal reasons (e.g. sickness, travelling), the Ekalesia may grant him leave of up to 6 months after which the departing Deacon must notify the Ekalesia of his intentions. After this period and if it is clear that the Deacon will not be returning to the Ekalesia, the post should then be declared vacant and renewed.

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- (b) If a Deacon is disciplined and if the accusations prove correct, the Deacon will automatically lose his title and the post will be renewed at the earliest opportunity.
  - (c) A suspended Deacon may be accepted back onto the title if there is a vacancy and if he has genuinely apologised for actions that have led to his suspension in the first place, and has given assurance that he will not be repeating those actions which saw him lose his post in the first place.
  - (d) A total of 12 Deacons may be elected in an Ekalesia. An Ekalesia, however, may elect more than 12 Deacons. Deacons are normally elected in the Tapere.
  - (e) The Deacons will elect their own secretary and treasurer from amongst themselves, except in cases where this is not possible for certain reasons, in which case they may then do this from outside of the Deacons meeting.
  - (f) It is preferred that all Deacons wear suit when preparing the holy communion. During the holy communion service, it is preferred that Deacons wear white suit with neck-tie. This is the procedure presently followed by the CICC.
  - (g) The Deacons are expected to lead by example in front of the Ekalesia members. It is not a good reflection on themselves to be engaged in undesirable behaviours such as drinking alcohol to excess, adultery, stealing, murder, and so on.
  - (h) If a Deacon is absent from a Rekapi meeting on 3 consecutive occasions with no word of advice, the Deacons meeting may recommend to the Ekalesia an appropriate action to be taken, including suspension if necessary.
  - (i) The bulk of the work of the Ekalesia is in the hands of the Deacons. They are the pillars of the house of the Lord, the parents of the Ekalesia, and they are responsible for the growth and sustainability of the Ekalesia.

Expected outcomes:

- ✓ An efficient and well-informed Deacon who knows his job, does it well, and thereby commands the full respect of others.
- ✓ A Deacon who is confident at all times and not scared or does not hesitate to do God's work anytime anywhere.

**6.6 ASSISTANT DEACON**

- Responsible to:
- (1) EKALEZIA
  - (2) TAPERE
  - (3) DEACONS MEETING

Process for election:

The Assistant Deacon is elected by the Tapere on an Ekalesia. The Ekalesia confirms the nomination. The post is for a term of 3 years, renewable thereafter, or up to a time that the Tapere wishes the Assistant Deacon to become a Deacon. Decisions relating to discipline and tenure of the post will rest in the first instance with the respective Tapere. An Assistant Deacon may be ordained by the Minister himself, in the presence of the Deacons Meeting and the Ekalesia.

If in the opinion of the Ekalesia the Assistant Deacon is no longer suited to carry on holding the position for certain reasons, the Ekalesia can replace the Assistant Deacon anytime or during the renewal of the Ekalesia positions every 3 years. Only the Ekalesia can replace the Assistant Deacon by majority decision.

Qualifications/qualities required:

Ekalesia member with at least 5 years on the title. Must have favourable qualities, good standing in the community and Ekalesia, have sober habits, and willing to learn. A good knowledge of the Bible would be advantageous.

Responsibilities:

- (a) Assist the Deacons in their duties and responsibilities as specified above;
- (b) Observe the Deacons in the performance of their tasks as part of 'on-the-job' training to prepare himself when he eventually becomes a Deacon;
- (c) Conduct the Pure Etene (Wednesday mornings after the Sabati Oroa);
- (d) Sit in and observe the monthly meetings of the Deacons (Rekapi); he may contribute to the discussions when asked, but he will not have a voting right;
- (e) Actively participate in Ekalesia meetings where he is entitled to speak and vote;
- (f) Strive to improve his knowledge of the Bible as part of his personal development in the faith, in expectation of the increased responsibilities he will assume once becoming a Deacon;
- (g) Perform other related tasks as may be required by the Deacon, Ekalesia, and/or Tapere.

Other conditions:

- Like the Deacons, the number of Assistant Deacons may exceed 12 in an Ekalesia. It is up to the Ekalesia to elect suitable candidates to the position. There is also no problem if the Ekalesia wishes to maintain the number of Assistant Deacons to 12 or less.
- The Deacons will recommend vacant Assistant Deacon positions to be filled without having to wait until the time of the renewal of positions.
- It is proper that the first opportunity be given to the Assistant Deacons to replace Deacons who have retired, left for other countries, or passed on.

Expected outcomes:

- ✓ A productive contributor to the development of the Ekalesia.
- ✓ A well informed and prepared Assistant Deacon who is ready to proceed to the Deacon level, and easily assume the full responsibilities that come with the promotion.

**6.7 DELEGATE TO THE CHURCH COUNCIL***(Mata ki te Konitara Ekalesia)*

Responsible to: (1) EKALESIA  
(2) TAPERRE

Process for election:

This post is elected by the Deacons Meeting on Deacons only. The post is valid for 3 years, renewable thereafter. The number of Council Members to be elected depends on the size of the Ekalesia and the demarcation of the town, island or district. For example, in a church village with 3 divisions, each division (tapere) may elect 2 Council Members. The minister is automatically a member of the council.

Qualifications/qualities required:

Deacon with a good standing in the Ekalesia and community, and who can actively contribute to meetings of the council.

Responsibilities:

- (a) Represent the Ekalesia and contribute to the discussions in organised Council Meetings. The minister may lead the council members to council meetings;
- (b) Submit to the council meetings, reports by his Ekalesia;
- (c) Submit to the council meetings, reports on the status of the Ekalesia and its work programmes;
- (d) Report to the regular meetings of the Ekalesia those decisions made by the council;
- (e) Assist in the implementation of resolutions passed by the council;

(f) Perform other related tasks as may be required by the Council, Ekalesia or Tapere.

Expected outcomes:

- ✓ The interests of the Ekalesia are actively promoted and adequately represented in the council meetings.
- ✓ Resolutions passed by the Council are promptly adhered to.

## **6.8 CHURCH REPRESENTATIVE**

*(Mema Ekalesia)*

Responsible to: EKALESIA

Process for election:

This post is elected on an ordinary member of the Ekalesia. If there is no suitable Ekalesia member to assume this post, other ranks in the Ekalesia (e.g. Deacon) may be elected. The Ekalesia, in its triennial meeting, will consider names put forward by members for this post. If there is more than one name, the Ekalesia will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. If in the Ekalesia's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Church Member with majority decision.

Qualifications/qualities required:

The Church Member must first of all be an ordained Ekalesia member. Additionally, the person nominated must have basic financial background and have a good standing in the Ekalesia and community to enable him to carry out his duties efficiently.

Responsibilities:

- (a) Together with the other council members, represent the Ekalesia in organised council meetings and report back to the Ekalesia on matters discussed and agreed to by the council;
- (b) Present to the Council, progress reports on the status and activities of the Ekalesia;
- (c) Write and present the Ekalesia Report in the quarterly meetings of the Ekalesia;
- (d) Record and make all announcements in the Ekalesia. If this responsibility is on another member of the Ekalesia, then that person will continue as normal;
- (e) Perform other related tasks as may be required by the Ekalesia.

Expected outcomes:

- ✓ Good and regular reporting to both the (i) Council about activities in the Ekalesia, and (ii) Ekalesia about activities and Resolutions passed by the Council.
- ✓ Ekalesia reports produced and presented in the quarterly meetings of the Ekalesia.

## **6.9 DELEGATE TO THE CICC GENERAL ASSEMBLY**

Responsible to: EKALESIA

Process for election:

The Ekalesia, in its triennial meeting, will consider names put forward by church members for this post. If there is more than one name, the church will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Delegate to the General Assembly with majority decision.

Qualifications/qualities required:

Senior Deacon or capable person with a good standing in the church and community, and commands the respect of other members. The Delegate must be a person who can talk and actively contribute to the discussions in the General Assembly.

Responsibilities:

- (a) The Delegate is the official representative of the Ekalesia to the General Assembly;
- (b) Officially present the Ekalesia's remits to the General Assembly;
- (c) Present a progress report to the General Assembly on the activities and status of the Ekalesia;
- (d) Write a report and present to the Ekalesia on the outcomes of each General Assembly as soon as possible after his return;
- (e) As and when the need arises, update the Ekalesia on past decisions of the General Assembly;
- (f) Perform other tasks as may be required by the Ekalesia in relation to the activities of the General Assembly.

Expected outcomes:

- ✓ The General Assembly is fully informed about the status of the Ekalesia through the reports that he submit.
- ✓ The Ekalesia is fully informed of the Resolutions passed by the General Assembly, including implications for the Ekalesia.

**6.10 OBSERVER TO THE CICC GENERAL ASSEMBLY**Responsible to:

- (1) EKALESIA
- (2) DELEGATE TO THE GENERAL ASSEMBLY
- (3) MINISTER

Process for election:

The Ekalesia, in its triennial meeting, will consider names put forward by church members for this post. If there is more than one name, the church will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. It is the 3<sup>rd</sup> member, beside the delegate to the assembly and the Minister, to represent the Ekalesia in the general assembly. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Observer to the General Assembly with majority decision.

Qualifications/qualities required:

Deacon or capable person with a good standing in the church and community, and commands the respect of members of the church.

Responsibilities:

- (a) The Observer will accompany the Minister and Delegate to the General Assembly and comply with all arrangements and conditions put in place by the organisers for the smooth and efficient running of the General Assembly;
- (b) The Observer may talk in the General Assembly as agreed to by the 1999 General Assembly meeting, but he will have no voting rights. Before the Observer contributes to the Assembly discussions, he must first collaborate with the Delegate and Minister to ensure that his views do not clash with those of the Ekalesia;

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- (c) The Observer will “learn the ropes” insofar as the conduct of the General Assembly is concerned in anticipation of him succeeding the Delegate in the future;
  - (d) If required, the Observer will assist the Delegate put the Ekalesia report together for presentation to the assembly, as well as the report from the assembly to the Ekalesia;
  - (e) In general assemblies where the Observer is not required to attend, he shall therefore not accompany the Delegate and minister to the assembly;
  - (f) Perform other related tasks as may be required by the Delegate, Minister or Ekalesia.

Expected outcomes:

- ✓ The Observer is well informed and aware of the proceedings, rules and conditions governing the General Assembly and ready to assume the Delegate’s role at any time, or when the Delegate steps down or his turn is completed.

**6.11 EKALESIA*****(Ordained Member of the Church)***

Responsible to: (1) DEACONS IN EACH TAPERE  
(2) EKALESIA

Process for election:

New members are called to become an Ekalesia at various special events in the Ekalesia such as the Teretere Mapu and Teretere Apii Sabati, or they themselves may choose to become an Ekalesia. Once they accept the title, they then go through a probation period of introduction which they will be known as Kimi Ekalesia. The duration of this probation period differs depending on the capability of the person.

The Minister will take the Ekalesia-designate through the induction lessons as to the requirements and purposes of becoming an Ekalesia. He will be taught the duties and expectations of an Ekalesia and the requirements once he is ordained (refer 2 Corinthians 5:17). A Kimi Ekalesia is ordained as an Ekalesia by the Minister of the Ekalesia on the Friday morning service before the Oroa. In places where there are no Friday morning services (like New Zealand and Australia), the minister will undertake the ordination on the communion Sunday. The Ekalesia will commence taking communion during the first Oroa after his ordination, or at another time that suits the member and the minister.

Responsibilities:

- (a) Conduct the morning services assigned to him, and other services he may be required to conduct as an Ekalesia;
- (b) Contribute to, and assist with, all calls required of an Ekalesia (such as monetary donations, food donations, service, special events, etc.);
- (c) Actively participate in organised training programmes designed to improve the knowledge base of church members on the Bible;
- (d) Observe other senior members of the church in the performance of their duties and learn from them as part of his personal development for future progression through the church ranks;
- (e) Actively participate in Ekalesia meetings where he is entitled to speak and vote;
- (f) The Ekalesia has the right to carry out any worship activity: Bible reading, pray, deliver a sermon, and part-take in the Holy Communion. However, he cannot prepare the communion, this task is reserved for the Deacons only;
- (g) Perform other related tasks as may be required by the Deacons in each Tapere, or the Ekalesia.

Other conditions:

- The Ekalesia is a member of the CICC. No one becomes an Ekalesia without being commissioned into the church, or in any other church that has similar doctrines to

that of the CICC, and has undergone training about the responsibilities of the position.

- The following are the steps for anyone to become an Ekalesia for the CICC:
  - \* He has been baptized in Christ.
  - \* He must have a mind of an adult and not that of a child because he will be taught the Good News about the kingdom of God.
  - \* He must accept to be a Kimi Ekalesia, that is he must accept his calling by Jesus Christ.
  - \* He must accept the teachings and directives issued by the minister and Deacons whilst being a Kimi Ekalesia.
  - \* He has been accepted by the minister and Deacons to become an Ekalesia.
  - \* He will be ordained during a Friday morning service or on the communion Sunday, i.e. the first Sunday of the month.
  - \* He has truly accepted Jesus Christ as his lord and Saviour.
- When a person becomes an Ekalesia, that is a binding relationship between him and the Messiah which no one can take it away from him. Only the Ekalesia can give back this title to the church, perhaps due to not abiding by the church rules and policies. This title cannot be removed and it is on him permanently.
- An Ekalesia has the right to join in any of the church's projects, such as building church premises, fundraising activities, working bees at the church premises, and other such activities.
- An Ekalesia has the right to be married in the church, to join in any of the organized church services and any other organized event by the church. His family also has the right to bring his body in the church for bereavement service prior to his burial.
- Any household has the right to seek spiritual nourishment through involvements in church activities, prayer, Sunday School, Uapou fellowship, and so on. This may be achieved through an Ekalesia in a household.

#### Expected outcomes:

- ✓ An Ekalesia who can deliver on the responsibilities of the post with ease and with no hesitation at all.
- ✓ An Ekalesia who is well prepared to proceed up the hierarchy of the church with confidence in assuming the responsibilities assigned to the various posts.

