

2. A bia chhoh sahlaozy chhie noh, pha noh tlyh ta, vaih ta, mohohna nata thlahchhana a hnei khe aw.
3. Awnanopa odyh to tlypa ta thlahchha chakaona a hnei aw.
4. Machâ bia chakaona report dao aw ta, âbyuhna hawhta a hriapazi aw.
5. Pastor, Awnanopa Machâ, Khiehchhoh Machâzy ama thi nota ri pabutuhpa/chakaotuhpa a châ aw. Daihtyna a y khiah, Local Hyutuhpa tlyma, senior viapa Machâ tlyma ta a chakao aw.

C. Ryhraokheituhpa (Counselor) châna Raihria

1. A bia chhoh awnanopa chhie noh, pha noh maohphaotuh chaipa châ aw ta, rairuna a pathlâkheituhpa a châ. A pathlâkhei thei leipazy cha Assemly Office la a tlôkhei aw.
2. Rairuna chi nanopa atyhpazy hnohta Khazohpa bie hmâpa ta ryhraokheituhpa a châ aw.
3. Awnanopa liata Ryhraokheina (counseling) peimawh zie pahnos a ta taozie pachutuhpa a châ aw.
4. A bia chhoh athihpa, yrupa nata pachârôh nôpona a tyhpazy chakaona liata azi chaipa a châ aw.

D. Awnanopa achhuahna Pitloh thei nawpa ta chhihthatuhpa châna raihria

1. MEC Awnanopa achhuahna pitloh thei awpa ta a chhihtha aw. Chazy cha:
 - a. Khazohpa Achhyna (Worship)
 - b. Akaona (Fellowship)
 - c. Chakaona (Service)
 - d. Pachutuhpa ta taona (Discipleship)
 - e. Thatihpha chhona (Mission)

**CHAKAONA DÂH
(MINISTRY RULES)**

**BO - 1
REI PASIANA NATA DÂH MOH**

Reipasiana: Khiehchhoh Awnanopa tlyma, Assembly ry liata tlyma, rai eihrahpa hria awpa ta Awnanopa mohohntuhpa a-ipa Minister/Pastor nata Probationary Pastor, Awnanopa Machâ, Khiehchhoh Machâ zy hneipa a châ. Awnanopa mohohntuhpa a-ipazy he chakaona rai eihrahpa a hriapa ama châ. He zydua chakaona rai a pha kawpa ta nata athlâzi kawpa ta hriapa a châ thei nawpa ta he Dâh he Constitution Bo. 5 pasaina hawhta taopa a châ.

1. **Dâh moh:** He Dâh he “Mara Evangelical Church : Chakaona Dâh” tahpa châ aw ta, a pachhohna zie ta “Chakaona Dâh (Ministry Rules)” tahpa a châ aw.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaona a châ.
3. **Dâh ta a ôpa chhoh:** MEC Awnanopa âduana su zydua liata hmâ awpa a châ.
4. **Dâh ta â chhuahpa:** Biehraih pachuna hawhta MEC Awnanopa chhoh liata Awnanopa mohohntuhpazy ta Khazohpa khona zie hawhta nata Constitution & Rules hawhta a phapa ta Awnanopa mohohna siekhei thei nawpa ta he Dâh he taopa a châ.

BO - 2
AWNANOPA MOHÔHTUHPAZY
BIEHNEINA NATA RAIHRIAZY

5. **Mohôhtuhpazy (Minister)** cha Khazohpa rai pathaihpa a hriapa, Awnanopa mohôhtuhpa, zawpi châta theihthaipa rai hria awpa ta pananopazy ama châ. Krista Thâtihipha chhotuhpa, Awnanopa hmopathaihpa a hriatuhpa nata Apostolzy raihria pazao lymâtuha ama châ. Assembly ta âhnawpa hawhta âchuna apatlôpa nata Probationary Pastor a hria patlohpa, Assembly ta a paryhsapa hawhta Awnanopa mohôhna rai hria awpa ta pananopa ta chahnaopazy ama châ. Rai zachhihpa a hriapa ama châpa vâta ‘Reverend’ tahpa moh piepa a châ.
6. **Minister zy Biehneina nata tao awpazy**
 1. Assembly nôpawpa, Awnanopa nôpawpa, Mission Director, Mission Field Secretary, LTC Principal, Biatuhpa Pastor nata Pastor zy liata hria awpa ta raopazy ama châ.
 2. Assembly ta rai a piepa liata Constitution nata Rules hawhta ama chakao aw.
 3. MEC Awnanopa apôhkhana nata thatlôna’wpa ta Constitution nata Rules hmâpa ta ama chakao aw.
 4. Pastor bia chakao awpa ta raopa a cha chhoh liata pastor chakaona rai zydua a hria aw.
 5. MEC Awnanopa chhie noh, pha noh ta maophaotuhpa ama cha aw.
 6. Assembly nata Committee ta hria awpa a piepa maih ama hria aw.
7. **Pastor:** Minister hry tawhta Awnanopa local miakha tlyma, Pastor Bia bia kha tlyma mohoh awpa ta raopazy cha “Pastor” tahpa ama châ. Pastor cha a bia chhoh awnanopa mohoh tuh chaipa a châ.

