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# **KEVCAI LIJCHOJ NTXIV HUV HAUVPAUG KOOMHUM MOOB NTAWM COV NTSEEG YEXUS HAB KEV KOOMTEG QHA TXUJ MOO ZOO**

## **ZAAJ LUG COJ**

Hauvpaug Koomhum Moob (Hmong District, herein after HKM) ntawm Cov Ntseeg Yexus hab Kev Koomteg Qha Txuj Moo Zoo (The Christian and Missionary Alliance, herein after C&MA) tau tsimtsaa lawv le kevcai huv xeev Colorado, hab muaj cai ua Vaajtswv dlejnnum puvnpov lawv le nomtswv Colorado tso cai.

Txawm yog C&MA tubyeej muaj phoo Kevcai Lijchoj tav log lawm los phoo ntawv Kevcai Lijchoj ntawd yog tswjfwv moog dlaav-dlaav xwb. The C&MA tso cai rua txhua lub Koomhum nyag muaj nyag cai lug tsim muaj tej Kevcai Lijchoj Ntxiv (Bylaws) lug tswjfwv lub Koomhum ntawd. Yog yuav ua kuas tav cov Homphaj nraag nuav, HKM yuavtsum tsim kuas muaj ib cov Kevcai Lijchoj Ntxiv lug rua HKM tau siv lawv le nraag nuav.

## **TEJ LUG TXHAIS**

Tej lug txhais (definitions) huv qaab nuav siv tau lug txhais tej kevcai lijchoj ntxiv huv phoo ntawv nuav:

Tsaa (appoint): Nrhav, pumzoo, lossis xaiv ib tug lossis ib paab twg lug tuav ib teg dlejnnum yaam tsi muaj kev xaiv lossis pumzoo lug ntawm lwm paab.

Taw (nominate): Tso ib tug npe lug sis tw nyob huv kev xaiv tsaa rua ib lub meejmom.

Xaiv (elect): Pumzoo ib tug lug rua ib lub meejmom twg lug ntawm kev tawmsuab ntawm ncauj lossis pov ntawv.

## **PHAAJI: LUB NPE**

Lub Koomhum nuav npe hu ua Hauvpaug Koomhum Moob (txij nuav moog siv HKM) ntawm cov Ntseeg Yexus hab Kev Koomteg Qha Txuj Moo Zoo (txij nuav moog siv C&MA).

## **PHAAJII: LUB HOMPHAI**

Txhawb nqaa Yexus Khetos kws yog Tug Cawmseej, Tug Ntxhuav kuas Dlawbhuv, Tug Khumob Zoo, hab Tug Vaajntxwv kws tseem yuav rovlog; tshaajtawm Nwg Txujmoo Zoo kuas tav; paab tej Moob ntseeg Vaajtswv lug ntawm kev tsim pawg ntseeg tshab, hab nqug suavdlawg lug uake, kuas muaj peevxwm moog tshaajtawm rua cov tsi tau ntseeg; hab qha

cov ntseeg tshab ua Yexus thwjt看, cob puab moog ua Vaajtsv dlejnum, hab xaa puab moog tshaajtawm Txujmoo Zoo thooob nplajteb.

### **PHAAJ III: HKM KEV TSWJFWM**

#### **A. LUB ROOJ SAABLAAJ TXWMXYOO**

##### **1. SIJHAWM SAABLAAJ TXWMXYOO**

Lub rooj saablaaj txwmxyoo ntawm HKM yuav muaj nyob txhua lub xyoo. Xyoo twg kws muaj xaiv Thawj Tsaavxwm ces muab tso rua lub 6 hli. Xyoo twg tsi muaj xaiv Thawj Tsaavxwm ces muab tso rua lub 6 hli lossis 7 hli.

##### **2. COV KAAVXWM THAUS SAABLAAJ TXWMXYOO**

Vim muaj dlejnum ntau yaam yuavtsum thaam hab txhimkhu thaus saablaaj txwmxyoo hab txhua tug xaav kuas tej dlejnum tav sai moog rua qhov zoo, cov Tsaavxwm ntawm HKM muaj cai taw ib cov tuabneeg lug ua kaavxwm nrug leg ntau teg dlejnum lawv le nraag nuav:

###### **2.01 Kaavxwm Npaaj Rooj Saablaaj**

Sau Npe

Npaaj Chaw Pw

Npaaj Suab Nrov (sound system)