## **6.12 SECRETARY**

Responsible to: EKALESIA

#### Process for election:

The Ekalesia, in its triennial meeting, will consider names put forward by church members for this post. If there is more than one name, the church will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Secretary with majority decision.

#### Qualifications/qualities required:

Deacon or a senior member of the Ekalesia with a good standing in the church and community, commands the respect of his colleagues, have a good administrative background, IT-literate, some basic understanding of budgeting and finance, and have a sound knowledge of the Bible. The Secretary's tasks will be easier if he is in the Deacons meeting.

Responsibilities:

- (a) The Secretary is the principal administrator, management head and speaker of the Ekalesia and Uipaanga Diakono, speaking at all church and non-church functions on behalf of the Ekalesia;
- (b) Write the minutes of all meetings of the Ekalesia and have these ready for subsequent meetings;
- (c) Keep proper records of all inward and outward correspondences, and update the Ekalesia on this during church meetings or as necessary;
- (d) Safe keeping of all Ekalesia records, such as reports, letters, and minutes of all church meetings;
- (e) Take the lead in the implementation of those resolutions passed by the church, General Assembly and the Council if there is one;
- (f) As and when required and in collaboration with the Ekalesia branch leaders, attend various divisional meetings and contribute to discussions;
- (g) Explain to the incoming minister, on all aspects and management systems of the Ekalesia that he is required to follow to ensure that his attachment to the Ekalesia is as problem-free as possible;
- (h) Meet/greet/farewell new ministers and departing ministers, theological students coming to do service, and church groups (Teretere Apii Sabati/Mapu/ Groups from overseas or other parishes), guests etc.;
- (i) Provide leadership role and motivation to the Ekalesia, Deacons Meeting and church members;
- (j) Delegate to his deputy (Assistant Secretary) some of the above duties and responsibilities as and when the need arises;
- (k) Because the Secretary and the Treasurer are the two most important administrators in the church, he will therefore work in collaboration with the Treasurer in ensuring that all approved church programmes and projects are coordinated, facilitated and implemented accordingly;
- (l) The Secretary must remain impartial to all members and branches, and will not take decisions from any one member or group of members of the church; his decisions and actions must be based on the current system being applied by the Ekalesia, and not being forced onto him by an individual member or minority membership of the church;
- (m) It is important that the secretary follow the current policies and procedures of the Ekalesia, and not what he thinks is right. If he has ideas on how things should be run, he should first show them to the Ekalesia and if agreed by the Ekalesia, then there should not be any problem in implementing them.
- (n) Perform other related tasks as may be required by the Ekalesia.

Other conditions:

- This is a position different from the secretary of the Deacons meeting. But in some Ekalesias, due to lack of people, the Ekalesia secretary is also the secretary of the Deacons meeting. The important thing is that the responsibilities of both positions are properly executed.
- The secretary is a servant of the Ekalesia and he will carry out duties required by the Ekalesia minister, Deacons meeting and the congregation. He will work closely with other church leaders such as the Deacons, and other branch leaders such as the secretary of the women's group.

Expected outcomes:

- ✓ A well-managed church administration with a good track record with respect to implementation of decisions made by the church, Council and General Assembly.
- ✓ A transparent system of administration to the complete satisfaction of the above 3 levels (church, Council and General Assembly).
- ✓ Ekalesia members will accord him the due respect that he deserves because what he does is all good.

**6.13 ASSISTANT SECRETARY**

Responsible to: (1) SECRETARY  
(2) EKALEZIA

Process for election:

The Ekalesia, in its triennial meeting, will consider names put forward by church members for this post. If there is more than one name, the church will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Assistant Secretary with majority decision.

Qualifications/qualities required:

Preferably a Deacon with a good standing in the church and community and with a sound knowledge of the Bible. In the event that a Deacon is not available, an Assistant Deacon or an ordinary member of the church with similar background would be the second best option.

Responsibilities:

- (a) The Assistant Secretary will assist the Secretary in carrying out the latter's duties and responsibilities as outlined under his terms of reference. This will take the load of responsibilities off the Secretary while at the same time contributing to the implementation of the resolutions passed by the church, Council and General Assembly;
- (b) Fill in for the Secretary in his absence;
- (c) Perform other related tasks as may be required by the Secretary or Ekalesia from time to time.

Expected outcomes:

- ✓ The outputs of the Secretary may also apply to the Assistant Secretary, depending on the level of assistance provided.

**6.14 SECRETARY, DEACONS MEETING**

Responsible to: UIPAANGA DIAKONO

Process for election:

The Deacons Meeting will chose and confirm this post. If there is more than one person nominated, the Deacons will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. If in the view of the Deacons Meeting that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced at any time.

Qualifications/qualities required:

Deacon or Assistant Deacon with a good standing in the church and community and with a sound knowledge of the Bible. Basic administrative experience would be advantageous.

Responsibilities:

- (a) The Secretary will write all the minutes of the Deacons Meeting, and have these ready for each meeting of the Deacons;
- (b) Work closely with the chairman of the Deacons meeting (i.e. the minister) in setting and running the monthly meeting of the Deacons, and other special meetings that the Deacons may convene from time to time;
- (c) He will write a report, on behalf of the Deacons, and have this presented in the quarterly meeting of the Ekalesia;

(d) Perform other tasks as may be required by the Deacons Meeting.

Expected outcomes:

- ✓ Well organised and updated records of the Deacons meetings.
- ✓ Ekalesia kept informed of the Deacons' activities through his quarterly reporting.

## **6.15 SECRETARY, VAINETINI**

Responsible to: WOMEN'S BRANCH OF THE CHURCH

Process for election:

The vainetini will elect their own secretary. If there is more than 1 name put forward for election, the vainetini will vote by either show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. In some Ekalesias this position gets to be rotated amongst the sub-divisions of the village and there is nothing against this system. If in the view of the vainetini that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced at any time or during the renewal of office bearers.

Qualifications/qualities required:

A woman with a good reputation in the Ekalesia as well as in the village, and with a good Biblical background. A permanent member of the Ekalesia and one who is already active in the activities of the vainetini as well as the Ekalesia. A background in administration will be advantageous to the incoming secretary.

Responsibilities:

- (a) The Secretary will write all the minutes of the vainetini meetings, and have these ready for each meeting of the vainetini;
- (b) Set the programme of the vainetini in the Ekalesia, have this discussed and approved by the vainetini, and ensure that it is implemented;
- (c) The official speaker of the vainetini in the Ekalesia;
- (d) She will write a report, on behalf of the vainetini, and have this presented in the quarterly meeting of the Ekalesia;
- (e) Work closely with the Secretary of the Ekalesia for the smooth running of the programmes and activities of the Ekalesia;
- (f) Work closely with the Ekalesia representative on any aspect that the vainetini may require;
- (g) Oversee the assets of the vainetini in the Ekalesia, such as materials and supplies for the communion, areas used to prepare food, and so on;
- (h) Perform other related tasks as required by the women's group.

Expected outcomes:

- ✓ Good record of the women's group programmes, activities, minutes of meetings and other such records.
- ✓ The Ekalesia is well informed about the programmes and activities of the women's group through reports presented by the secretary to the quarterly meeting of the Ekalesia and any other church meetings.
- ✓ The assets of the women's group in the Ekalesia are well cared for and available when required.

## **6.16 TREASURER**

Responsible to: DEACONS MEETING

Process for election:

The Ekalesia, in its triennial meeting, will consider names put forward by church members for this post. If there is more than one name, the church will vote by show of hands. The post is for a period of 3 years, renewable thereafter. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Treasurer with majority decision.

Qualifications/qualities required:

Deacon or any capable person with a good standing in the church and community, and commands the respect of the church members. It is important that the person holding this post has a good financial background and knows very well what is expected of the post. This is necessary as the financial status of the church partly depends on his ability and skills at managing the church finances in accordance with generally accepted financial principles.

Responsibilities:

- (a) Treasurer and Financial Controller of the Ekalesia funds;
- (b) Receipt and bank all moneys generated by or gifted to, the Ekalesia;
- (c) Ensure that:
  - The Ekalesia's allocated contribution to the main CICC treasury and Council (if there is one) are paid up on time
  - Distribution of donated funds are paid up on time
  - Distribution to various divisions are paid up on time
  - All expenses incurred and approved by the Ekalesia are paid up on time
  - Invest surplus funds with approval by resolutions of the Ekalesia
- (d) The Treasurer is not allowed to make payments out of the Ekalesias funds for purposes other than those of the Ekalesia's. All Ekalesia expenditures require the prior approval of the Deacons meeting which must be recorded in the minutes of meetings. If the Treasurer makes non-authorised payments, he is required to return the funds to the church, or he will have to pay it back from his own pocket.
- (e) Prepare and properly manage the Ekalesia funds, as well as record and receipt all income received so that cross checks can be made with funds received and funds deposited in the bank;
- (f) The Treasurer will collect and prepare the Ekalesia's funds from difference sources – contributions to the church treasury, offerings, tithes, and so on. It is important that 2 people count all funds received, record in the Treasurer's record book and sign off before depositing in the bank.
- (g) Produce an update of the Ekalesia's financial status during Ekalesia quarterly meetings or as may be required by the Ekalesia from time to time – relevant statements from the bank must be produced as evidence;
- (h) At end of each year the Treasurer is required to prepare the annual accounts of the Ekalesia for presentation to the Deacons meeting. After it is cleared by the Deacons meeting, it then needs to be audited by a qualified accountant who will be elected by the Deacons meeting. The Treasurer will strive to produce relevant documents to enable the auditor to carry out his duties. After the accounts have been audited, it then must be presented into the Ekalesia meeting in its first quarter meeting of the year for approval and adoption.
- (i) If required, facilitate the fundraising activities approved by the Ekalesia;
- (j) In collaboration with the Secretary, check and purchase necessary materials and supplies for the church's buildings. For major expenditures, approval must first be

- sought from either the Deacons Meeting or the Ekalesia. Under no circumstance will the Treasurer make purchases without the required approval from the above;
- (k) Ensure that the finances of the church are properly audited annually and before transferring the records to a new church treasurer;
  - (l) Ensure that the requirements from the Executive Council through the General Treasurer concerning church finances are duly complied with;
  - (m) As and when necessary, delegate to his deputy some of the above activities to lessen his work load;
  - (n) Perform other related tasks as may be required by the Ekalesia.

Expected outcomes:

- ✓ All outstanding accounts of the church are settled in a timely manner.
- ✓ All members of the church are regularly informed about the church's financial situation 4 times a year.
- ✓ Full implementation of finance-related decisions passed by the church, Council and General Assembly.
- ✓ Church funds are wisely invested and benefits accrue to the church.

**6.17 ASSISTANT TREASURER**

Responsible to: (1) EKALESIA  
(2) TREASURER

Process for election:

The Ekalesia, in its triennial meeting, will consider names put forward by church members for this post. If there is more than one name, the church will vote by show of hands or secret ballot. The post is for a period of 3 years, renewable thereafter. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Assistant Treasurer with majority decision.

Qualifications/qualities required:

Deacon or capable person with financial background and have a good standing in the church and community.

Responsibilities:

- (a) The Assistant Treasurer will assist the Treasurer in all matters related to the financial affairs of the church, and will act on his behalf in his absence;
- (b) If required, assist the Treasurer in putting together his report for the Ekalesia meetings;
- (c) Perform other related tasks as may be required by the Treasurer from time to time.

Expected outcomes:

- ✓ The outputs of the Treasurer may also apply to the Assistant Treasurer, depending on the level of assistance provided.

**6.18 PRINCIPAL, SUNDAY SCHOOL**

Responsible to: MINISTER  
EKALESIA

Process for election:

The Sunday School Principal is normally elected by the Sunday School Teachers themselves in the first instance. The person elected to this position would be one who has been teaching for some time and has commanded the respect of both other Sunday School Teachers as well as the Ekalesia.

Once the Sunday School Teachers have confirmed who they wish to be the Principal, the nomination is then tabled in the meeting of the Ekalesia for confirmation. The holder of the position can be re-elected if it is the wish of both the Sunday School Teachers and the Ekalesia. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be replaced either before or during the triennial meeting. Only the Ekalesia can replace the Principal with majority decision.

Responsibilities:

- (a) If there is a Sunday School Council, represent the Sunday School branch of the church in the meetings of this council, and report back to the other Sunday School Teachers and the Ekalesia about the issues discussed and the decisions reached;
- (b) If there is no standard teaching syllabus, devise one and discuss with other Sunday School Teachers and senior members of the church including the Minister, before implementing. If there is a standard teaching syllabus, this must be closely followed;
- (c) Devise a roster for Sunday School Teachers and discuss with them before implementing;
- (d) Write reports about the Sunday School programme being implemented, for tabling in the quarterly meeting of the Ekalesia, highlighting strengths, achievements, problems, finance, recommendations and other relevant issues;
- (e) Keep a record of students attending Sunday School in the different age groups;
- (f) In collaboration with other Sunday School Teachers, devise activity programmes for the benefit of the students. Such programmes include; Christmas Carols, Teretere Apii Sabati, Concerts, Prize Giving, etc.;
- (g) Undertake other related tasks as may be required by the Ekalesia or Sunday School Council from time to time.

Expected outcomes:

- ✓ A well organised and executed Sunday School teaching programme and duty roster.
- ✓ A good to above-average record of students' attendance as well as excelling in the lessons taught.
- ✓ Both the Sunday School Council and the church are well informed about the students' progress and performance

**6.19 SUNDAY SCHOOL TEACHER**

Responsible to: (1) PRINCIPAL, SUNDAY SCHOOL  
(2) EKALESIA

Process for election:

The Sunday School Teacher is normally a voluntary position. Any member of the church can volunteer to become a Sunday School Teacher if he feels the calling. Naturally, he will have knowledge about the Bible, and be able to relate to Sunday School students. Those wishing to take the responsibility would ideally have a good standing in the church and community, and commands the respect of his colleagues. Prior teaching experience in either religion or education would be advantageous.