Ordained Pastor zy cha chakaona zachhihpa a hriapa ama châpa vata Assembly ta ‘Reverend’ tahpa moh a piepazy ama châ.

8. Pastor Biehneina nata tao awpazy

1. Sahlaozy (Mietaku) vaina
2. Thâtihipha chhona (Evangelism)
3. Pachuna (Teaching)
4. Achhyna (Worship)
5. Chahnaona (Ordination)
6. Biehneina Hmâna (Authorization)
7. Pasipa-aona (Discipline)
8. Ryureina

A. Khazohpa Biechhona nata Pachuna Raihria

1. Khiehchhoh Machâ nata Awnanopa Machâzy châta Khazohpa bie achuna - seminar, workshop, leadership training, retreat nata chakaona châta peimawhpazy a pachhuahpanoh aw.
2. Awnanopazy châta ahmâna, campaign, crusade, seminar nata program peimawhpazy tao awpa ta pasaina pietuhpa nata pachhuahpanohtuhpa a châ.
3. A mohoh haipa awnanopazy liata Sunday School hmâhsiena a patohpatia aw.
4. Pachu do leipazy tawhta Awnanopa vaih aw ta, pachuna dopa a pie aw.

B. Vaihtuhpa nata Chakaona raihria

1. Bia chhoh liata sacrament (Beipa Tlakhai & Batina), Nôvâh kupatusana, Machâ chahnaona, Khiehchhoh Machâ pa-ina, Sawhlana, Athipa ri Chakaona, Achhyna o pahyna, O thiehpâ hlâna, Member thiehpâ alypangiana, KTP/KNP/KHP/SDD/ KPP Office Bearers zy pa-ina (induction) zy a hria aw.

- e. Achhyna o pahyna
 - f. O thiehpa Hlana
 - g. Awnanopa O/Achhyna O otô bôhna
 - h. Khichhôn Machâ pa-ina
 - i. KTP/KNP/KPP/Mission/ nata Luhpazy hlâna/pa-ina
 - j. Saw hlâna
 - k. Byhna awna
 - l. Maihsa chakao theina
 - m. Biatuhpa Pastor deichhytuh chaipa
 - n. Tla leipazy vaihta deichhyna
7. Assembly nata Assembly ry liata Committee zy, Awnanopa Nôpawzy nata Biatuhpa Pastor zyta a pahniehpa raizy a hria aw.

Awnanopa Machâ biehneina nata tao awpazy

Reipasiana: Assembly paryhsana zie hawhta Khichhôn Awnanopa miakha mohôn ta chhitha awpa ta khichhôn machâzy hry tawhta atlyhpa ta Awnanopa Machâ châta chahnaopazy cha Awnanopa Machâ tahpa a châ. Machâ Chahnao ta chakaona he hrochhôn châta châ ta, Awnanopa chakaona liata Pastor baotuh chaipazy ama châ. Assembly ta Awnanopa Machâzy tlokhuh ama chakao thei nawpa ta he hawhta biehneina nata raihriazy a pie.

11. Awnanopa Machâzy Duahmo nata Chakaona

- MEC Constitution Bo 5na: Section 47, 48, 49 liata Awnanopa Machâzy duahmo nata chakaona tlâhpipazy he hawhta a palâsa.
- 1. Awnanopa Zawpi Achhyna Chhithana
 - 2. Sôh tluana nata mohôhna liata maohphaotuh chaipa
 - 3. Pastor phapa papuatuhpa
 - 4. Khazohpa biechhona nata Hmo ânâpa chhaichhi a hria aw.