###### **2.02 Kaavxwm Xaivtsaa**

###### **2.03 Kaavxwm Txhimkhu**

###### **2.04 Kaavxwm Nyajtxag**

###### **2.05 Kaavxwm Npaaj Yexus Rooj Mov**

###### **2.06 Kaavxwm Faib Ntaubntawv**

###### **2.07 Kaavxwm Saib Kev Pehawm Vaajtsv**

###### **2.08 Kaavxwm Tshuaj Thawj Tsaavxwm Phoo Ntawv Tshaabxu**

###### **2.09 Kaavxwm Suav Tuabneeg & Tswj Txujcai Saablaaj Txwmxyoo**

###### **2.10 Kaavxwm Komtswj (agenda)**

###### **2.11 Kaavxwm Saib Kev Thov Vaajtsv hab lwm paab kaavxwm kws cov Tsaavxwm HKM pum zoo**

##### **3. COV TSWJ ROOJ SAABLAAJ TXWMXYOO**

###### **3.01 Tug Tswjrooj: Thawj Tsaavxwm HKM yog tug tswjrooj saablaaj txhua xyoo.**

Yog Thawj Tsaavxwm muaj chaw taabkaum, nwg muaj cai cob lub meejmom tswjrooj rua tug Lwm Thawj Tsaavxwm, lossis rua lwm tug, yog Lwm Thawj Tsaavxwm muaj chaw taabkaum lawm hab. Yog Thawj Tsaavxwm hab Lwm Thawj Tsaavxwm xaiv tsi tswjrooj saablaaj, obtug muaj cai cob lub meejmom tswjrooj saablaaj rua lwm tug.

3.02 Tug Teev Ntawv: Tug Teev Ntawv ntawm HKM yog tug teev txhua yaam lug thaus saablaaj txwmxyoo; muab cov lug kws nwg teev tseg ntawd koj moog ntaus, luam, hab koj rov lug nyeem rua rooj saablaaj txais yuav. Cov Tsaavxwm huv HKM muaj cai tsa ib lossis ob tug lug paab tug Teev Ntawv ua dlejnnum huv lub rooj saablaaj txwmxyoo.

3.03 Cov Tsaavxwm Ntawm HKM: Thaus saablaaj txwmxyoo, cov Tsaavxwm ntawm HKM txhua tug yog cov nyob ze Thawj Tsaavxwm hab tug Teev Ntawv, paab saablaaj hab tawm tswvyim nrug tswj lub rooj saablaaj moog rua qhov zoo.

4. FEEM MUAJ CAI SAABLAAJ (Quorum)

Yog ib feem peb (1/3) ntawm cov tuabneeg kws muaj npe tuaj saablaaj txwmxyoo nyob txhij lawm ces rooj saablaaj muaj cai saablaaj tau.

5. TXUJCAI TSWJ ROOJ SAABLAAJ

HKM lub rooj saablaaj txwmxyoo yuav siv Robert's Rules of Order lug tswj lub rooj saablaaj lawv le ua tau.

6. TXUJCAI TSWJ KEV XAIVTSAA

Yog yuav taw ib leeg twg npe rua kev xaiivtsaa yuavtsum nrug tug ntawd thaam uantej. Yog nwg txaus sab ua lawm maam taw nwg npe. Ib leeg tsuas muaj cai taw tau ib lub npe rua ib lub meejmom xwb.

Yog paab Kaavxwm Xaiivtsaa tub nrug ib leeg twg thaam hab taw nwg npe rua ib lub meejmom (position), tabsis nwg tsi kaam rua puab taw, thov kuas nwg tsi txhob pub lwm tug (floor) taw nwg npe lug sis tw rua lub meejmom ntawd lawm.

Tug kws yuav taw npe lug xaiv ua Thawj Tsaavxwm yuavtsum yog ib tug Kws Xwbfwb. Tug kws yuav raug taw npe lug ua tug Canyon yuavtsum tsi txhob yog xwbfwb.

Yog tug kws cov Kaavxwm Xaiivtsaa tub taw npe lawm, lwm tug muaj cai taw nwg npe lug rua lwm lub meejmom los tau, tabsis tug kws raug taw ntawd yuavtsum moog rhu npe tawm ntawm cov Kaavxwm Xaiivtsaa es puab txhaj muaj sijhawm moog taw lwm tug lug hloov ua ntej kev tshaabxu zag ob. Tshwj lub meejmom Thawj Tsaavxwm lawm, lwm lub meejmom yog leejtwg tau suab ntau dlua tug ntawd yog tug tau. Yog has tas muaj ob tug tau suab sis npaug, yuavtsum muab obtug rov lug sistw dlua kuas ib tug tau.

Yog lub meejmom twg muaj ib leeg xwb kws tsi muaj lwm tug lug sistw nrug ces thov yuav suab pumzoo ntawm lub Rooj Saablaaj, tsuas tshwj lub meejmom Thawj Tsaavxwm.