Nominations for Sunday School Teachers are tabled in the meeting of the Ekalesia by the Sunday School Principal for confirmation. Teachers can be re-elected if it is the wish of both the Sunday School Principal and the Ekalesia. If in the church's view that the person, while occupying the post, is no longer considered suitable for certain reasons, the person may be

replaced either before or during the triennial meeting. Only the Ekalesia can replace the Teacher with majority decision.

Responsibilities:

- (a) Implement the set Sunday School programme of teaching;
- (b) When requested by the Principal, represent the Sunday School branch of the church in the meetings of this council, and report back to the Principal and other Sunday School Teachers and the Ekalesia about the issues discussed and the decisions reached;
- (c) When required, assist the Principal write reports about the Sunday School programme being implemented, for tabling in the quarterly meeting of the Ekalesia, highlighting strengths, achievements, problems, finance, recommendations and other relevant issues;
- (d) In collaboration with other Sunday School Teachers, devise activity programmes for the benefit of the students;
- (e) Undertake other related tasks as may be required by the Principal or Ekalesia from time to time.

Expected outcomes:

- ✓ An efficiently executed Sunday School teaching programme that satisfies and spiritual needs of the students.
- ✓ A well organised activity programme for students to help keep and improve their understanding and knowledge of the Bible.

## **6.20 LEADER, CHURCH BRANCH**

Responsible to: (1) CHURCH BRANCH  
(2) EKALEZIA

Process for election:

Members in the church branches will elect their own leaders and bring back into the Ekalesia for confirmation. The duration a leader will serve in the position is entirely up to members of the branch during the time of renewal of office holders.

If in the opinion of members of the Ekalesia the leader is not suitable to continue being a leader of a church branch, the Ekalesia will seek the views of the members of that branch. If the explanation is not sufficient, the Ekalesia will recommend that the position be relocated to another person at any time or during the time of the renewal of office bearers. The Ekalesia has the right to remove a position confirmed on a leader with majority vote, even though each branch elects their own leaders.

The church branches include; women's group, Sunday School, Boys' Brigade, Girl's Brigade, Girl Guide, and youth.

Qualifications/qualities required:

A branch leader must have the standard qualities required to serve in the post, i.e. person of good character, familiar with the programmes and activities of the branch, have sober habits, have a good track record of public relations, and have a sound knowledge of the Bible. Ideally, the person nominated would have served in the relevant branch of the Ekalesia or a similar organisation for a good number of years and have accumulated sufficient knowledge and experience to do justice to the post.

Responsibilities:

- (a) Take the lead in planning and organising programmes and activities for the members of the branch – this will also need to be presented in the Ekalesia meeting;
- (b) Provide motivation to branch members for the achievement of the branch's objectives;

- 
- (c) Write and present update reports to the Ekalesia meetings on the status of the branch's programmes and activities;
  - (d) Contribute to the spiritual development of individual branch members;
  - (e) Perform other related tasks as may be required by the branch members or the Ekalesia.

Expected outcomes:

- ✓ A branch programme that has been formulated with the inputs of other branch members, endorsed by the Ekalesia, and implemented for the benefit of everyone.
- ✓ The Ekalesia is regularly updated as regards the branches' programmes and activities, including the status of their finances.

## **6.21 THE EKALESIA** *(The Church Congregation)*

The Ekalesia has authority higher than that of the Deacons meeting and the minister. The minister and Deacons meeting must always seek the last word from the Ekalesia in relation to important undertakings in the church. The status of the Ekalesia is as follows:

- She is the bride of the Messiah, which means the Messiah is her superior.
- The minister is the chairman of the Ekalesia meeting; in his absence the Assistant minister takes the role; and if the latter is absent then the secretary of the Ekalesia takes charge.
- The Ekalesia must meet every 3 months (quarterly meeting) to go through the church's divisional reports for the past 3 months and to listen to their work plans for the next 3 months.
- These are the reports required to be tabled in the quarterly meeting of the Ekalesia: minutes of the last quarter meeting, report of the minister, secretary, secretary of the Deacons meeting, treasurer, representative to council meetings, Sunday School, women's group, Boys' Brigade, Girl Guides, and youth.
- The Ekalesia will approve/decline recommendations for positions in divisions.
- The Ekalesia will remove positions from any office holder if such decisions are required to be made. The Ekalesia will also reinstate positions on holders if such is deemed necessary.
- Decisions made by the Ekalesia must be majority-based.
- If a member of the Ekalesia is ordained to any of the church positions, (refer section 6.11 in this book), he has the right to participate, speak and vote in church meetings. This is the first stage into the Ekalesia as an organisation. All positions above this, are part of the Ekalesia.
- The Ekalesia will elect suitable people into positions that will represent it in meetings outside of the Ekalesia, such as the delegate to the General Assembly, delegate to council meetings, and so on.
- The Ekalesia will not be dictated to by an individual member or minority group of the Ekalesia; instead, it will comply with the wishes of the majority.
- It is the responsibility of the Ekalesia to ensure that office holders are carrying out their tasks as required, from the minister right down to the lower-level positions of the church.
- In cases where decisions cannot be made by the Ekalesia, it must in the first instance seek guidance from the church council that it is a member of. If this option still doesn't bear fruit, the Ekalesia has the right to go directly to the Executive Council in Rarotonga, perhaps a way out can be obtained from this body.

## **7 PROGRAMMES & PROCEDURES**

### **7.1 INTRODUCTION**

A lot of what's in this section is contained in "Te Puka Pure – CICC Prayer Book for Devotion, Worship and other Sacred Events," 2011 revised edition. It is important that the procedures contained therein are closely adhered to. In this book, the orders of service and service times in the Cook Islands are indicated. Ekalesias in New Zealand and Australia are to set their own service times that suit their conditions.

In the prayer book, it spells out all types of services: Sundays, Wednesdays, Fridays, important events such as the Easter service, ordination, dedication, baptism, funeral, marriage, etc. It is important for all Ekalesias to have copies of this book to guide their services and to ensure uniformity across all church branches when performing the different types of services. The book is currently sold for \$10.00 at Takamoa.

Listed below are those areas being followed by the CICC; reference to the prayer book mentioned above is recommended.

### **7.2 EASTER**

The first service to commemorate the death of our Lord Jesus Christ is held on the Thursday evening prior to Good Friday. In this special service, everyone takes part in the communion: adults, youth, children, infants. At 10.00am the next day Good Friday, the second commemorative service is held. The following Sunday is the Easter service where his triumphant over death is celebrated. Ekalesias in New Zealand and Australia will organise suitable times for the above services.

Easter service has special significance to all Christians; it is the time when the Lord's crucifixion and resurrection is celebrated because through this path that He has taken, an opportunity for mankind to enter the kingdom of God was given. This event also confirms that our serving him faithfully from the beginning to the end will be appropriately rewarded.

### **7.3 CHRISTMAS & NEW YEAR**

It is customary for many of the CICC Ekalesias to prepare and celebrate the birth of our Lord and Saviour Jesus Christ on Christmas Day, as well as the New Year a week later. Songs and hymns are composed for such purposes; these are joyous times for the Ekalesia members as they jubilantly express their much appreciation to Him for bringing them to another Christmas Day and to another New Year. These are events that the church would like to hold on to for all time to come, as they can contribute to the spiritual well-being of members. Each Ekalesia will set its own programme for the above events.

### **7.4 SPECIAL NEW YEAR WEEK-LONG SERVICE**

The special new year week-long service (pure epetoma) commences on the first Sunday of January. The theme and daily topics for the whole week is developed into a booklet form at Takamoa and copies sent to all Ekalesias in December. The underlying purpose behind the week-long service is two-fold: for members to (i) humble before the Lord and ask for His guidance and protection at this time of the year which is the cyclone season in the Cook Islands, and (ii) ask for His guidance and strength throughout the new year so that they may succeed in all that they strive for physically and spiritually.

The Ekalesias will set their own programme for those part-taking in the week-long event. An important aspect of the week's programme is the inclusion of slugging members and/or new members to encourage them to actively follow Christ. Opportunities are also accorded to church Elders, members of the different departments in the church, traditional leaders, and public servants, to take part in the programme.

## **7.5 PENTECOST**

The church celebrates Pentecost when the Lord sent His Holy Spirit to dwell amongst his people as stipulated in **Acts 2**. This is a particularly joyous time for the women folk as they engage in a programme which involves visitation and fellowship (Uapou), and normally finishes off with refreshments. The men and youth also participate in support of the annual event.

## **7.6 GOSPEL DAY**

The arrival of the gospel in the Cook Islands is celebrated by all islands on the 26<sup>th</sup> day of October each year which is also a national public holiday. Where the normal full Nuku day programme is followed, this involves the Ekalesias marching in, drama on set topics, and capped with composed traditional hymns based on the set topics. Gospel day themes are set either by the church council of the area (if there is one), or open to the Ekalesias to set their own.

A 2<sup>nd</sup> gospel day is also celebrated by each of the islands in the Cook Islands, the actual day when the gospel arrived on each of the islands. On Rarotonga, for example, this falls on the 25<sup>th</sup> day of July. As with the October programme, the Rarotonga CICC Council sets the programme for all 6 Ekalesias on the island to follow.

Ekalesias in New Zealand and Australia will set their own programmes if they wish to also celebrate the arrival of the gospel to the Cook Islands. If this proves difficult because of the different kind of environment and way of life, it would be nice to at least remember these days on the Sunday prior to the actual day of arrival. The main thing here is to remember the arrival of the Good News of the Kingdom of God into the Cook Islands, which gave us light and hope for salvation.

### **Gospel Days in the Cook Islands**

Rarotonga	25 July 1823
Aitutaki	26 October 1821
Mangaia	15 June 1824
Atiu	19 July 1823
Mauke	23 July 1823
Mitiaro	21 July 1823
Manihiki	8 August 1849
Rakahanga	15 August 1849
Penrhyn	13 March 1852
Pukapuka	6 December 1857
Palmerston	1863 ( <i>day, month unknown</i> )

## **7.7 COMMUNION SERVICE**

The early morning communion service (Pure Oroa) is to be conducted by a Deacon. This same Deacon will also take the communion to the sick and the Elderly if they are not at church. In cases where a Uapou is also held after the evening service, it is normal for the

same Deacon to be in charge of that programme as well. The Minister will conduct the main communion service, which is an important service for all ordained Ekalesia members.

Below is the order of the conduct of the communion which the Minister will administer on behalf of the members:

1. All Deacons to assemble at the front
2. Communion starts with a hymn
3. Read the 1<sup>st</sup> part of the communion section of the Prayer Book (p.29)
4. Prayer (p.30)
5. Read the 2<sup>nd</sup> part, (p.30)
6. Minister to pass on to the designated Deacon(s) the bread for distribution to the Ekalesia members
7. After (6), the Minister will distribute the bread only to those Deacons who have come to the front
8. Minister says: "kia kai tatou i teia ei akamaaraanga ....."
9. Prayer (p.31)
10. Read the 3<sup>rd</sup> part (p.31)
11. Minister to give the water to the designated Deacon(s) to distribute to the Ekalesia members
12. After (11), the Minister will distribute the water only to those Deacons who have come to the front
13. Minister says: "kia inu tatou i teia ei akamaaraanga ....."
14. Designated Deacon(s) will collect the cup-lets used to distribute the water and return them to the front table
15. Minister to say prayer for the lifting of sacredness from the communion
16. Take the communion to the sick and Elderly who were not able to attend church

## **7.8 SPECIAL CYCLONE SEASON SERVICE**

In the Cook Islands people are aware of the annual cyclone season which runs from 1 November to 31 March of the following year. This is also the season for bad weather as recorded by the Meteorological Office at Nikao.

For many years now a special service is conducted during the first Sunday of November to ask for the Lord's protection over the land the people that no harm may occur during the cyclone season. From this point up until the last day of March, it is normal that this period of humility be kept in mind and even mentioned in the daily prayers of members. And during the last Sunday of March or first Sunday of April, another special service is conducted; this time to give thanks to Him for his protection over the last 4 cyclonic months from his strong natural servants which are the waves, wind and rain.

Also during the week-long service in the first week of January (Pure Epetoma), remembering the cyclone season and asking for the Lord's protection is referred to regularly. This special cyclone season service, especially for members resident in the Cook Islands, is very important and all members are requested to take part, whether during the combined services, or in their own Ekalesias and certainly in their own homes. Participation by members living outside of the Cook Islands in this service is also encouraged.

Because natural disasters also take place in New Zealand and Australia, it is therefore equally important that members living in the Cook Islands also remember those who go through such disasters in these two countries, or who at least go through certain times of the year when natural disasters are known to occur. If all members do likewise in putting their trust in the Lord for protection during times of bad weather, there can be no doubt that He will spare his people from being inflicted with harm. But we cannot just pray and do nothing

else by way of preparation in case disaster does strike. Appropriate warnings are always given by the relevant authorities: tie down the houses, ensure good supplies of food and water, batteries, torches, etc. We have to be prepared in these ways and adhere to the warnings given, while we also pray to God to be with us at all times.

## **7.9 FUNERAL SERVICE**

When a member of the Ekalesia passes away (children, youth, adult), it is nice, proper and recommended that his funeral service is held in the church before putting him to his final resting place. However, this is not to be done if the family decides against.

In some households, members belong to different church denominations. For example, parents might be coming to the CICC but the children go to different churches. The important thing is that if the deceased is a member of the CICC, all of his services and arrangements should be done by the CICC. It is not nice if a CICC member passes away and his service arrangements are done by members of other denominations. But if they insist and would not give in, what can we CICC do? The sad thing when this situation arises is that the church which he would have devoted his life to, is not there to show its last respect and appreciation for his contributions.

