

**STATE COUNCIL OF HAWAIIAN CONGREGATIONAL CHURCHES  
(SCHCC)**

**FUND FOR REPAIR & MAINTENANCE OF  
SMALL MEMBERSHIP HAWAIIAN CHURCHES**

**Application Information**

Funding for the Repair & Maintenance of Small Membership Hawaiian Churches is included by the Hawaii Conference Foundation (HCF) in its annual budget. Monies so allocated must be spent within the fiscal year for which it is approved.

The SCHCC has been given the responsibility for administering the funds, but in truth, we must all be partners in seeking the means by which needed repairs can be made. The underlying philosophy of the HCF and SCHCC is to help Hawaiian churches help themselves by sharing in the efforts by church members to raise funds (*i.e.* fundraising, solicitation of gifts, tithing goals, etc.)

More often than not, requests from Hawaiian churches exceed the amount allocated in the budget, not surprisingly, given the age of some of the structures and facilities. The task of reviewing requests and determining which are funded and by what amount, falls to the SCHCC.

In so doing the SCHCC Committee for the Repair & Maintenance of Small Membership Hawaiian Churches (hereinafter referred to as R&M Committee) must take into account a number of considerations including the following:

**- The Need for the Project**

Is the repair or maintenance critical? How would it affect the mission of the church? What might happen if it were not done? Is it time-critical? Must the work be done within a certain time-frame? What is the church's participation (*i.e.* sharing the cost; providing in-kind services; a combination of both?)

**- Priority Consideration**

If there are not enough funds to grant all requests, support must first be given to the churches whose deed is held by the HCF. The HCF, as Trustee, has a fiduciary responsibility which carries a legal obligation to support those churches.

In cases where a church that holds its own deed is faced with unusual extenuating circumstances that cannot be addressed because of the preferential obligation imposed by the Trust, SCHCC may suggest an alternative that avoids any conflict.

Applications for the repair and maintenance of septic systems and handicapped accessibility are also priorities of the fund. The first would be in compliance with the Environmental Protection Agency (EPA) and the State Department of Health.

The second would be in compliance with the Americans With Disabilities Act (ADA).

- **Scope of Work**

The fund is available to cover the cost of the repair and maintenance to existing structures on church premises including the *hale pule* (church building), *hale 'āina* (social/fellowship hall) and *hale ke'ena* (office building). The scope of work may include the repair and maintenance of windows, doors, floors, and roofs as well as painting, electrical, plumbing and fumigation work.

What the fund does not cover is the cost for sound systems, computer systems, carpeting, air conditioning, fans, appliances and furnishings as well as parking lots, landscaping, gates and fences.

- **Reimbursements**

Reimbursements for complete projects will not be considered unless, at the discretion of the R&M Committee, compelling and justifiable reasons dictate otherwise.

- **Completeness of Application**

All applicable items must be completed including the duly-signed minutes of the meetings of both the Member Church and its respective Island Council. The minutes of the meeting of the church's governing body (*i.e.* Congregation, Church Council) must include the type of project the funds are being requested for; the estimated cost of materials, labor and skills to be hired; a clear showing of the total amount to be contributed by the Member Church in cash, in-kind services, or a combination of both and the action taken.

Projects costing more than \$5,000 must be supported by a Licensed Contractor's estimate.

- **Discerning Need**

Member Churches are encouraged to discern what is needed most. The work of reviewing and acting upon requests for assistance presents the SCHCC, through the work of the R&M Committee, with a challenge and an opportunity to be in partnership with our member churches.

There are no hard and fast rules. There is no checklist.

However, there are guidelines governing the work of the R&M Committee. The R&M Committee seeks to do its work prayerfully and thoughtfully relying upon the Holy Spirit for wisdom and guidance.

## Reviewing the Application

1. Member Church forwards the completed Application Form, with the minutes of the meeting of the church's governing body (*i.e.* Congregation, Church Council) approving the submission of the application to the Island Council President.