- 2. Achyh chaita Thla 2 liata eikha (kô 1 ta ei 6) ABei Tlâhkhai chakao aw ta, Awnanopa sôh thyupa pakhyapa ta Hqrs. lâ a pangia aw.
- 3. Assembly nata Assembly ry liata committee biepathlupazy pitloh thei nawpa ta sahlaozy nopavâsa aw ta, ano maohphaona hawhta a hria lyma aw.
- 4. Mara Awnanopa ngiapâna nata taozie (Faith and Order) pabohsa aw ta, Constitution nata Rules hawhta a chakao aw.
- 5. A biachhôn Assembly hmâhlana thapatlôpa ta a hriapazi aw.
- 6. A bia chhôn liata Assembly pasaina hawhta Preaching Station nata Local Church thiehpa a padua aw.
- 7. A mohôn haipa awnanopazy liata Committee paryhsana zie hawhta Awnanopa Machâ zy, Khichhôn Awnanopa Nôpawzy (Office Bearers), Department chhithatuhpazy patlysa aw ta, a pa-i aw. Chakaona phapa hnei thei nawpa ta a pachu aw.

E. Awnanopa papôhkasatuhpa (Organizer) chana raihria

- 1. A mohôhpa Awnanopa sahlao apôhkhana a tei lymâ aw.
- 2. Local church nata Department (KTP, KNP, KHP, SDD, KPP, Mission) chhithatuhpazy likawh liata akaona, reiraohna nata raihrialâh thaipa ama châ thei nawpa ta a tei lyma aw.
- 3. Abyuh a tahna hawhta Department zy meeting pahrua thei ta, account zy mopasia thei ta, pasyuna nata padona a tao thei aw.
- 4. Hrialâh Awnanopa nôpawpazy nata akaona phapa a hnei lymâ aw.

5. Awnanopa Machâ nata Pastor zy likawh liata azaona phapa y lyma thei nawa ta a tei lyma aw.

F. Bia chhoh liata Chôtla hyutuhpa (Manager) châna raihria

1. A bia chakaona record he hawhta a hnei aw.
 - a. Bia chhoh Chakaona Record
 - b. Bia Statistics Record
 - c. Bia Ryureina Minute Bu
 - d. Bia chhoh Office lâta Sôh pangiana Record
 - e. Biatuhpa Pastor Personal Diary
2. Assembly policy nata hmâhla haipazy pahno lyma thei nawpa ta Assembly ry liata committee, seminar, achuna nata pakhyi zy âhlao lyma aw.
3. Sahlaozy Thlahpa hmo piepa (talent) ama hneipa chy hawhta raihria tovyuh a pie aw.
4. Thlahpa Pathaihpâ chhihthana ry liata rai zydua hria awta, a bia chhoh liata kô kha ta achyh chai ta noh 300 a y aw.
5. Bia chhoh Sunday Siku hmahsiena a pachâ aw.

G. Pastor zy ta atlâhpipa ta ama chakao awpa cha:

1. Sacrament (Batina nata Beipa Tlâhkhâi Chakaona)
2. Novâh Kupatusana
3. Athipa ri Chakaona (Pabuna) - Pastor, Machâ, Kihchhoh Machâ, KTP, KNP luhpazy thina liata cha pastor a y khiah cha ano ta pabu awpa; A y vei khiah Hyutuhpa ta pabu awpa.
4. Vaituhpa Thlahchhana
5. Achhyna o pahyna
6. O thiehpâ Hlâna
7. Awnanopa O/Achhyna O otô bôhna
8. Machâ Chahnaona

9. Kihchhoh Machâ pa-ina
10. KTP/KNP/KPP/Mission nata Luhpazy hlâna/pa-ina
11. Saw hlâna
12. Byhnâ awna

9. Probationary Pastor

Probationary Pastor cha Assembly ta âhnawpa Biehraî âchuna a patlôpa, pastor châta pachhuahpanohpa ta Pastoral Ministry Committee chhihthana ry liata a hriapa a châ. Assembly ta Probation daihti kô 3 a taihpâ a hria tawhta Ordination Exam apatlô tawhta atlâh châpa cha Minister/Pastor châta chahnao theipa a châ aw.

10. Probationary Pastor biehneina nata tao awpazy

1. Probationary pastor cha pastor chahnao awpa ta pachhuahpanoh haipa chakaotuhpa a châ.
2. Probationary pastor cha awnanopa ta hmo anapa (Bâtina nata Beipa Tlâhkhâi) tah dei leipa ta cha, Pastor chakaona raihria zydua ano mohôhtuhpa pastor a saohiahpâ ta a chakao thei aw.
3. Pastoral Ministry Committee Chhihthana hawhta a chakao aw.
4. Ordination Course kô 3 achu aw ta, exam aw ta, a pass khai awpa a châ.
5. Assembly ta a ryh a tahna zie hawhta Biatuhpa Pastor ta tlyma, Associate Biatuhpa ta tlyma, Department Secretary ta tlyma a chakao aw.
6. Hezy a chakao thei aw.
 - a. Novâh Kupatusana
 - b. Sacrament-zy chakao no ta Pastor deichhy awpa (kresawti nata viachha raina)
 - c. Athipa ri Chakaona (Pabuna)
 - d. Vaituhpa Thlahchhana