It is important for Ministers to be aware that the sharing of responsibilities with your fellow colleagues from different denominations during a funeral service, is not encouraged and not recommended. Problems have arisen in the past from this practice and will most likely continue in the future. It is not a problem allocating parts of the service to a CICC Minister, but not to a non-CICC Minister. Past problems have arisen due to the different doctrines and formats of the service being followed by the different denominations, and this has led to discontentment amongst the bereaved family and certainly amongst the family's friends and relatives who have taken the time to participate in the service. So the best thing is for you as Minister of the Ekalesia to conduct the full funeral service programme yourself from the beginning to the end.

The order of a funeral service is contained in the CICC Prayer Book.

## **7.10 ORDINATION SERVICE**

Before anybody starts to perform those responsibilities accorded to him, an ordination service is to be performed for him. The following are the positions for which an ordination service is required:

- Minister of the church
- Assistant Minister of the church
- Traditional chief (Ariki)

The order of an ordination service is contained in the CICC Prayer Book.

## **7.11 DEDICATION SERVICE**

Before anybody starts to perform those responsibilities accorded to him, a dedication service is to be performed for him. The following are the positions for which a dedication service is required:

- Elder
- Deacon
- Assistant Deacon

- 
- Ekalesia member
  - Sunday School teacher, leader of a Ekalesia branch
  - Other traditional leaders such as Mataiapo and Rangatira

The order of a dedication service is contained in the CICC Prayer Book.

## **7.12 THANKSGIVING SERVICE FOR PERSONAL GAINS**

It is common for members of the CICC to offer a special thanksgiving service for their achievements and gains in their strives and struggles in life. Examples include; new house, vehicle, land, boat, etc. The reason for offering the service is none other than to give thanks to God who helped them in their efforts and thus achievements. In their Christian upbringing, they have been taught to put their faith in God, ask for his guidance and assistance, and in due time they shall receive the blessings that they seek. So in their minds, it is only fair that they remember Him when they do find themselves being blessed in the above and other ways.

Offering thanksgiving for personal gains is not an instruction that all members must follow. Rather, it is important that members understand the reason and purpose of this practice, and it is then up to them to apply if they feel the urge to do so. The order of service for such occasions is in the CICC Prayer Book for everyone to follow.

## **7.13 STONE UNVEILING**

It is customary for the people of the Cook Islands to install headstones on the graves of loved ones in remembrance of their time here on earth, and unveil them through a prayer service. This practice is also mentioned in the Bible (Genesis 31.43-45, Joshua 4.20-24), and performed by other countries and cultures as well.

The CICC does not have a set procedure for the unveiling of headstones in terms of how many covers, who will unveil, who's the first and the last to unveil, etc. Instead, what the CICC has is the order of the service for the unveiling, which is spelled out in the CICC Prayer Book and which everyone is required to follow.

## **7.14 MARRIAGE SERVICE**

The marriage service is one of the most important events in the lives of the husband and wife. It is crucial that the husband and wife to-be, are fully aware of the conditions, requirements and expectations of a married life, before taking the plunge because this is a sacred road that they are embarking on, according to the teachings of the Bible.

In the past, all CICC marriage ceremonies are held in the church. These days, however, all sorts of venues are used: near the sea, on the motus, at home, on the mountains and hill tops – maybe one day it will be under the sea as already been practiced in some big countries. Why the different venues these days? There are lots of explanations. Which one then that we the CICC should follow? Answer: Is there any problem holding it in the church, seeing that marriage is a law from God? Members may answer this to themselves.

The order of service for a marriage ceremony is in the CICC Prayer Book, and everyone is required to follow it if the marriage ceremony is to take place in the church.

**7.15 HAIR-CUTTING CEREMONY**

The CICC does not have a system or policy on hair cutting because this is a family affair. It is, however, common for Ekalesia members to ask an Ekalesia Minister to participate in, even officiate over, the ceremony. In such cases, it is a good idea to have the Minister do the prayer service parts of the programme with relevant messages included, such as at the beginning and in closing, depending on the wishes of the family.

The above is also the procedure (i.e. Minister's role) when the Minister is requested to part-take in other family functions not mentioned in this manual, such as birthday celebrations (21<sup>st</sup>, 60<sup>th</sup>, 70<sup>th</sup>, etc.).

**7.16 SPECIAL SERVICES BY THE WOMEN**

In some Ekalesias on Rarotonga the women (Vainetini) conducts a special service called "pure metua vaine" every Monday after the first Sunday of the month. This was commenced in 1990 by a Minister's wife. The Vainetini also holds a question-and-answer type session (similar to an Uapou) after the Sunday service, normally two Sundays a month. Ekalesias outside of Rarotonga who may have similar programmes are urged to actively participate. The purpose is none other than to strengthen the Vainetini including the young women, in terms of encouraging them to give responses to the questions being posed, so that they have the confidence to stand in front of any crowd to voice the word of God.

**7.17 ANZAC DAY SERVICE**

The CICC actively participates in the annual ANZAC Day commemoration in the Cook Islands. On Rarotonga a dawn parade organised by the RSA takes place in front of the Ministry of Justice where the ANZAC monument stands. The morning 10.00am service is conducted in the Avarua CICC. If there are set programmes in the outer islands, Ekalesias are urged to participate. Members in New Zealand and Australia are free to join in the programmes organised by the relevant authorities. A number of our forefathers have taken part in the 2 world wars under the command of the New Zealand defense force.

**7.18 PRISON VISITATION**

A set programme is followed in Rarotonga. In the past, all 6 Ekalesias on Rarotonga take turn in conducting prison prayer services, each Ekalesia taking a turn every 6 weeks. Today this responsibility is undertaken by the Takamoā Theological College students every Sunday. Other denominations also take turn in the prison ministry.

The approach, if there is any, in the outer islands is to be followed. For the Ekalesias in New Zealand and Australia, it is most likely that prison ministry visits may not be allowed. Nevertheless, it is important that individual visits to our imprisoned members be made to pray for them.

**7.19 HOSPITAL VISITATION**

In the past, a set programme is followed by the 6 Ekalesias on Rarotonga, with each Ekalesia taking turn twice a year. Today because of the new system brought in for this purpose, the Ekalesias no longer have set times for the visitation, except when notification is received. However, the Takamoā Theological Students have taken up the responsibility, in addition to the Nikao Ekalesia visiting on the first Sunday of the month after the communion. Individual members from the Avarua and other Ekalesias also make visits.

As with prison visits, the approach in the outer islands is to be followed. For the Ekalesias in New Zealand and Australia, it is most likely that hospital visits for the purpose of conducting prayer services, may not be allowed. Nevertheless, it is important that individual visits to our hospitalized members be made to pray for them.

## **7.20 INFANT & ADULT BAPTISM**

The CICC follows the sprinkling method of baptizing infants. The order of service for baptism is in the CICC Prayer Book referred to in section 7.1 above

Regarding adult baptism to confirm their being born again in the Lord, the CICC follows the spiritual baptism. That is, the Minister will perform a dedication prayer for the member who has chosen to discard his old sinful ways, to follow the path the Lord has chosen for him. Baptism by immersion has not been officially accepted by the CICC.

## **7.21 SUNDAY SCHOOL VISITATION PROGRAMME**

In Rarotonga 2 visits are carried out per year, the first in May and another in November. The visitation programme is set by the Sunday School Council. The day of the visit is usually a big day for the Sunday School children as they memorise and recite the verses given to them days prior to their visit. The purpose is to educate and strengthen the children so that they have the confidence to stand in front of a crowd and speak the word of God without fear.

Preparing their memory verses is the responsibility of the Sunday School Teachers; after they have done so, it is important that the Minister checks them before the visit in case he has suggestions for improvement. The Sunday School programme on Rarotonga, in the outer islands, in New Zealand and Australia, are all different. The Ekalesias will follow the one set for them. The main thing is that the Minister gets to see the one set for the Sunday School children first before the visit takes place.

## **7.22 YOUTH VISITATION PROGRAMME**

The format for the youth visitation programme is similar to the Sunday School visitation programme. In Rarotonga 2 visits are carried out per year, the first in February and another in August. The visitation programme is set by the Youth Council and Department of Youth. The day of the visit is usually a big day for the youth as they memorise and recite the verses given to them days prior to their visit. The purpose is to educate and strengthen the youth so that they have the confidence to stand in front of a crowd and speak the word of God without fear.

Preparing their memory verses is the responsibility of the Deacons; after they have done so, it is important that the Minister checks them before the visit in case he has suggestions for improvement. The youth programme on Rarotonga, in the outer islands, in New Zealand and Australia, are all different. The Ekalesias will follow the one set for them. The main thing is that the Minister gets to see the one set for the youth first before the visit takes place.

## **7.23 SERVICE BY CHURCH MEMBERS**

When an unordained member of the Ekalesia is ordained, he will perform the early morning Sunday and Wednesday services but not the communion, Etene and Rekapi. The normal procedure is that their sermons are prepared by the Minister, and assisted by the Deacons in his area of residence.

The order of service for each month of the year has already been set and is quite familiar to those resident in the Cook Islands. In New Zealand and Australia, however, because of the differences in the types of environments that they live compared to that in the Cook Islands, each Ekalesia will then set and follow a programme that suits their way of life. It may be difficult to adopt the programme being followed in the Cook Islands, therefore a programme that suits the type of environment and systems in those countries should be adopted.

## **7.24 FAMILY SERVICE**

Any bereavement in the village, on the island, the Ekalesia will pay respect by conducting a family bereavement service at the home of the family or at another venue preferred by the family. If the deceased is a member of the church, the Deacons together with the Minister will organise for the service, with the support of the Ekalesia. Organisation of the arrangements at the concerned household is the responsibility of the family itself with inputs from one of the church Deacons. Taking the deceased's coffin into the church and out again is to be done by the Ekalesia Deacons. But if an Ekalesia already has an established system, that would be the way to go.

## **7.25 FAMILY DEVOTION**

Family devotion – where the whole family gets together for Bible reflection and prayer on a daily basis – is a practice almost all households undertake especially in the Cook Islands in the past; some households they do this in the evening, some do it in the morning. These days, however, the number of households still doing this practice has declined for many reasons. We in the CICC family must strive to continue maintaining this practice because of its significance to our spiritual development.

In some households the parents do the reading and explaining to the children, in other households depending on the age of the children, the reading and explaining are done by both the parents and the children. There is no set format to follow, the main thing is that devotion is conducted to enable the family to openly discuss and exchange views on the word of God, to give him thanks for his guidance throughout the day, and to ask for his protection upon the family as it prepares for the night's rest.

It would be nice to follow the daily readings card (Tia) during devotion. The CICC Prayer Book also outlines some important subject matters for inclusion in the devotion throughout the year. This is up to the family to consider.

## **7.26 STATUS OF MINISTER IN THE CHURCH**

To correct the misunderstandings about the status of the Minister in the Ekalesia, the following are provided for the information of both the Minister himself and the Ekalesia:

- The Ekalesia is the Minister's guardian; it has the responsibility of nurturing the Minister and his family in terms of their daily physical needs.
- It is the responsibility of the Ekalesia to arrange suitable accommodation for the Minister and his family. The Ekalesia – and not the Minister – will choose where he is to stay while in the Ekalesia.
- It is important that the Minister and his family take good care of the residence of the Ekalesia. There has been lots of cases where this was not the case, which led to the Ekalesia having to unnecessarily spend resources to get the residence back in good order in readiness for the incoming Minister.

- In order to minimize the burden on the Ekalesia, only children under the age of 18 and who are still attending school, shall stay with their parents in the Ekalesia mission house. This means, children over the age of 18 should be old enough to fend for themselves. It is not right for the Ekalesia to meet their daily requirements, they are old enough to be in the work force and should be employed and looking after themselves.
- Due to the different lifestyles in New Zealand and Australia, and also to minimize the burden on the Ekalesia, young and able-bodied Ministers in these countries may seek paid employment to help with the expenses of their families. It is for this reason that new Ekalesias need to be in compliance with the policy for establishing new churches before a Minister can be posted for them. Important requirements in that policy include membership size, own mission house, own church building, etc., so that the burden on the Ekalesia to take good care of the Minister and his family does not become too much of a burden.
- The level of stipend each Ekalesia will pay its Minister is already set by the General Treasurer. It is up to the Ekalesia to pay more than the set amount if it wishes to.
- Expenditures relating to electricity, phone and water are the responsibility of the Ekalesia. Other expenditures, such as private use of the phone, are the responsibility of the Minister.
- It is very important for the incoming Minister to be clearly explained right at the beginning, all procedures of the Ekalesia, such as the house that he and his family will occupy, the Ekalesia's set programmes during the year, systems and processes being followed by the Ekalesia, and other aspects that the Minister must know. It is expected that when the Minister is fully aware of these things, there will be minimum clashes, misunderstandings, arguments, conflicts, etc., between him and the Ekalesia.
- Other useful aspects to make the Minister's stay in the Ekalesia a problem-free one, should be discussed by the Minister and the Ekalesia.

### **7.27 OTHER PROCEDURES**

In our lives as Christians, it is common for us to call upon God for his protection, assistance, guidance, as well as for thanksgiving for the many blessings we come across. Some examples are given below:

- Calling on him before embarking on a fishing trip
- Calling on him before commencing a trip
- Giving thanks to him for success in business

During our conversation with Him, this is done either collectively with others, or as an individual on his own. It is important that we communicate regularly with our Creator for the following reasons:

He is our creator and the creator of all things  
 We derive our strength from Him which enabled us to improve our lives  
 All blessings come from Him  
 He is our protector and shield

For the above and other reasons, it is therefore imperative that we think of him during both good and bad times.

### **7.28 CICC ANTHEM**

The CICC anthem is as follows:

*E Iehova Atu Mou  
Ko koe rai to ma—tou Pu  
Tena mai to matou reo  
E kapiki a—tu nei*

*Aroa mai ia matou  
Toou iti ta—ngata  
Kia vai rai to Evangelia  
E tuatau u—atu  
Kia vai rai to Evangelia  
E tuatau u—a—tu*

There is no English tune to the anthem. It is important that the anthem is taught and sung regularly in important occasions in the Ekalesia, at the different council levels, the general assembly, and other important religious events.