Kev taw npe lug rua huv kev xaiv tsaa ua Tsaavxwm huv lub Rooj Tsaavxwm huv HKM (DEXCOM) tsuas muaj cai taw tau ib tug lug ntawm ib pawg ntseeg xwb hab paab kaavxwm nruug tug xwbfbw lossis txwjlaug thaam txug nwg lubneej ntseeg.

Cov kws ua dlejnum puvcaij (full time employee) huv HKM tsi muaj cai raug taw npe lug rua cov meejmom Tsaavxwm (DEXCOM) tsuas tshwj lub meejmom Thawj Tsaavxwm hab Lwmthawj Tsaavxwm (Assistant DS) xwb. (RST 2011)

## **B. LUB ROOJ TSAAVXWM NTAWM HKM**

1. Lub Rooj Tsaavxwm ntawm HKM yuavtsum muaj cuaj (9) leeg, xws le: Thawj Tsaavxwm, tug Teev Ntawv, tug Canyon, hab rau (6) leej Tsaavxwm. Tug Paab tug ThawjTsaavxwm (Assistant to the DS) muaj cai koom lub Rooj Tsaavxwm tabsis tsi muaj cai tawmsuab. Thawj Tsaavxwm yog tug thawj ntawm lub Rooj Tsaavxwm. (RST 2011)
2. Kev xaiv tug Thawj Tsaavxwm hab tug Lwm Thawj Tsaavxwm (Assistant DS) ca xaiv lawv le C&MA txujcai kws yeej muaj tseg lawm. Cov Tsaavxwm yim (8) leej, plaub (4) leeg yog xwbfbw hab plaub (4) leeg yog txwjlaug (Layman). Tug Canyon yog ib tug txwjlaug. Tug Teev Ntawv yog ib tug kws xwbfbw. Ob tug muaj noobnyoog ua dlejnum ib zag twg plaub (4) lub xyoos hab ua tau ob (2) zag sis txuas xwb. Yog kem ib zag lawm ob tug muaj cai rov lug ua tau. Ntawm rau (6) tug Tsaavxwm (members at large) puab noobnyoog ua dlejnum ib zag twg yog ob (2) lub xyoos hab ua tau 3 zag sis txuas xwb. Yog has tas kem ib zag lawm puab muaj cai rov lug ua tau. (RST 2011)  
  
Yim (8) tug Tsaavxwm nuav ca pov ntawv huv lub Rooj Saablaaj Txwmxyoo. Leejtwg tau suab pumzoo ntau ca tug ntawd ua. Yog cov Tsaavxwm yim (8) leej nuav leejtwg su tsi ua Tsaavxwm ntxiv moog lawm, lub Rooj Tsaavxwm muaj cai xaiv dlua lwm tug lug hloov tug ntawd chaw ua dlejnum moog txug caij xaiv dlua tug tshab.
3. Yog Thawj Tsaavxwm ncaim nplajteb, su dlejnum, saav cev, ua tsi taug dlejnum ntxiv, lossis raug rhu tawm, Board of Director ntawm C&MA maam ua tug nrhav ib tug hloov nwg chaw moog txug nub xaiv tsaa.

## **C. TEJ PHAAB DLEJNUM (DEPARTMENT) NTAWM HKM**

Cov Tsaavxwm ntawm HKM muaj cai yuav ntxiv hab rhu tej phaab dlejnum ntawm HKM lawv le puab pum zoo. Kev nrhav tug thawj (director) ntawm tej phaab dlejnum kuas ua lawv le kevcai ua dlejnum (Office Policy) ntawm HKM. Puab teg dlejnum (Job Descriptions) ca rua cov Tsaavxwm le maam ua tug muab. (RST 2011)

## D. COV KAAVXWM LWMYAAM (STANDING COMMITTEES)

### 1. KAAVXWM TAWM NTAWV & TSAWBKWS UA XWBFWB (TTX)

HKM ib paab tub kaavxwm saib kev tawm ntawv hab tsawbkws ua dlejnum rua tej xwbfwb hab ua dlejnum rua huv HKM. Cov kaavxwm nuav yuavtsum muaj tsi pub tsawg tshaaj tsib (5) leeg hab txhua tug kaavxwm yuavtsum yog cov Tsaavxwm ntawm HKM tsaab hab puab yuav lug ua dlejnum peb (3) lub xyoos. Thaus xaiv tau puab lawm, puab maam le xaiv tug Thawj hab tug Teev Ntawv.

