

2020 Nominees for Hawaii District Secretary

Kevin Brown

Naalehu Assembly of God

Evan Carmichael

Arise Church

Arlene “Lani” Larrua

Abundant Life Ministries

John Opeta

One Mission Church

Ronaldo Pascua

Paradise Chapel

Dan Preciado

Kailua Assembly of God

Janelle Marocco

King’s Cathedral Maui

Raymond So

First Assembly of God

Frank Toole

First Assembly of God

Aaron Tsang

Calvary Assembly of God

Duties of the District Secretary

- Attend all District Presbytery meetings.
- Taking minutes for all District Presbytery meetings and District Business Meetings
- Attend General Presbytery meetings which are prior to General Council on those years and in August during the off years.
- Attending the General Sec-Treasurers Seminars.
Providing updated forms for credential application. Forms are updated often and it is important to keep updated forms available for the Sectional Presbyters.
- Process all forms (credentialing, church, divorce and remarriage, exceptions, transfers, etc) and handling any communication with the General Secretary's Office in Springfield, MO.
- Processing the credential renewals in November-December and January. This involves making sure that every credential holder has kept up their dues payment (this is verified with the District Treasurer) and renewal forms are turned in by mail or online. The forms are then checked and processed and forwarded to the National Office.
- If a minister fails to renew by the given deadline date, his/her credential will be lapsed and the if reinstatement is requested by the lapsed minister, the Secretary will process the reinstatement application, which may involve retaking the exams (which can be administered by the Sectional Presbyter). The Secretary will then do a new background check if it has been two or more years since the last background check.
- The ACMRs come out in January and each church can file it by mail to the National Office or online. The Secretary's responsibility is to make sure that all churches are responding. The incoming data is sent to the Secretary from the General Secretary's office.
- Any information change for the minister or church shall be reported to the General Secretary's Office using forms provided.
- The Secretary is the keeper of the District SEAL which is to be used when signing certain official documents.
- Authorized to sign all official and legal documents and to perform such other functions as are customary or may be directed by the District Council or Presbytery .
- Shall verify qualifications of all nominees for district ministry directors and shall refer all qualified candidates for office to the District Superintendent for selection and confirmation and submit their names for ratification at the District Council meeting.
- Shall keep a list of all new works (churches) and name of the pastor, and district dependent, and district affiliated churches and General Council churches.