### **7.29 CICC FLAG**



The flag of the CICC is symbolized by the saving cross of Christ, the dove as the sign of new land in the story of Noah and the flood, the Bible as the Word of God, and the 3 white lines for life in the trinity. The blue colour refers to the sky and ocean as part of God's creations. Ekalesias will use this flag in functions where the church flag is required to be hoisted. No other flag apart from this will be used

as the flag of the CICC. The flag can be obtained from the CICC head office at Takamoa, Rarotonga.

### **7.30 CICC LOGO**



The logo of the CICC is almost similar to the CICC flag explained above. It is symbolized by the saving cross of Christ, the land or mountain standing for the land created by God and on which the CICC is now established (i.e. the Cook Islands, New Zealand and Australia), and the ocean and sky as explained in the flag above. The CICC Executive Council adopted this logo in January 2010 for use by all Ekalesias and its branches. This can be used on the Ekalesia letterheads, printing on T-shirts, and other important occasions where the logo is required to be displayed. No other logo apart from this shall be used by the CICC. The logo can be forwarded by the Takamoa head office; it can also be duplicated from

here for the above uses.

## **8 POLICIES**

### **8.1 INTRODUCTION**

The following are policies adopted by past CICC General Assemblies or by the Executive Council for the proper and efficient implementation and management of programmes and activities in both the Ekalesias as well as the CICC Headquarters at Takamoa. Policies which will be adopted by future General Assemblies and the Executive Council will be sent to all Ekalesias as additional to those contained in this Manual.

## **8.2 CHURHC PLANTING**

### **1. INTRODUCTION**

In 2003 the Parliament of the Cook Islands passed the Cook Islands Christian Church Incorporation Amendment Act, which replaced the old constitution of the CICC with a new constitution. Under the schedule of the new constitution the names of all existing Ekalesias was listed being 24 from the Cook Islands, 16 from New Zealand and 9 from Australia making a total of 49 Ekalesias recognized as members of the CICC and able to attend and participate at the CICC General Assembly.

It is recognized and acknowledged by both the General Assembly and by the Executive Council that the number of Ekalesia of the CICC is bound to increase due to the continuing migration and spread of Cook Islanders throughout New Zealand and Australia. Accordingly it was time for the CICC to set out some policy guidelines for the introduction, development and acceptance of new Ekalesias under the umbrella of the CICC. Church planting amongst our people throughout Australia and New Zealand is part and parcel of the Great Commission of our Lord Jesus Christ.

### **2. AUSTRALIA AND NEW ZEALAND**

The CICC believes that with an estimated 50,000 or more Cook Islanders living in New Zealand and about 25,000 or more living in Australia the potential for Church planting in these two countries have increased substantially. It is estimated that despite the fact that most of our people who left our islands came out of the CICC Church yet more than 80% no longer attend Church (any Christian Church) in their new domicile in New Zealand or Australia.

## **POLICY STATEMENT**

### **CHURCH PLANTING**

#### **1. GOAL STATEMENT**

Under the Constitution of the CICC one of the “sacred duties” of the Church is as follows:

*“To preach salvation; It is the work of the Church to preach the gospel to every creature and to expound the plan of salvation as taught in the scriptures. Christ has made salvation possible by providing it; the Church must make it actual by proclaiming it.”*

#### **2. THE CICC WILL ENCOURAGE THE ESTABLISHMENT OF NEW EKALESIAS IN AUSTRALIA AND NEW ZEALAND**

The CICC will encourage the establishment of more CICC Ekalesias in Australia and New Zealand in the following manner.

1 Positive Church Planting. If the National Council of the CICC in Australia or New Zealand recommends to the Executive Council the planting of a new Ekalesia in any locality in Australia and New Zealand.

2 The Executive Council shall satisfy itself of the following before agreeing to the recommendation of the National Council of Australia or New Zealand:

- 
- (a) that there is a sizeable Cook Islands population in the locality (minimum 500)
  - (b) that the new Ekalesia is not located close to an existing CICC Ekalesia (minimum of 5 kilometers)
  - (c) that the Cook Islands population in the location is likely to grow
  - (d) that there is sound Christian leadership or potential leadership in the locality to form the backbone of the new Ekalesia
  - (e) availability of suitable accommodation for the new Ekalesia for church building, meeting halls and accommodation for the Pastor
  - (f) any other relevant information which will assist the Executive Council in making its decision

3 The Executive Council may decide as follows:

- a) approve the establishment of a new Ekalesia
- b) reject the proposal to establish a new Ekalesia
- c) defer the establishment of a new Ekalesia for further consideration

4 No new branch shall be established or accepted by the CICC unless it complies with the above procedure.

5 No application for consideration of a new Ekalesia will be accepted if the new group is a break-away from an existing Ekalesia of the CICC. All efforts shall be made to restore unity and reconciliation of the divided Ekalesia.

6 The CICC shall work closely with the CICC councils in New Zealand and Australia to develop a global plan for the evangelizing of Cook Islanders in Australia and New Zealand followed by Church planting.

*(Note: the General Assembly of 2009 adopted the above revised policy of the original one submitted to the assembly in 2007).*

### **8.3 MINISTERS' ROTATION**

#### **I: GENERAL POLICY**

1. All Ministers of the CICC may change Ekalesias every four (4) years based on the allocation criteria outlined below.
2. The final decision on allocation shall be made by the Executive Council, and in the event that a General Assembly is in session, then the decisions of the Executive Council shall be tabled in the General Assembly.
3. In making the allocation of Ministers, the Executive Council shall take into account the following criteria:
  - (a) Every attempt is made to ensure that a Minister is allocated to the right Ekalesia taking into account all relevant factors on both the Ekalesia and Minister.
  - (b) Large Ekalesias to be allocated able and experienced Ministers.

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- (c) Each Minister should expect the following general allocations: 3 terms on Rarotonga; 2 terms in the northern Cook Islands; 2 in the southern islands; 3 in New Zealand and 3 in Australia.
  - (d) Ministers selected to Ekalesias in Rarotonga, Aitutaki, New Zealand and Australia must be competent in both the Cook Islands Maori and English languages.
  - (e) Consultation with the Ekalesias and the Ministers is held throughout the allocation process or as needed.
  - (f) The needs, weaknesses and strengths of an Ekalesia and the Minister also to be taken into account in the allocation process.
  - (g) Other personal considerations such as number of children, health issues etc., could also be taken into consideration.
  - (h) Cost of transfer and other cost factors should also be taken into account where relevant.
  - (i) Whereas in the case of any Ekalesia which is associated with other church bodies such as the Uniting Church in Australia and it has its own regulations or method of appointing Ministers, then the Committee of Ministers and the Executive Council shall as far as possible, accommodate the special requirements of these Ekalesias.

## II: ALLOCATION PROCESS

1. Changes of Minister normally take place in July – August in the 4<sup>th</sup> year following the previous change, and normally at the conclusion of the General Assembly (assuming that a General Assembly is scheduled for that year).
2. In the first week of July the year before the changes are scheduled, the Executive Council will start the allocation process by sending to every Ekalesia a notice setting out the allocation process and inviting the Ekalesias to respond by the end of July and indicate whether:
  - (a) They want to keep their existing Minister, provided he has not had 2 terms with the Ekalesia and provided further that the Minister agrees to a 2<sup>nd</sup> term, or
  - (b) They had one or more preferred Minister in order of preference.
3. At the same time the Executive Council shall send out a similar notice to every Minister advising him of the allocation process and also inviting him to indicate whether:
  - (a) He wanted to stay at his present Ekalesia (if that was his 1<sup>st</sup> term and subject to the Ekalesia also agreeing to keep him for another term), or
  - (b) He had other preferred Ekalesias in order of preference.

At the same time the Minister shall be requested to provide an updated Curriculum Vitae or Resume on himself to the Executive Council and also for the use of the Committee of Ministers.

4. **Committee of Ministers.** In August and September the Committee of Ministers (CO) shall allocate the Ministers to Ekalesias taking into account responses by Ministers and Ekalesias and the General Policy outlined above. In carrying out this process they will consult as much as is needed with Ekalesias and Ministers in order to try and reach consensus. The CO shall complete their recommendations for allocations to be submitted to the Executive Council by end September.

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5. In October the **Executive Council** shall review and finally decide on the allocation by the CO and shall then advise all Orometua and Ekalesia separately of their allocation and invite confirmation or opposition to their proposed allocation to be received by the Executive Council by end November. In advising the Ekalesia a copy of the Orometua's CV or Resume shall be attached to enable the Ekalesia to know some background on the Orometua allocated to it.
  6. The allocations that are accepted by the Ekalesia and the Orometua are confirmed and not changed. Those who oppose their allocation will be required to set out in writing their grounds for opposing as soon as possible. All opposed allocation shall be reviewed by the CO and they may enter into further consultation if required and must make a final recommendation to the Executive Council on all opposed allocation by end December.
  7. In January the Executive Council shall make a final decision on the opposed allocation taking into account the recommendation of the CO. and any other issues which the Executive Council may consider relevant.
  8. In February/March the Executive Council shall give the final notice to all Ministers and Ekalesias setting out who will be the Orometua at which Ekalesia and confirming the dates during which the change must take place.
  9. Every Ekalesia must prepare for the change of Orometua to be carried out with the least disruption and to ensure a smooth transition of Ministers.

## **8.4 ASSISTANT MINISTER**

### **1. Terms of reference**

The Assistant Minister will adhere to the terms of reference of the position as agreed to by the 2007 General Assembly (refer section **6.3** of this book). That terms of reference also covers the nomination and election process, necessary qualification, and experience of those recommended for the position.

### **2. Confirmation**

The Ekalesia will decide if it needs an Assistant Minister or not. If the Ekalesia feels the need for one, the total membership of the Ekalesia must be over 100 (adults and children combined), and it must have not less than 6 ordained Deacons.

### **3. Management in the Ekalesia**

It is important that the Assistant Minister is fully aware of his own responsibilities and those of other office bearers in the Ekalesia. This will avoid any conflicts and misunderstandings in the role that he will perform. Of particular importance to him is his awareness and appreciation of the roles of the Minister, Secretary and Treasurer. Sometimes the Assistant Minister unnecessarily gets himself involved in the responsibilities of these people which only lead to friction and problems.

### **4. Title holder**

At present, only men can be elected to the position of Assistant Minister. Any change to this policy will be made by the General Assembly.

**5. Fixed term**

It is recommended that the duration of the Assistant Minister be fixed so that he retires when he is no longer able to carry out his responsibilities due to ill health and age. There is no point in him continuing to hold the position if he is not physically able to. It is up to the Ekalesia to decide as to the right time for him to retire for the reasons stated above.

**6. Services earmarked for the Minister**

The Assistant Minister must understand that his main role is to assist the Minister of the Ekalesia. When the Minister is not in the Ekalesia (sick, out of the island/country, other commitments), the Assistant Minister will fill in for him. The Assistant Minister or Ekalesia will not permanently allocate to the Assistant Minister the responsibilities clearly earmarked for the Minister, like the early Friday morning service, main Sunday service, bereavement service, marriage service, family service, and so on. These are permanent roles of the Minister who himself will allocate as he deems necessary.

*(Refer also to the detailed terms of reference under section 6.3 of this book)*

**8.5 WHEN MINISTERS ARE CHARGED**

If a Minister or person elected by the General Assembly to a position is charged by Police, the following is the approach the Executive Council will take to resolve the matter:

- (c) The council will request the Minister being charged to forward a copy of the charge.
- (d) The Minister will also be requested to write an explanation concerning the charge – whether he agrees or not, and also submit other relevant information.
- (e) The council will not take side on the charge because the matter is in the hands of the Police. The council will also not provide financial assistance to the Minister for his defense lawyer. But the Minister will continue being paid his normal monthly allowance which will be the only assistance the council will provide the Minister.
- (f) Once confirmation is received that the Minister is being charged, the council will have the Minister take leave of absence from his duty as care-taker Minister of the Ekalesia he is being posted to, or the position he is holding if he is not a Minister. The council will decide if a replacement Minister is required or not.
- (g) If the court case finds the Minister guilty, his position as Minister on the CICC Ministers' Rotation Programme will automatically cease. However, the Minister has a right to lodge an appeal to the council for a reconsideration of his status, perhaps due to the crime committed being not of a serious nature, or because only a minor penalty was imposed by the court.
- (h) If the Minister is not convicted, the council will re-look at his case and the crime brought against him. The committee will decide whether to reinstate him or not. The Minister has a right to make a submission to the council regarding his status.
- (i) If the council's decision is not favourable to the Minister, he has a right to appeal to the council that his case be re-heard. The council will again discuss his case and make a final decision.

*(Approved by the Executive Council in November 2007)*

**8.6 LOANS FROM THE CICC**

**The following principles should be noted:**

1. The Executive Council, strictly speaking, is a Trustee for all the CICC branches and individual members and holds all funds in trust for them. In other words the money does not belong to the Executive Council.
2. By guaranteeing any loan, the Executive Council becomes the principal debtor in the event that the borrower defaults and the liability will extend beyond the loan principal to include interest and penalty interest.

**The following is the suggested policy:**

The Executive Council will not guarantee any loan or financial accommodation by any Ekalesia or branch of the CICC or any individual person whatsoever.

**Explanation:**

- (a) This will include officials of the CICC, Executive Council, and any Orometua for any purpose whatsoever including the following purposes.
- funding to cover the cost of any tere party
  - funding for any building project
  - funding for the purpose of acquiring any vehicle, equipments, or chattels.
  - costs and expenses for any church activities including rallies, conventions, or conferences.
- (b) This does not preclude the Executive Council from guaranteeing any loans of its own for the purposes of the Executive Council including the General Assembly.