#### a. Thawj Kaavxwm Teg Dlejnum:

- i. Nwg yuav tau qha hab cob dlejnum rua paab Kaavxwm TTX txhua tug kuas nyag saib nyag teg dlejnum kuas tav lawv le lub sijhawm kws tau teem tseg.
- ii. Nwg yuav tau npaaj hab saib kev kawm ua xwbfwb tshab kuas moog lawv nraim le C&MA teev tseg.
- iii. Nwg yog tug tswj lub Rooj Tsawbkws hab kev tsawbkws.

#### b. Tug Teev Ntawv

Nwg yog tug teev tej lug saablaaj txhua yaam huv lub Rooj Kaavxwm TTX hab ua dlejnum lawv le tug thawj kuas nwg ua.

#### c. Txujcai hab Dlejnum Ntawm Lub Rooj TTX

Lub Rooj TTX muaj cai yuav ntsuag tej tug xwbfwb kws raug xaa tuaj thov kev tsawbkws saib leejtwg tsimnyog ua kev tsawbkws rua. Lub Rooj TTX muaj cai yuav cobqha hab qhuabntuag cov yuav raug tsawbkws kuas paub hab ua tau lub neej lawv le lub meejmom Kws Xwbfwb. Lub Rooj TTX yuav ua kev tsawbkws rua tej tug kws teb dlhau kev ntsuag tsawbkws, hab cob ntawv yeebkoob Kws Xwbfwb rua tug ntawd lawv le kevcai tsawbkws. Lub Rooj TTX yuav qha hab txhawb zug rua tej tug kws tsi dlhau kev ntsuag tsawbkws kuas nwg dlhau lwm zag.

#### d. Kev Tawmntawv Ua Xwbfwb Tshab.

Tug yuav raug tawmntawv ua xwbfwb tshab yuavtsum tau ua tej yaam le nraag nuav:

- i. Yuavtsum xaa cov ntawv povthawj has txug nwg kev kawm ntawv tav huv Bible College, Seminary, lossis CLA tuaj rua cov Kaavxwm TTX.
- ii. Kawm tej phoo ntawv kws cov Kaavxwm TTX tau teev tseg.
- iii. Tuaj rua cov Kaavxwm ntawd nug (oral exam).
- iv. Yog tug twg tubraug C&MA nug hab tshuaj dlhau lawm, nwg yuavtsum tau kuas C&MA xaa nwg cov ntaubntawv tuaj rua cov kaavxwm nuav.

- e. HKM muaj cai siv tug kawm CLA tav ntu ob (level II) lawm moog ua xwbfbw rua tej pawgntseeg, tabsis nwg yuav tau kawm kuas tav ntu peb (level III) ntxiv moog.

Txij le 8/24/91 nuav moog, tug xwbfbw hluas twg yuav quaspuj noobnyoog yau es ua tsi tau ntawv sis yuav mas HKM yuav ncuat tsi pub nwg ua xwbfbw moog txug nub kws nwg ua tau ntawv sis yuav lawv le numtswv kevcai.

- f. Kev Kawm Ua Kws Xwbfbw:

Txhua tug kws yuav raug tsawbkws ua Kws Xwbfbw yuav tau ua lawv le nraag nuav:

1. Xaa ntawv povthawj (official transcripts) kws has txug nwg kev kawm ntawv tav nyob huv Bible College, Seminary, lossis CLA tuaj rua cov Kaavxwm TTX.
2. Kawm tej phoo ntawv kws C&MA tau teev tseg.
3. Sau cov ntawv ntsuag nwg kev ntseeg lawv le cov Kaavxwm TTX kuas sau hab xaa rov tuaj rua cov kaavxwm ntawd.
4. Tuaj rua cov Kaavxwm TTX nug (oral exam).

- g. Kev Muab hab Rhu Xwbfbw License

Kev muab hab rhu xwbfbw license ca ua raws le C&MA Uniform Policy. (RST 2011)

## 2. KAAVXWM TXHAWB KEV XAA MOO ZOO (MISSION MOBILIZATION)

Cov kaavxwm nuav muaj tsib (5) leeg hab yog Rooj Tsaavxwm ntawm HKM tsaa. Puab noobnyoog ua dlejnum yog ob (2) lub xyoos. Puab teg dlejnum kuas ua lawv le kevcai lijchoj (Uniform Constitution for District) kws tub qha lawm, hab paab tsaa lub rooj txhawb nqaa kev xaa moo zoo ntawm HKM thaum lub rooj saablaaj txwm xyoo. Dlua le nuav tug thawj phaab kev xaa moo zoo yog tug saib short-term mission huv HKM nrug rua IM hab cov missionaries.