**Please provide the original application plus 2 additional sets of the application (single-sided copies only) and minutes (double-sided recommended).**

2. Upon approval by its Island Council, the Island Council President will forward the application form of the Member Church to the Chairperson of the R&M Committee. The Island Council will provide the minutes of the meeting approving the submission of the application to the R&M Committee.

**All applications are due by December 31<sup>st</sup>.**

3. At the first scheduled meeting of the SCHCC Board of Directors following the December 31<sup>st</sup> deadline, the R&M Committee shall present its recommendation to the Board.

Whether an application is approved or denied, the Chairperson of the R&M Committee will inform the Member Church of the Board's decision by written notice or via email.

4. Upon approval by the SCHCC Board of Directors, the Chairperson of the R&M Committee shall inform the Executive Director of the HCF, in writing, of the name of the church and the amount of the approved grants. The Chairperson of the R&M Committee shall provide the HCF with the approved applications and the minutes of the SCHCC Board of Director's meeting in which the approval action was taken.
5. Upon completion of its project, the Member Church shall submit a written report to the R&M Committee, preferably with photographs if available. At that time the account will be closed.
6. Any unused funds shall be returned to the SCHCC. Unused funds may not be applied to other projects.

If new projects are considered, churches must submit a new application.

(Revised: October 2016)

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**Application Form**

*Please complete sections A & B Only*

**A. Contact Information & Project Proposal**

**1. Name of Church:** \_\_\_\_\_

Church Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street or P.O. Box City/State Zip Code

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Additional Contact Information: \_\_\_\_\_

**2. Does the Hawaii Conference Foundation hold the church's title or deed?**

**Yes**  **No**

**3. Project Proposal:** *(If necessary, use a separate sheet of paper and attach to this application)*

- What is to be done?
  
- Who will do each portion?
  
- How will this project enhance or benefit your church's ministry?

**4. Time-Frame for Project Completion**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

**B. Budget Worksheet**

**1. Sources of Income with Amount of Contribution**

Local Church Contribution: \_\_\_\_\_

Other Sources of Funding: \_\_\_\_\_  
*(Include name and amount of any other grants you are applying for.)*

**Total Amount of Contributions:** \_\_\_\_\_

**2. In-Kind Donations** *(Please give reasonable estimate of value. If necessary, use a separate sheet of paper and attach it to this application)*

Volunteer Hours: \_\_\_\_\_

Equipment: \_\_\_\_\_

Supplies: \_\_\_\_\_

Other: \_\_\_\_\_

**3. Project Expenses**

General Contractor - Proposed Bid Cost: \_\_\_\_\_  
*(Attach bid to application)*

Required Materials – Total Materials Cost: \_\_\_\_\_  
*(Itemize and attach)*

**Total Project Expense:** \_\_\_\_\_

**4. Calculation for HCF Allocation:**

Total Project Expense: \_\_\_\_\_

Less Total Contribution: \_\_\_\_\_

HCF Allocation Requested: \_\_\_\_\_

**5. Cost Share**

Total Cost of Project: \_\_\_\_\_ Amount Requesting: \_\_\_\_\_

===== **For Island Council Use Only** =====

**1. Signatures**

Moderator: \_\_\_\_\_ Minister: \_\_\_\_\_

Island Council President: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Check off all that apply:**

**Signatures:** \_\_\_ Moderator \_\_\_ Minister \_\_\_ Council President

**Minutes:** \_\_\_ Congregational/Church Council \_\_\_ Island Council

===== **Recommendation by Repair & Maintenance Committee** =====

**1. Recommendation**

Approval: \_\_\_ Denial: \_\_\_ Grant Amount Recommended: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

**2. Signature**

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

===== **Review & Approval of SCHCC Board of Directors** =====

**1. Recommendation**

Approval: \_\_\_ Denial: \_\_\_ Grant Amount Approved: \_\_\_\_\_

Comments: \_\_\_\_\_

**2. Signatures**

SCHCC President : \_\_\_\_\_ Date: \_\_\_\_\_

SCHCC Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

(Revised: October 2016)