*Discussed and approved by the CICC Executive Council, November 2007*

**8.7 WHERE CHURCH CONTRIBUTIONS GO**

As explained in the CICC newsletters no.10, 17 and 24, contributions to the Ekalesia will go to the following:

Type of contribution	Goes to ...
Funds clearly specified for the Minister	Minister
Minister's stipend	Minister
Offering for bereavement (moni kave eva)	Minister
Donation for bereavement (atinga kave eva)	Church account
Final contribution by a member who passed away, made by his/her family	Church account
Offering for baptism	Minister
Donation (atinga) for baptism	Church account
Donation to the Ekalesia, or any contribution with the name "atinga" attached to it	Church account
Funds for dedication of uniform or new clothes design	Church account
Funds for dedication of equipments/materials/resources belonging to the various departments in the Ekalesia	Church account
Funds for haircutting	Church account
Birthday funds	Church account

Funds from first pay of a member's employment	Church account
Funds for dedication of new house, bike, car, truck, etc.	Church account
Tithe	Church account
Annual contribution to the main CICC treasury, Takamoa	Church account, then forward to head office at Takamoa
Funds for the main office renovation, Takamoa	Church account, then forward to head office at Takamoa
Funds from proceeds of 1 <sup>st</sup> harvest	Church account
Funds attributed to the Lord's many blessings one has witnessed in his life	Church account

## **8.8 STUDENTS STUDYING AT TAKAMOA**

### **Policy**

Takamoa is charged with training young men and women for pastoral duties, and the following are the necessary conditions:

1. Those who wish to study at Takamoa must be able to demonstrate that this indeed is God's calling for them and that they are firm in their intention of serving him at all times.
2. The student is required to send 3 character references of himself to the Principal of Takamoa College; one of these must be from his current Ekalesia Minister.
3. As a student at Takamoa, he must humble himself and be able to work together with his student colleagues and the lecturers, and also comply with the requirements of the college.
4. The college has the right to deny entry or re-entry of an applicant wishing to study at Takamoa.
5. Before a student commences study at Takamoa, he is required to sign an agreement which stipulates that he will follow the conditions set for the school as well as those of the CICC.
6. The first entry requirement for Takamoa is the New Zealand School Certificate or equivalent. Confirmation of this must accompany his application to Takamoa.

### **Admission procedure**

When sending his application to Takamoa, the applicant will attach the following:

1. Application form to be properly filled in.
2. Copies of achievements.
3. Passport-size photo.

During processing of the application, the Principal or lecturers at Takamoa may wish to acquire more details from the applicant before confirming his entry into the college.

### **Applying for entry**

The following are important for any student wanting to enter Takamoa:

1. Discuss with the Minister of his Ekalesia to get his support and that of this Ekalesia.
2. Be an active member of his Ekalesia, such as Sunday School, Deacon, youth leader, and so on.

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3. Must have worked with the Minister of his Ekalesia for not less than 2 years. He is also required to spend time with his Minister on what to expect at Takamoa in terms of studying and living conditions.

## **8.9 SOME IMPORTANT GENERAL ASSEMBLY RESOLUTIONS**

The following are some of the important resolutions from the CICC General Assembly that every Ekalesia is required to follow:

### **8.9.1 Fund raising tours**

Organised fund raising tours to the Ekalesias for any purpose are no longer allowed. Due to the many problems and difficulties with this type of fund raising, all Ekalesias are therefore requested to comply with this ruling.

Instead of touring to raise funds, the general assembly's approval of the pledging option is encouraged. When an Ekalesia has a project (e.g. new building or renovation of an existing building), it will send an invitation for contribution to the other Ekalesias, and it is up to those Ekalesias to respond the best they can, given their own resources. This method has been done before and the projects successfully executed without all the hassles associated with touring, so the Ekalesias are encouraged to try this method out.

Question: what about social visits (not for fund raising) to the Ekalesias? Answer: those types are not barred, they can still proceed because they normally don't end up being too much of a burden on the Ekalesias to be visited. But if Ekalesias use this social visits as opportunities to raise funds, then this goes against the General Assembly ruling.

### **8.9.2 Proper management of Ekalesia finance**

The responsibilities of the treasurer in the Ekalesia are clearly spelled out as per section 6.16 in this manual. This is one area that doesn't have a good record in most of the Ekalesias.

One way to strengthen this area is for the finance of the Ekalesia to be audited every year and also whenever there is a change of office holder. The General Assembly approved this aspect when it realized its importance to the proper and efficient management of church funds. It is therefore important that those Ekalesias who have not yet taken this path, to do so as this is one of the most effective ways to manage the Ekalesia funds.

### **8.9.3 The Cook Islands Maori language**

As a means of keeping alive our language, the General Assembly supported and strongly encouraged the continuous use and practice of the language in our own Ekalesia programmes. Other church and non-church organisations are also doing the same. However we should not forget about the new generation coming up, especially those born in New and Australia. They are born into those societies and therefore we cannot prevent them from speaking in English. But it is our responsibility to encourage our own language in the homes and in our respective Ekalesias.

### **8.9.4 Ekalesia history**

A profile of any organisation is an important management tool and also useful for future reference. Those organisations that have completed their profiles have seen and enjoyed the benefits. It is for this reason that a recommendation was submitted to and subsequently approved by the general assembly, for this aspect to be made mandatory. So all Ekalesias

are encouraged to collect their own profiles for the benefit of their own members, current and future, as well as for outsiders to see the development and growth of the Ekalesia.

This role is best delegated to those talented for such tasks. They will collect useful information from the records within and outside of the Ekalesia, and well as from the senior members of the Ekalesia. There is also the unwritten history which may still be available with the senior citizens, and it is very important that the records are obtained from them before they are no longer around. By then it would be much more difficult to acquire the record.

## **8.10 MINISTERS' BEREAVEMENT**

### **1. MINISTERS SERVING AT TAKAMOA**

#### **When a Minister passes away**

If a serving Minister at Takamoa passes away (e.g. President, Principal, etc.), all responsibilities of his wife will cease immediately. The deceased Minister's responsibilities will be reallocated by the Executive Council to other members of the church in the interim until the position is officially filled. The wife/family of the deceased Minister will be given 3 months to find alternative accommodation, this period commencing the day after the Minister's burial. When the family of the deceased Minister vacates the premise, they will leave behind all assets belonging to Takamoa, such as furniture, vehicle, office equipments, and so on. They will take only those assets that belong to them.

#### **When the wife of a Minister passes away**

If the wife of a serving Minister at Takamoa passes away, the Minister will continue his responsibilities for 3 months, commencing the day after the burial of his wife. This time period is given to allow him to find alternative accommodation outside of Takamoa. After this 3 months period, his responsibilities will cease, and the Executive Council will reallocate them to another member of the church until the position is officially filled. When the Minister vacates the premise, he will leave behind all assets belonging to Takamoa, such as furniture, vehicle, office equipments, and so on. He will take only those assets that belong to him.

#### **Children at Takamoa**

While residing at Takamoa, the Minister and his wife's children may stay with them. But those children who have partners will not be allowed to stay for any time period. They will come and visit their parents, but not to stay even for one night.

#### **Visits outside of Rarotonga**

If a Minister wishes to go on a visit to the outer islands or overseas, he must first seek permission from the Executive Council via the General Secretary. If he fails to do this, he will be given a warning. He may be suspended if he consistently goes without permission. While on his trip, his wife (if she is not accompanying him) is not allowed to carry out his responsibilities. If required, the Executive Council will delegate his responsibilities to another member of the church. The Ministers' leave entitlements are spelled out in section 8.12 of this Manual. There is no limit on visits by the wife of the Minister. This is a matter between him and his wife, not forgetting the fact that the wife has set responsibilities.

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## 2. MINISTERS SERVING IN THE EKALESIAS

Ekalesias no doubt already have in place policies for the Minister and his family while in the Ekalesia. If this is the case, it is believed that those policies are similar to, or have a lot in common with, those set for Takamoā as outlined above. For those Ekalesias who do not have one, they are welcome to adopt the one above for Takamoā.

*(Approved by the General Assembly, 1999)*

### **8.11 CHURCH COMMUNICATIONS**

#### **Introduction**

The purpose of this policy is to have an organised system of communication in the CICC.

#### **From the Executive Council to the individual Ekalesias**

The Executive Council will communicate directly with the Ekalesias under the following conditions:

- If the message concerns all Ekalesias, such as requesting them to submit remits if they have any, to the general assembly.
- If there are changes to the management systems of the church that every Ekalesia needs to know. An example would be when a member on the CICC Executive Council resigns.

#### **From the Executive Council to the individual Ekalesias through the respective church council**

In areas where there is a council (e.g. Rarotonga), the Executive Council will send its message through the chairman of the council, if the message concerns all members of that council.

#### **Channel of communication**

The CICC President and General Secretary will communicate with the Ekalesias via the Minister and Secretary of that Ekalesia. Where there is a council, the communication will go directly to the chairman of that council.

The Programme Directors will not communicate directly with the Minister or Secretary of an Ekalesia, or chairman and secretary of a council. If a Director has any message to send to the Ekalesias, he/she will go through either the CICC General Secretary or is/her own counterpart in the Ekalesia. For example, from the Director of Youth to the Chairperson of the Youth of an Ekalesia.

#### **From the Ekalesias to the Executive Council**

The normal channel is from the Secretary of the Ekalesia to the CICC General Secretary. If the matter is from a council, the chairman will communicate that matter to the General Secretary who will then table it to the CICC Executive Council. The proper channel should be from the Ekalesia to their representative on the Executive Council. But due to the delays normally experienced, it is better to follow the above recommended option.

*(approved by the General Assembly, 1999)*

## **8.12 MINISTERS' LEAVE ENTITLEMENTS**

### **Eligibility**

Any minister currently serving in any of the CICC's parishes is eligible to take leave in accordance with the provisions hereunder. Additionally, paid church administrators and office bearers (e.g. President, Directors, Principal Takamoā) are also eligible.

For leave purpose the church year ends on 31 December and in the first and last years of service, an employee's entitlement to pay annual and sick leave shall be calculated on a pro-rata basis.

### **Duration**

The duration whereby a minister will go on leave shall be as follows:

First 2 years of service	no leave
3-8 years of service	2 weeks per annum
9-14 years of service	3 weeks per annum
15 years of service	3 months long service leave
over 15 years of service	4 weeks per annum

### **Annual leave**

When requested, employees shall advise the General Secretary of the dates on which leave is proposed to be taken during the year.

When the overall plan is approved, employees shall be advised that the dates requested are convenient to the Church. If dates requested by an employee are inconvenient, reasons shall be discussed and alternative dates agreed.

Tentative dates are to be firmed up and agreed with the CICC Executive at least one month prior to the planned leave period, and the confirmed dates advised to the Ekalesia or Administration Head through completion of a "Leave Application Form".

### **Overseas leave of more than 2 weeks**

All overseas leave of more than two weeks duration must be approved by the CICC Executive. After approval is granted, the employee will ensure completion of the leave checklist 5 working days prior to the date of departure.

### **Sick leave**

Employees are entitled to 10 working days of paid sick leave per annum for each complete year of service, unless otherwise varied in individual employees contracts of employment in which case the provision contained therein shall apply.

A doctor's certificate must be produced for all sick leaves taken. If a doctor's certificate is not provided when an employee is away for one or more consecutive working days, the leave shall be treated as annual leave in the first instance and leave without pay if the employee has no annual leave entitlement remaining.

Sick leave not taken in any year may be accumulated and used in future years up to a maximum of 60 working days (nominally three months). Sick leave in addition to an employee's accumulated entitlement shall be taken as leave without pay.

Sick leave entitlement as at the date of resignation or termination of employment will not be paid.

Employees who do not attend work because of sickness must telephone or arrange for the General Secretary or their Head of Department to be advised by 8.30am on the first day of absence. Advice should also be provided as to when the employee is expected to return to work.

When the employee returns to work, a leave application form is to be completed, and if applicable, a doctor's certificate attached. The approved leave application form will then be given to the General Secretary or Administration Head.

### **Bereavement leave**

Paid leave will be granted for a maximum of 3 working days following the death of an immediate member of an employee's family. Immediate family is defined as being:

- Spouse
- Children
- Parents and in-laws
- Brother or sister and in-laws
- Grandparents of employee or spouse
- Grandchildren

If attending a funeral requires travel to another island or overseas, any additional leave required for traveling shall be taken as annual leave in the first instance, or leave without pay. Additional leave shall be requested of, and approved by, CICC Executive or the Head of Department in which an employee works.

### **Maternity leave**

Four weeks paid maternity leave shall be provided to female employees. If additional leave is requested and approved, this shall be taken as annual leave or leave without pay.

A doctor's certificate is required to evidence the need for maternity leave of greater duration than six weeks. Maternity leave will be granted only to female employees who have completed a minimum of 12 months service with the CICC.

### **Paternity leave**

A maximum of 5 days shall be provided to male employees for the care of children while their wives are in hospital to give birth. If additional leave is requested and approved, this shall be taken as annual leave or leave without pay.

A doctor's certificate is required to evidence the need for paternity leave of greater duration than 5 days. Paternity leave will be granted only to male employees who have completed a minimum of 12 months service with the CICC.

**Study and examination leave**

A request for study or examination leave shall be submitted to the CICC Executive or Head of Department in which an employee works.

Paid leave shall be granted for approved study programmed, and the amount shall be agreed on a case by case basis. Leave of this nature requires approval by the CICC Executive.

**Country representation leave**

An employee selected for a national sporting or cultural team may, at the discretion of the CICC Executive, be granted leave for the duration of any local event or overseas tour.

In the case of a local event, leave shall be for the official number of days of the event, and where it involves overseas travel, leave shall include the dates of departure and return to post.

Paid leave shall be granted only once a year, and for a maximum of 10 working days. If an employee requires special leave of longer duration, or on more than one occasion in any year, the additional days shall be taken as annual leave in the first instance, and thereafter leave without pay.

**Unpaid leave**

Leave without pay shall not normally be granted. Applications by employees for such leave must be made to the CICC Executive or Head of Department in which they work and approval obtained. Such leave may be taken only if the approved application is endorsed by the CICC Executive.

**All other types of leave**

Leave application forms must be completed and approved by the Head of Department in which the employee works. The approved leave application form is to be given to the General Secretary.