## 3. KAAVXWM TSHUAJ NYAJTXAG

Kev tshuaj nyajtxag ntawm HKM yuav tau ndlav lwm lub koomhum tshuaj nyajtxag tuaj tshuaj HKM tej nyajtxag ib xyoos twg ib zag. Dlua le nuav, HKM yuav tau tsaa paab kaavxwm Audit Review Committee lug tshuaj saib tej ntau ntawv kws lub koomhum tshuaj nyajtxag tub tshuaj taag lawm saib puas muaj tej yaam kws yuav tau khu hab yuav tau tshaabxua rua lub Rooj Saablaaj Txwm Xyoo paub. Puab muaj cai lug tawm tswvyim rua lub Rooj Tsaavxwm ntawm HKM txug kev khaws nyajtxag kuas moog lawv le numtswv kevcai. Paab kaavxwm

nuav muaj peb (3) leeg hab yog lub Rooj Tsaavxwm ntawm HKM tsaa. (RST 2011)

4. KAAVXWM KEVCAI LIJCHOJ NTXIV (KKLN)

Cov kaavxwm nuav muaj tsib (5) leeg hab yog lub Rooj Tsaavxwm ntawm HKM tsaa. Puab noobnyoog ua dlejnum yog plaub (4) xyoos. Puab teg dlejnum yog txhimkhu kevcai lijchoj ntxiv rua HKM. Lub Rooj KKLN nuav tsuas ua tau dlejnum lawv le Thawj Tsaavxwm, lub Rooj Tsaavxwm, lossis lub Rooj Saablaaj txwmxyoo ntawm HKM tso cai rua puab ua xwb.

5. KAAVXWM NRHAV CHAW SAABLAJ TXWMXYOO

Cov Tsaavxwm ntawm HKM yog cov txavtxim sab yuav npaaj lub rooj saablaaj txwm xyoo rua qhov twg uantej ob (2) lub xyoo hab taw (3) leeg kws nyob ze lub nroog ntawd nrug rua Thawj Tsaavxwm moog nrhav chaw hab npaaj kuas txhij.

6. KAAVXWM SAWVCEV HKM MOOG KOOM C&MA ROOJ SAABLAJ TXWMXYOO

Cov kaavxwm nuav yuavtsum tau xaiv lawv le C&MA Kevcai Lijchoj (General Council A3-4) hab puab muaj noobnyoog ua dlejnum 2 xyoos hab ua tau 3 zag sis txuas xwb. Cov kaavxwm nuav yuavtsum yog nwg pawgntseeg ua tug them nqe taugkev hab HKM ua tug them nqe nojhaus hab chawpw. Cov kaavxwm nuav ca rua lub Rooj Saablaaj xaiv, thaus xaiv tau lawm, leejtwg yuav sawvcev rua teg dlejnum twg ca cov Tsaavxwm huv HKM maam ua cov taw.

7. KAAVXWM SAIB PEEV NYAJ PAAB COV KAWM VAAJLUGKUB

Cov kaavxwm nuav yog cov Tsaavxwm ntawm HKM tsaa, yaam tsawg tsi pub tsawg tshaaj 5 leeg nrug rua Thawj Tsaavxwm huv HKM. Puab noobnyoog ua dlejnum yog peb (3) xyoos. Cov kaavxwm nuav teg dlejnum yog le nraag nuav: (RST 1996)

- a. Saib cov nyaj kws suavdlawg xaa tuaj rua peev nyaj kws paab cov kawm Vaajlugkub kws muaj teev nyob Phaaaj VII.
- b. Nrhav nyajtxag lug rua peev nyaj nuav.
- c. Muaj cai txavtxim sab siv cov nyaj nuav moog paab cov kawm Vaajlugkub lawv le puab pum zoo.

8. KAAVXWM NAMTSEV

Namtsev (Alliance Women Ministries) ntawm HKM kuas koj hab ua lawv le Kevcai ua dlejnum (policy) ntawm namtsev. Ntawm tug Thawj Namtsev ca rua lub Rooj Saablaaj Txwm Xyoo ntawm HKM ua tug xaiv. Thawj Namtsev hab cov kaavxwm namtsev noobnyoog ua dlejnum ibzag twg yog ob (2) lub xyoos hab ua tau peb (3) zag sis txuas xwb. (RST 2011)

9. KAAVXWM TXIVTSEV

Txivtsev (C&MA Men's Ministry) kuas ua lawv le kevcai (policy) ntawm C&MA tub muaj lawm. Tug Thawj Txivtsev ntawm HKM yog lub Rooj Saablaaj Txwm Xyoo ua tug xaiv. Ntawm lwm tug kaavxwm, ca rua cov sawvcev txivtsev ua tug xaiv. Puab noobnyoog ua dlejnum ib zag twg yog ob (2) lub xyoo hab ua tau peb (3) zag sis txuas xwb.

**PHAAJ IV: COV XWBFWB**

**A. XWBFWB KEV SU**

1. Vacation: Txhua pawgntseeg kws zwm rua HKM muab sijhawm su dlejnum ib lub xyoos twg 4 lub limtam lossis tshaaj le ntawm pawgntseeg pum zoo rua txhua tug xwbfwb kws ua dlejnum puv sijhawm (full time) suav txij lub 1 hlis xyoo 2001 nuav moog. Cov xwbfwb kws ua dlejnum tsi puv sijhawm (part time) ca rua pawgntseeg maam le nrhav kev paab le pawgntseeg muaj cuabkaav paab tau.
2. Sabbatical leave
  - a. Eligibility: Ib tug xwbfwb twg kws ua dlejnum rua ib pawgntseeg twg puv peb (3) xyoos txwm mas nwg muaj cai thov su sabbatical le ntawm 30 nub. Yog tug xwbfwb twg ua dlejnum rua pawgntseeg ntawd nto 6 xyoos mas nwg muaj cai thov su sabbatical le 45 nub, hab txhua txhua peb (3) lub xyoos tomqaab moog. Tuab lub sijhawm kws xwbfwb su sabbatical mas yuav tsi pub nwg siv nwg cov vacation sibxyaw nrug uake. Yog tug xwbfwb ntawd moog nyob rua pawgntseeg tshab, nwg yuav tau rovqaab cuab cov xyoo ua dlejnum tshab le sau nuav dlua.
  - b. Tug nqe (cost): Thaus twg cov tsaavxwm huv pawgntseeg pub xwbfwb su sabbatical, cov tsaavxwm huv pawgntseeg ntawd yuav tau npaaj ib cov nyajtxag rua huv puab dlaim peevnyaj puagxyoo (annual budget) koj lug paab rua lub sijhawm kws puab tso puab tug xwbfwb moog su sabbatical. Puab tug xwbfwb yuav tau cov nyaj hli hab cov benefits tsi tuncua rua lub sijhawm ntawd.
  - c. Cov tsaavxwm huv pawgntseeg yuav ua cov sojntsuam saib puab tug xwbfwb teg dlejnum su sabbatical le nuav ua lawv le tau coglug tseg (conditions) nraagqaab nuav:
    1. Lub sijhawm kws xwbfwb taabtom su sabbatical nuav, tsi pub kuas xwbfwb siv lub sijhawm nuav moog nrhav lwm txuj dlejnum.

2. Tug xwbfbw ntawd yuavtsum yeem nrug pawgntseeg ntawd nyob moog kuas puv ib xyoos tomqaab kws pawgntseeg ntawd pub nwg su sabbatical. Yog tug xwbfbw ntawd moog rua ib qho qhovtwg vim muaj kev yomceev (emergency) los yog tej xwmtxheej tshwjxeeb (special situation), tug xwbfbw ntawd yuavtsum them cov nyajtxag kws nwg tau txais (receive) lug ntawm pawgntseeg kuas puvnpov roovqaab rua pawgntseeg rua lub sijhawm kws nwg tau su sabbatical nuav.
3. Xwbfbw yuavtsum sau ntawv qha teg dlejnum kws xwbfbw xaav ua kuas tshwmsim rua cov tsaavxwm huv pawgntseeg paub (saib dlamntawv thov su sabbatical tomqaab).
4. Thaus kws tug xwbfbw ntawd su sabbatical puv noobnyoog lawm, nwg yuavtsum sau ib tsaabntawv tshaabxu yaam tsawg tsi pub kuas tsawg tshaaj 5 nplooj (5 pages) cob rua cov tsaavxwm huv pawgntseeg hab rua Thawj Tsaavxwm huv HKM. Tug xwbfbw ntawd yuavtsum sau nwg tsaabntawv tsi pub kuas dlhau 3 lub hlis tomqaab kws nwg roovqaab lug cuab ua nwg teg dlejnum. Nwg yuavtsum qha txug teg dlejnum kws nwg ua tau tav hab has txug has tas nwg teg dlejnum muaj feem paab rua nwg txujkev lujhlab fuamvaam ntawm nwg pawgntseeg.
5. Xwbfbw yuavtsum sau ntawv thov su sabbatical 6 lub hlis uantej kws nwg yuav moog su.

## **B. XWBFWB NYAJ HLI**

Xwbfbw nyaj hli ca tej pawgntseeg muab lawv le kev noj haus huv lub nroog hab lub xeev kws pawgntseeg nyob ntawd saib kim los pheejyig; tabsis thov kuas pawgntseeg muab kuas tsimnyog hab txaus noj txaus haus rua xwbfbw.