All leave application will be made using the appropriate form (see attached), and when approved, given to the General Secretary for updating of employee leave records. If leave is being taken without pay, the General Secretary shall advise relevant details to the General Treasurer or payroll officer.

**Taking leave**

Annual leave is to be taken during the year of entitlement, i.e. it cannot be accumulated and carried forward unless written approval is given by the CICC Executive.

Annual leave not taken, and for which approval to carry forward has not been given, shall be forfeited as at the end of the year. Under no circumstances will a payment be made in lieu of leave not taken.

A leave plan will be prepared by the CICC General Secretary at the beginning of each year, and all employees are required to submit dates between which they plan to take their current leave entitlements. Employees must also state whether the dates are to be considered firm or tentative.

Annual leave will be granted for the days requested, provided they are convenient to the CICC, and adequate provision is made for the employee's work to be attended to during their absence.

Where tentative dates are submitted, they must be firmed up at least one month prior to the actual dates, and approval must be given by the Ekalesia or Head of Department in which the employee works.

Annual leave is generally required to be taken in minimum periods of 5 consecutive working days. However, it is recognized that employees occasionally wish to take short periods of leave during the year for various reasons, and to provide for this, it is agreed that employees may take up to 5 days of their annual entitlement on a day by day basis. Minimum prior notice of 7 days must be given to the Ekalesia or Head of Department in which the employee works, and approval received.

All requests for anticipated annual leave require consideration and approval by the CICC Executive.

### **Payment of stipend**

While the minister is on leave, his stipend will cease, effective from the first day of leave. Stipend will resume on the day he returns to his parish.

### **Failure to return to parish**

Any minister who, without good reason, fails to return to his duty station on time will face disciplinary action from the Executive. Parishes must notify the CICC General Secretary when the minister fails to return within a reasonable time after the expiry of his leave.

### **Ministers in transit**

Any minister who has completed his term in one parish and awaiting another posting may go on special leave without pay. His stipend will resume on the day he takes up his new posting.

### **Parish caretakers**

Assistant ministers, if there are any, will automatically assume the responsibilities of the minister until he returns from leave. However, assistant ministers will not perform those tasks that only ministers can undertake, e.g. wedding, burial, etc. In such cases, the parish will seek the assistance of another CICC minister if there is one nearby.

In those parishes which do not have assistant ministers, the Deacons meeting will decide who best to take charge. As above, whoever assumes this role will not perform those tasks that only ministers can undertake. The parish will seek the assistance of another CICC minister if there is one nearby.

On those islands where there is only one parish and therefore one minister (e.g. Mitiaro), any function requiring the ministers to officiate should be delayed until his return from leave, if he has taken leave off the island. Such functions include; weddings, dedication of buildings, dedication of new Ekalesia office bearers, etc. In cases where tasks cannot wait for the arrival of the minister (e.g. burial), the "second best option" will have to be taken. A second best option may be one of the following:

- seeking the services of a retired CICC minister if there is one

- seeking the services of a minister from another congregational-type denomination (e.g. Presbyterian, Uniting, Methodist, etc.) if there is one
- have the assistant minister officiate the task if there is no other alternative
- if there is no assistant minister, have an Elder or senior Deacon officiate the task

### **Notification of intention to take leave**

Any minister wishing to take leave must first notify the CICC General Secretary well in advance. He must also ensure that his own parish is briefed and that a caretaker is identified. Any minister taking leave without first notifying the Executive will face disciplinary action from the Executive.

### **CICC Executive to notify ministers of leave entitlements**

It is the responsibility of the Executive to notify all ministers of their leave entitlements based on their years of service as recorded in the church files. No minister will decide on his own as to how many leaves he is entitled to. He may, if he wishes, confirm this with the CICC General Secretary.

*(Approved by the General Assembly, 1999)*

## **8.13 EXECUTIVE COUNCIL RULES**

### **Meetings**

1. The quorum for Executive Council meetings shall be 5 members. These 5 must include the President or Assistant President, General Secretary, and General Treasurer.
2. The General Secretary will inform the council members of its meetings at least 2 days before the meeting is to be held. Members are required to be at the meeting venue before the set time, unless an arrangement is made with the General Secretary beforehand. All council meetings will be held at Takamoa, unless the council recommends otherwise.
3. The council will meet not less than 6 times a year.
4. Decisions by the council will be majority-based only.
5. Unless in exceptional or special circumstances, council meetings should not be more than 2 hours, and must be held at a time agreed to by the majority.
6. As and when required, the council will request people into its meetings to explain issues that the council wants more information on, before it makes its decisions.
7. It is believed that members on the council will comply with the above guidelines with respect to the conduct of its meetings.

### **Confidentiality**

8. There are instances where matters discussed by the council must and should remain confidential and therefore should not be divulged to others. In such cases, it is very important and proper that members comply with this requirement.

**Announcements to the Ekalesias**

9. For decisions by the council that are required to be made known to the Ekalesias, the General Secretary will ensure that those decisions are promptly sent out to either the Minister or Secretary of the Ekalesia. Council members are asked to assist explain those issues when they are in the Ekalesias.

**Co-opting members onto the council**

10. As and when required, the council will co-opt members for the following purposes:

- when working sub-committees are required
- assist with implementation of approved programmes or projects
- carry out other tasks that the council thinks it is best delegated to others

**Church council**

11. The council is aware of the fact that there are church councils on some islands and towns who are charged with the responsibility of overseeing the programmes of the Ekalesias under its jurisdiction. It is therefore important and proper that the Executive Council go through those individual councils if there are issues that are required to be made known to the Ekalesias. This will avoid any confusion or misunderstanding afterwards.

*(passed by the CICC General Assembly, 1999)*

**8.14 TAKAMOA RULES****Executive Council**

The Executive Council is the overall caretaker of CICC funds. It is responsible, through the General Secretary, for the following:

- Expenditures related to renovations of buildings at Takamoa, such as student quarters, residences of the President and Principal, and the main office.
- Operating expenditures such as gas, electricity, stationery, communications, vehicles running and maintenance, etc.

All expenditures must first be cleared by the General Treasurer. Anybody making personal expenditures that are not authorized, will not be compensated.

**Takamoa Board**

The responsibilities of this boards are confined to advising the Executive Council on the proper management of the Takamoa Theological College. All recommendations by this board will need to be tabled with the Executive Council before implementation. No major recommendations by the board will proceed without permission from the Executive Council. Normal routine types of decisions may proceed at the board level without the need to seek Council approval first. In such cases, the General Secretary, Principal and chairman of the board will discuss and decide whether or not to have certain issues tabled with the Council.

**Principal**

The main tasks of the Principal are to; (a) teach the students on the Bible, (b) set the students syllabus and confirm teachers for the specific subject matters, and (c) monitor and

evaluate students' academic progress. He is not to get involved in other aspects of Takamoā such as purchase of assets, without the approval of the Executive Council or General Treasurer.

### **Takamoā students**

The Takamoā students are responsible for the cleaning of the Takamoā grounds. Grounds in this case refer to; their own living quarters, outside of the units and offices of the President and Principal, and any other area on the Takamoā premise that requires cleaning. Cleaning includes picking up the rubbish, mowing the lawn, pruning plants and trees if required, filling up holes and low-lying areas with soil, and so on. The student leader will develop and implement a duty roster for the students. Also included on this duty roster, the workplan for the students in terms of hospital, radio, prison and other ministries.

### **Office workers**

Those working in the offices at Takamoā are responsible for the maintenance and upkeep of their own offices. They will not make any structural alternations to the offices without permission from the Executive Council. Any major maintenance or improvement works required on the offices must be brought to the attention of the General Treasurer who will arrange for their payments in accordance with the policy for use of CICC funds. Any office worker who spends money for such works without permission as above, will not be compensated.

### **General Treasurer**

The General Treasurer will arrange for payment of expenditures incurred at Takamoā, and he will do this under the policy for use of CICC funds.

*(Approved by the General Assembly, 1999)*

## **8.15 AGREEMENT BETWEEN THE CICC AND THOSE ATTENDING SHORT-TERM TRAINING PROGRAMMES**

### **CICC**

The CICC agrees with the following conditions for those participating in short-term Bible training programmes outside of the Cook Islands:

1. The participant will comply with the training programme being organised from the beginning to the end; included in this are regular attendance to classes as required, participating in field trips, and submitting written reports to the lecturers if this is part of the requirements.
2. If there is a request to cut short the training for whatever reason, the request must be submitted to the Executive Council as soon as possible. It is important that the participant carefully consider this possibility before accepting the offer of training in the first place. If there is no other option but to finish off the training before the due date, the participant is required to reimburse to the CICC a sum of money which it will confirm, if the CICC was responsible for the payment of fees and other costs associated with the training.
3. The participant is required to return to the Cook Islands as soon as the training is completed. He is not allowed to continue on to another field of training.

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4. Contact address: before commencing training or as soon as his contact is known, the participant will forward to the General Secretary his contact address, and if there is any change after he commences training.
  5. Within 2 weeks after his return, the participant will write and submit a report on his training to the Executive Council through the General Secretary. The report will explain the training attended, topics covered, and their application to the CICC. He is also required to explain this report to the Executive Council at the suitable time that the Secretary will arrange.
  6. The participant will organise national workshops through the relevant church branches for the dissemination of his experiences from the training he attended.

**Participant**

I hereby agree to all of the above conditions related to short-term training programmes, and will comply with them accordingly. The training will be held as follows:

Dates: \_\_\_\_\_

Venue: \_\_\_\_\_

Training on: \_\_\_\_\_

.....  
Signed on behalf of CICC

.....  
Participant's signature

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: copies of this agreement will go to the two who signed above.

*(Approved by the General Assembly, 1999)*

**8.16 CICC SUPERANNUATION SCHEME**

**Agreement between the CICC and participants in the scheme**

1. Eligibility: all CICC-ordained Ministers, and any other person employed by the CICC (members) as agreed to by the general assembly. Only members of this scheme are the beneficiaries.
2. Members will assign 10% (\$300 today) of their income into the programme, and the church will donate a similar proportion (\$300), totaling \$600 per annum.
3. Members who wish to assign more than 10% of their income may do so, but the church's contribution will remain at 10%.

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4. Any member who wishes to withdraw from the programme with less than 10 years contribution, will collect what he puts in plus the church's share, the latter in accordance with the following schedule:

Under 6 years contribution, zero share by the church

Withdraw at 6 years, 20% church contribution

Withdraw at 7 years, 40% church contribution

Withdraw at 8 years, 60% church contribution

Withdraw at 9 years, 80% church contribution

Withdraw at 10 years, 100% church contribution

A member who withdraws from the programme cannot join in again afterwards.

5. When a member withdraws from the programme, the remainder of the church contribution goes back into the CICC treasury or remains in the superfund as approved by the general assembly. The Executive Council will consider each case separately, based on age, health status, etc.
6. When a member finishes working for the church, it is up to him to choose options concerning his superannuation fund; these options can be discussed and finalised between himself and the company (Guardian Assurance) managing the funds. The company requires a 2 months' notice of withdrawing from the funds.
7. To make things easier when allocating funds after the death of a member, members are encouraged to make a Will for themselves. Many have encountered difficulties because of the non-existence of this very important document.
8. This programme cannot be used as collateral for a loan. Any member can withdraw from the fund anytime if he urgently requires finance for whatever purpose, but cannot join in again afterwards.
9. In accordance with church policy, a member may retire at age 60, with the compulsory retirement age of 65.
10. Life cover: This is an additional privilege given to church members. If a member passes away before the age of 65, a payment of \$10,000 will be made to his household. But if he reaches 65, this allocation will not be paid out. The Executive Council has the details on this matter.
11. Further details on the superannuation fund can be obtained from the CICC Treasurer or General Secretary.

*(Approved by the General Assembly, 1999)*

### **8.17 DRESS CODE FOR CHURCH PURPOSES**

It is important that the proper dress is worn during times of worship and other events in the Ekalesia. Amongst other things, the dress code will indicate what the purpose of the event is, as well as your status in the Ekalesia. The following are the recommended dress codes for different occasions in the Ekalesia:

#### **Communion Sunday (Pure Oroa)**

Elders – white or coloured suit for men, white dress for women

Deacons and Assistant Deacons – white suit, white or black neck-tie, white or black shoes, white or black belt, white long-sleeve shirt, white singlet inside of shirt

Women, young women who are ordained Ekalesia members – white dress, hat, white or black shoes, no ladies long pants

All others – white or nice dress of any colour

### **Sunday other than Communion**

Elders – any type of suit

Deacons and Assistant Deacons – similar to the Elders

Women, young women who are ordained Ekalesia members – nice dress, hat, no ladies long pants

All others – nice dress

### **Service on Good Friday**

Black dress

### **Easter Sunday service**

White dress

### **Service by an Ekalesia Member (Pure Ekalesia)**

Deacons and Assistant Deacons – suit of any colour, neck-tie, shoes

Women – white dress with hat, no ladies long pants

### **Family service**

Men – suit of any colour, or nice dress, shirt or suitable garment

Women – nice dress, hat, no ladies long pants

### **Preparation for the Communion Table**

This is the task of both the Deaconesses and the wives of the Deacons. Wives of the Assistant Deacons and young women members of the Ekalesia will participate under the supervision of the Deaconesses and wives of the Deacons. Nice dress is required for this task, ladies long pants are not allowed.

### **Setting the Communion Table**

Members of the Deacons Meeting will do this task. Assistant Deacons will participate under the supervision of the Deacons. Members will wear suit (neck-tie optional) when preparing and setting the communion table. The Minister will bless the table afterwards. If he is not available, the Assistant Minister or an Elder or any of the senior Deacons will do the blessing.

### **Black cover on the altar during the Good Friday service**

Some Ekalesias have this as part of their procedures while some have no such procedure. The policy is this; the Ekalesia will follow what the majority decides. Those Ekalesias who are not practicing this procedure, carry on as normal. Ministers are requested not to force any change on the Ekalesias' set procedure regarding this matter, unless the majority approves.