Ib xyoos twg lub rooj tsaavxwm huv pawgntseeg yuav tau nce nyaj hli rua xwbfbw ib zag. Kev nce nyaj hlis rua xwbfbw yog lub rooj tsaavxwm le dlejnum hab tsuas coj moog rua pawgntseeg pum zoo txais yuav xwb.

## **C. KEV NOJHAUS RUA COV XWBFWB RAUG HLOOV DLEJNUM**

Yog ib tug xwbfbw kws tau ua dlejnum rua pawgntseeg hab tau txais nyaj hli lug ntawm pawgntseeg xwb, raug hloov hab tsi tau muaj dlejnum tuav, pawgntseeg kws nwg nrug nyob ntawd yuavtsum tau paab ib lub nyaj hli rua tug xwbfbw ntawd; tabsis yog tug xwbfbw thov tawm dlejnum ces nwg yuav tsi tau txais ib lub nyaj hli ntawd.

**D. XWBFWB KEV FAAJSEEB KHU MOBNKEEG (HEALTH INSURANCE)**

Yog ib tug xwbfwb twg ua dlejnum puvcaij (full time) rua ib pawgntseeg lawm, pawgntseeg ntawd yuav tau yuav kev faajseeb khu mobnkeeg rua tug xwbfwb ntawd hab nwg tsev neeg.

**E. XWBFWB KEV COBQHA (PASTOR RETREAT)**

Thawj Tsaavxwm (DS) yuav tau npaaj muaj pastoral retreat rua cov xwbfwb hab nam xwbfwb ib xyoo twg ib zag. Txhua yaam expenses rua xwbfwb hab nam xwbfwb moog koom yog pawg ntseeg them.

**F. XWBFWB NYAJ FOOBXAAB (BURIAL FUND)**

Rooj saablaaj txwmxyoo, xyoo 1989 tau pum zoo kuas HKM rhu nwg cov xwbfwb tawm ntawm C&MA peev nyaj "Burial Fund" es tsim dlua tshab rua ntawm HKM xwb. Peev nyaj nuav yuav tau muaj txujcai tswj lawv le nraag nuav:

1. Lub npe rua peev nyaj nuav hu ua HMONG DISTRICT PROTECTIVE BENEFIT PLAN.
2. Lub Rooj Tsaavxwm ntawm HKM yog tug tswj peev nyaj nuav.
3. Txhua tug Xwbfwb hab nam Xwbfwb, txhua tug Official Workers hab cov ua dlejnum puvcaij huv HKM muaj cai ua tswvcuab koom rua peev nyaj nuav. Cov mivnyuas tsi muaj cai koom. Ib tug tuabneeg kws yuav lug ua tswvcuab koom rua peev nyaj nuav yuav tau tshwm \$100.
4. Txhua pawgntseeg yuav tau sau nyaj tshwjxeeb ib xyoos twg ib zag tuaj rua peev nyaj nuav. Thaus peev nyaj nuav nce txug \$200,000 lawm, HKM maam has rua txhua pawgntseeg kuas txhob xaa nyaj tuaj ntxiv lawm.
5. Cov nyaj foobxaab yuav nce lawv le nraag nuav:
  - a. Thaus peev nyaj nuav muaj txug \$50,000 rov huv, nyaj foobxaab yog \$3,500.
  - b. Thaus peev nyaj nuav muaj txug \$50,001 moog rua \$100,000, nyaj foobxaab yog \$5,500.
  - c. Thaus peev nyaj nuav muaj txug \$100,001 moog rua \$150,000, nyaj foobxaab yog \$7,500.
  - d. Thaus peev nyaj muaj txug \$150,001 moog rua sau, nyaj foobxaab yog \$10,000.
6. Yog tug xwbfwb twg taag simneej lawm, nwg tug quaspwj tseem muaj cai nyob huv peev nyaj nuav. Yog has tas nwg moog yuav dlua tug quasyawg tshab kws

tsi yog xwbfbw, txij nub ntawd moog nwg tsi muaj cai ua tswvcuab rua huv peev nyaj nuav lawm.

Yog tug nam xwbfbw twg taag simneej lawm, tug xwbfbw tseem muaj cai nyob rua huv peev nyaj nuav. Yog tug xwbfbw ntawd moog yuav dlua quaspuj tshab, yuavtsum xaa \$100 tuaj mas nwg tug quaspauj txhaj ua tau tswvcuab rua peev nyaj nuav.