### **Clothes to decorate the altar and any other areas in the church building and hall**

This is the responsibility of the women's meeting (Vainetini) of the Ekalesia. If there are any doubts, enquire with the President or Secretary of the Women's Fellowship here in Rarotonga.

### **Other dress codes in the Ekalesia**

If there is no code available, contact the President or General Secretary at Takamoa.

## **8.18 CONDUCTING EKALEZIA MEETINGS**

### **Systems of administration**

There are 4 systems of administration being practiced by organisations around the world today, and each has their own applications. The following explains those 4 systems:

1. THEOCRACY – God’s laws as contained in the bible, such as the 10 commandments. We as Christians are in God’s fold and therefore we must strive to follow his teachings and commandments.
2. DEMOCRACY – complying with the decision of everybody or the majority. This is the system being applied in most cases and all Ekalesias are urged to adopt the system whenever meetings are held and decisions are required.
3. AUTOCRACY – complying with the wishes of someone or a handful of people, rather than the wish of the majority. Although not common, there may be isolated or rare cases in the Ekalesia that this system may be the best to adopt for the benefit of the Ekalesia, and it is normally applied by the Minister himself. If in doubt as to when the system is to be applied, contact the CICC President here at Takamoā.
4. LAISSER-FAIRE – a situation where the leader is weak, so that members dictate where to go or how things should be done. The leader is not able to control or manage the organisation and is easily influenced, therefore there is no clear direction for the organisation to follow. One of the outcomes of this system is the frequent changes in how the organisation operates. This system is very rare and therefore not normally applied.

### **Running a church meeting**

In all Ekalesia meetings, the Minister will chair the meeting. If he is not present (sick, overseas, etc.) and the Ekalesia still want the meeting to proceed, the Assistant Minister will chair the meeting. If there is no Assistant Minister, the Secretary of the Ekalesia will chair. This also applies to the Ekalesia branches; if the leader is not present, one of his/her committee members will be the chairperson.

On making decisions in the meetings of the Ekalesia and its branches, refer to the 4 systems explained above. In almost all cases, the Ekalesia will apply the democracy system of running and managing a meeting. The minutes of the meeting will be read to everyone by the Secretary of the Ekalesia if it is an Ekalesia meeting. The same applies to the minutes of the meetings in the branches. The minutes will include the following:

- Heading, which will indicate the purpose of the meeting, time, day, month, year, and the meeting venue.
- Those present in the meeting and any apologies received.
- Matters arising from the minutes of the last meeting.
- Matters discussed and resolutions reached.
- Closing of the meeting; time, and names of the meeting chairman and secretary.

The meeting secretary will file a copy of the minutes of the Ekalesia meeting for future meetings. When the minutes of the meeting are adopted, the chairman and secretary will then sign at the bottom end of the minutes.

**8.19 GAMBLING**

The CICC has no policy on gambling and it does not encourage the practice. Winning or achieving something by chance is certainly not advocated by the Bible. Rather, the Bible teaches hard work and believing in the Lord, including seeking his advice and assistance, to be successful in life. The question is: what happens to those Ekalesias who are engaged in gambling? Will the CICC Executive Council penalize them? The answer is no, the Council will not do that. Rather, the council is of the opinion that the Ekalesias should make their own decisions whether to engage or not, based on the explanation given above.

**8.20 DELEGATION OF CHURCH RESPONSIBILITIES TO THOSE FROM OUTSIDE OF THE CICC**

A non-CICC member from another denomination cannot carry out duties in any of the CICC branches if the following are not met:

- (a) When representatives/members from the 5 organisations below pay any of the Ekalesias a visit, it is nice to delegate some activities to them for the reason that the CICC has an official partnership arrangement with each of them:
  - (i) Maohi Protestant Church of French Polynesia
  - (ii) Uniting Church of Australia
  - (iii) Pacific Conference of Churches
  - (iv) Congregational Union of New Zealand
  - (v) Presbyterian Church of Aotearoa New Zealand
- (b) Visiting lecturers to the Takamoā Theological College. They have been carefully selected prior to teaching at Takamoā, so it is nice to delegate some activities to them if they want.

Anybody wishing to perform an activity in a CICC Ekalesia must be carefully screened by the Minister of the Ekalesia. He must not just freely give any activity to an outsider simply because he may be a friend or a relative. There have been problems in the past with this practice due mainly to the different beliefs or doctrines being followed. So before those from outside of the CICC are given activities to perform, the Minister and/or members of the Ekalesia must ensure that their presentations or involvements will not lead to discontent amongst members of the Ekalesia.

Those activities mentioned above that could be partly or wholly delegated to them, includes the following:

- Church service
- Family bereavement service
- Church workshop

**8.21 WOMEN'S ROLE IN THE CHURCH**

- Conducting a sermon (Pure Ekalesia) – some Ekalesias have allowed women to conduct sermons partly because of the shortage of men. There is no policy barring this practice. Those Ekalesias who have not yet allowed women to preach or conduct a sermon, it is your choice to either stick to what you now have, or change as you wish. The consent of the Ekalesia is required for a change to take effect.

- Taking part in fellowships (Uapou) by responding to questions being given by those running the programme – there is no barring women from actively participating, including expressing their views.
- Contributing in meetings of the Ekalesia – there is no barring women from expressing their views.
- Contributing in church programmes such as family bereavement gatherings – there is no barring women from expressing their views.
- Student at the Takamoa Theological College – women are not yet allowed to be trained as Ministers at Takamoa, so meantime students entering Takamoa to be trained as Ministers are restricted to men only who of course will enter Takamoa with their wives and children.

It is important that the views of the husband and wife do not conflict when they both make presentations in the Ekalesia, such as during fellowship times. It does not look nice when they argue or openly express their differences of opinion on a certain subject matter in front of everyone just because their views are not the same.

## **8.22 RESPECT OF OFFICE HOLDERS**

It is important that proper courtesy be accorded to all office holders in the CICC, especially those put into positions by the General Assembly, such as members of the Executive Council, and also those elected by the individual Ekalesias such as the Secretary, Treasurer, and so on. This is also a commandment in the Bible that office holders be accorded the due respect owing to them. If we accept the Bible's teaching that office bearers are elected by the Lord, it is then our responsibility to respect them while they hold those positions.

The type of respect to be given, this is a matter for the Ekalesia to decide. Because of the different types of showing respect being practiced in different locations, it is therefore not possible to set a standard system. There are also the different systems of protocol being practiced by those in Government and by the traditional leaders for members to take note of.

## **9 CHURCH COUNCILS**

### **Introduction**

This section explains the roles and responsibilities of the different council levels so as to avoid confusion and misunderstanding about their respective position and significance.

### **9.1 EXECUTIVE COUNCIL**

- (a) Prepare and conduct the biennial General Assembly of the CICC.
- (b) Spearhead implementation of the General Assembly resolutions, those earmarked for the Executive Council, and individual church branches under the respective councils.
- (c) Carry out the responsibilities of the General Assembly when it is not in session.
- (d) Implement the ministers' rotation policy adopted by the General Assembly in 2007.
- (e) Monitor the progress of responsibilities assigned to the Takamoa Theological College, Programme Directors, head office administration, Executive Council sub-committees, etc.

### **9.2 ISLAND/COUNTRY COUNCIL** *(such as Aitutaki, New Zealand, Australia)*

- (a) Prepare and conduct the regular meetings of the council.

- 
- (b) Spearhead implementation of resolutions passed by the council for the benefit of branches under the jurisdiction of the council.
  - (c) Formulate remits for submission to the general assembly.
  - (d) For New Zealand and Australia, the secretariat will be responsible for writing reports for tabling in the general assembly.
  - (e) Conflict resolution – deal with problems that may arise in the branches; if they cannot be resolved, refer them to the Executive Council.
  - (f) In the case of New Zealand and Australia, implement the policy on establishing new church branches adopted in 2007.
  - (g) Monitor implementation of those policies and resolutions passed by the General Assembly that will impact on council member churches.
  - (h) Devise a work programme for the council for its consideration prior to implementation.
  - (i) Set and advise as appropriate, group visitation programmes.

### **9.3 REGIONAL COUNCIL** *(such as Victoria, [Aust.], Southland [NZ])*

- (a) Prepare and conduct the regular meetings of the council.
- (b) Spearhead implementation of resolutions passed by the council for the benefit of branches under the jurisdiction of the council.
- (c) In the case of New Zealand and Australia, formulate remits for submission to the country-level council.
- (d) Conflict resolution – deal with problems that may arise in the branches; if they cannot be resolved, refer them to the country/island-level council in the first instance, or the Executive Council if necessary.
- (e) In the case of New Zealand and Australia, the regional-level council is expected to advise the country-level council on possible new church branches.
- (f) Monitor implementation of those policies and resolutions passed by the General Assembly that will impact on council member churches.
- (g) Devise a work programme for the council for its consideration prior to implementation.
- (h) Set and advise as appropriate, group visitation programmes.

### **9.4 VILLAGE/CITY** *(such as Wellington, Auckland, Sydney)*

- (a) Prepare and conduct the regular meetings of the council
- (b) Spearhead implementation of resolutions passed by the council for the benefit of branches under the jurisdiction of the council
- (c) Conflict resolution – deal with problems that may arise in the branches; if they cannot be resolved, refer them to the country/island-level council in the first instance, or the Executive Council if necessary
- (d) In the case of New Zealand and Australia, formulate remits for submission to the country-level council
- (e) In the case of New Zealand and Australia, the city/town-level council is expected to advise the country-level council on possible new church branches
- (f) Monitor implementation of those policies and resolutions passed by the General Assembly that will impact on council member churches
- (g) Devise a work programme for the council for its consideration prior to implementation
- (h) Set and advise as appropriate, group visitation programmes

### **9.5 WHERE THERE IS NO COUNCIL**

Where there is only one church branch on an island or in a city (e.g. Atiu, Townsville, Rotorua), there will be no council. A council will only exist where there is more than one church branch as in the examples given above.

A council will be required when a new church branch is established where there was only one branch previously. For example, presently there is only one church branch in Hastings, so there is no need for a council there. But if another branch is established in Hastings in the future, then a council shall be established. Perhaps it will be known as the CICC Hastings Council, and the two church branches plus any other that may be established thereafter, will be the members of that council.

*(Discussed and approved by the Executive Council in January 2009)*

**10 CONCLUSION**

This book contains procedures, policies, guidelines and other useful information that will assist members of the CICC in the Cook Islands, New Zealand and Australia. It is important that members read, understand and comply with the instructions contained herein.

A lot of the problems currently experienced by the member churches are due to individual members not having a clear understanding of the procedures of the church, responsibilities of the office holders, programmes of the various events, etc. So one of the main purposes of this book is to reduce such problems and to ensure conformity by all member churches with the current procedures, policies and processes of the CICC.

This book will no doubt be a good reference material for all those who wish to serve the Lord under the CICC banner, until its next revision.

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**GLOSSARY OF TERMS**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Council</b>          | Church council at different levels depending on which one it is being referred to in the text. Section 9 of this manual explains the different council levels.                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Deacons meeting</b>  | Uipaanga Diakono, the Deacons group in an Ekalesia comprising the minister as chairman, assistant minister if there is one, Deacons, and assistant Deacons. Elders (retired Deacons) may sit in and speak but will not have a voting right.                                                                                                                                                                                                                                                                                        |
| <b>Ekalesia</b>         | When a member is sworn in as an Ekalesia, he would have done away his old ways and has become a born-again Christian. After becoming an Ekalesia, he undergoes basic training by the minister or Elders of the church, so that he is fully aware of the expectations and roles of the position, before he is confirmed in front of the whole church. On becoming an Ekalesia, he is entitled to carry out services earmarked for Ekalesias, speak and vote in church meetings, and hold other responsible positions in the church. |
| <b>General assembly</b> | The overall decision-making body of the CICC; it meets every 2 years to talk about the business of the church (reports of work programmes) and to confirm the work programme for the next 2 years including the budget.                                                                                                                                                                                                                                                                                                            |
| <b>Mema Ekalesia</b>    | Representative of the Ekalesia to the church councils who, in some branches, is responsible for delivering the church notices and also feeds back to the Ekalesia the outcomes of meetings of church councils.                                                                                                                                                                                                                                                                                                                     |
| <b>Oroa</b>             | Holy communion, practiced by the church on the first Sunday of each month, and during the Thursday evening service before Good Friday.                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Rekapi</b>           | Monthly management-related meeting of the Deacons to review and confirm the programmes and arrangements for the Ekalesia relating to the succeeding month.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Tapere</b>           | Sub-divisions of a village, for example the 3 tapere in Matavera are; Titama/Tupapa, Rotopu, and Vaenga/Pouara. In places where there is no tapere demarcation, the church management has its own system of dividing up the boundaries.                                                                                                                                                                                                                                                                                            |
| <b>The Ekalesia</b>     | The CICC is the Ekalesia. A CICC branch is also known as the Ekalesia. At the local Ekalesia level, all members from the minister right down to the Sunday School children level, comprise the Ekalesia.                                                                                                                                                                                                                                                                                                                           |
| <b>Vainetini</b>        | Womens group in an Ekalesia or council which is normally chaired by the wife of a minister.                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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**Note:** *above references are all CICC documents.*

**From the author**

*The original 10-page CICC guidelines written in 2001, was completely revised and updated in 2010 to a 69-page manual, colour-printed in New Zealand and distributed to all CICC branches in the Cook Islands, New Zealand and Australia. Due to demand from overseas members for an English translation, the CICC General Secretary (Ngatokorua Mataio), who coordinated the 2010 revision, carried out this English translation on a part-time basis in 2010 and completed in October 2011. Unlike the Maori version, this English edition was not printed but instead emailed to those who had requested, and also available on the CICC website, [www.cicc.net.ck](http://www.cicc.net.ck). Typing, format and presentation are by the author.*

*May the user find usefulness in this manual and therefore better informed as to the management and stewardship of the CICC in general and the individual branches in particular.*

*Kia orana e kia manuia.*



*N. Mataio, author*