7. Yog tug tswvcuab twg tawm tsi ua Vaajtswv dlejnum lawm, lossis raug rhu tawm, lossis tsiv moog koom dlua lwm paab kws tsi zwm rua C&MA lawm, tug ntawd hab nwg quaspuj lossis tug quasyawg tsi muaj cai ua tswvcuab nyob rua huv peev nyaj nuav lawm, tshwj tug kws moog noj nyaj laug lawm xwb.
8. HKM yuav tsi thim \$100 rov rua cov kws tawm tswvcuab lawv le nqai 6 hab 7 sau nuav.
9. Peev nyaj foobxaab nuav, tug tswvcuab suam npe tseg rua leejtwg ces HKM muab rua tug ntawd.
10. DEXCOM muaj txujcai moog yuav Liability Insurance lug tivthaiv (protect) peev nyaj foobxaab nuav. Lub Sijhawm kws tsi muaj Liability Insurance, DEXCOM muaj txujcai txu (authorized to reduce) cov nyaj kws yuav raug them rua xwbfbw lossis nam xwbfbw tsev tuabneeg le Phaaj IV nqai F5. (RST 2002).

#### **PHAAJ V: NTAWV TSO CAI RUA TXWJLAUG UA VAAITSWV DLEJNUM**

Peb cov ntseeg kuj muaj ntau yaam kevcai kws yuav tsum tau ua, yog le, HKM txhaj tso cai rua Thawj Txwjlaug lossis Thawj Tsaavxwm ntawm tej pawgntseeg kws tsi muaj xwbfbw ua kevcai hab kaabke rua cov ntseeg. Ib yaam kws tsi tso cai rua ua yog kaabtshoob kevjug kws yuav tsum tau ntawv ntawm numtswv.

#### **PHAAJ VI: NYAJ PAAB HKM**

- A. Txhua pawgntseeg kws zwm rua huv HKM yuavtsum xaa 10% ntawm cov nyaj kws sau tau huv txhua lub hlis tuaj rua HKM ua dlejnum, tsi pub dlhau nub tim 10 ntawm txhua lub hlis. Cov nyaj 10% tsuas xam cov nyaj kws sau lug paab pawgntseeg kev dlha dlejnum (general operating fund or general receipts) xwb, tsi xam cov nyaj sau npaaj yuav tuamtsev (building fund), cov nyaj sau paab Kev Xaa Moo Zoo (Great Commission Fund) lossis lwm yaam kev xaa moo zoo, hab tej nyaj kws sau tshwjxeeb (designated fund). (RST 2011)
- B. HKM muaj cai sau ntawv thov nyaj ua dlejnum lawv le kev siv nyaj kws lub Rooj Saablaaj Txwmxoos tau kom tseg lawm.

## **PHAAJ VII: NYAJ PAAB COV KAWM VAAJLUGKUB**

- A. HKM yuav muab cov nyaj kws cov tswvcuab xaa tuaj paab rua cov kawm Vaajlugkub qeb sab hab cov kws kawm huv C&MA tej tsev kawm ntawv (Bible Colleges). Yuav paab rua cov kws kawm moog rua 6 yaam le nraag nuav:
1. Cov kawm Pastoral lossis Church Ministries
  2. Cov kawm Missions
  3. Cov kawm Christian Education
  4. Cov kawm Church Music
  5. Cov kawm Youth Ministries (RST 1995)
  6. Cov kawm Bible and Theology (RST 1995)
- B. Yog leejtwg kawm tsi tav lossis kawm tav tabsis tsi lug ua dlejnum rua HKM, nwg yuav tau them cov nyaj kws HKM tau paab nwg lawm rov qaab rua HKM kuas txhaj muaj nyaj paab cov kawm tshab moog ntxiv.
- C. Yog tug tub kawm Vaajlugkub twg yuav quaspj kws tsi tau ntaubntawv sibyuav, HKM yuav tsi paab nyaj scholarship rua nwg. (RST 2011)

## **PHAAJ VIII: KEV DLAWS TEEBMEEM HUV PAWG NTSEEG HAB HKM**

Kev dlaws teebmeem huv pawg ntseeg hab huv HKM yuav siv C&MA tug Uniform Policy on Discipline, Restoration, and Appeal.

## **PHAAJ IX: KEV HLOOV**

Txhua yaam kws sau rua huv phoo Kevcai Lijchoj Ntxiv nuav yeej muaj cai muab khu dlua tshab tau xwsle: tsub ntxiv rua, rhu tawm ib txha, lossis rhuav cov lug qub es hloov dlua cov lug tshab rua, tabsis yuavtsum yog HKM Rooj Saablaaj Txwmxyoo pum zoo txug 2/3 mas txhaj hloov tau.