17. Moderator biehneina nata tao awpazy

1. Moderator cha Mara Evangelical Church Assembly vuyhpa ta biehneituh chaipa a châ. Biehneina cha Awnanopa nôpawzy siepahliepa ta a hmâh aw.
2. Moderator ta he Ryureina nata Committee zy liata biehneituh chaipa Chairperson a châ awta, ryureina siezi dopa ta a chhitha aw.
 - a. Assembly
 - b. Assembly Executive Committee
 - c. Awnanopa Nôpawpazy Meeting (Officers' Council Meeting)
 - d. Finance & Property Committee
 - e. Pastoral Committee
 - f. Ministerial & Personnel Committee
 - g. Christian Education Committee
 - h. Planning Committee
 - i. Mission and Evangelism Committee
 - j. Christian Social Committee
 - k. Service & Development Committee
 - l. Nomination Committee
3. Awnanopa nôpawpazy (Church Officers) zy ama portfolio chyu ta raihriana mohôh aw ta, Ryureina biepathluhpazy ama hriapazi chatlie awpa ta pasopakâtuha nata baokhâtuha a châ aw.
4. MEC Constitution pabohsatuhpa a châ.
5. Awnanopa nôpawpazy daihti lalaopa liata su a rua tlamaw ha khiah, Awnanopa Nôpawpazy hry liata pakha kha su rua tlamawpa liata constitution hawhta thlai pabie awpa ta pachhuahpanotuhpa a châ.
6. Moderator ta Assembly nata AEC meeting châta Minute Secretary pano a patlysa aw ta, Ryureina achhâ nahta minute secretary pano hry liata pakha cha minute a paphuahsa aw.

5. Awnanopa Machâ Bia liata chhithatuha châ aw.
6. Khiehchhoh Awnanopa Committee liata member châ aw.
7. Assembly, Presbytery, Bia nata Local Church zy Ryureina liata Dâh ta a pasaipa hawhta member châ aw.

12. Awnanopa Machâzy Chakao theina

1. Pastor baotuh chaipa
2. Pastor y lei no ta athipa ri chakaona
3. Pastor a y lei no ta tlyma, Pastor ta a rao no ta tlyma vaihtuh thlahchhana
4. Pastor y lei no ta, KTP/KNP/KPP/Mission/ nata Luhpazy hlâna/pa-ina
5. Pastor y lei no ta Saw hlâna
6. Sacrament-zy chakao no ta Pastor deichhy awpa
7. Maihsa chakao theina
8. O thiehpa pahyna/Alyna
9. Cell group leaders
10. Sôh kheina, hlâna, sôh reina, sôh avaona
11. Tla leipazy vaihta deichhy awpa

13. Awnanopa Machâzy raihria awpa hropazy

1. Local Standing Committee ta Machâ bia a raipa hawhta ama chakao aw.
 - a. Bia chhoh odyh, maluh nata ama thâti pahno awpa.
 - b. Bia chhoh sahlaozy nata azaona phapa hnei awpa
 - c. Sahlaozy apakhy/khy lei, Sunday School ama kiah/kiah lei, chhohkha rairuna ama hnei/hnei lei pahno awpa
 - d. Sahlaozy hnohta Khazohpa bie chho ta, thlahchha awpa
2. Awnanopa meeting, pakhyipi, bie achuna zy nata committee miakha kha ta rai a pahniehpazy hria lyima awpa

3. Awnanopa apôhkhana, reiraohna, rai hrialah thaina ama pachâ aw.
4. Khihhhôh awnanopa sôh pôh theina, mohôhna nata avaona ama hria aw.
5. Awnanopa raihria nata Tlâhrai zy liata hmia a sah aw.
6. Awnanopa chhie noh pha noh ta hmia a sah aw.
7. Committee ta rai a pahniehpazy ama hria aw.

Khiehchhôn Machâ duahmo nata chakaona raihria

Reipasiana: Assembly paryhsana zie hawhta Khiehchhôn Awnanopa miakha mohôh ta chhihthana liata Awnanopa Machâzy deichhy awpa ta Khiehchhôn Machâzy atlypa a châ. Chazy cha Awnanopa Machâ baotuhpazy châ ei ta, Machâ chahnao thei awpa ta mopakia haipazy ama châ. Dâh ama chapia leipa khahta cha Khiehchhôn Machâ châta pa-i hawpazy cha hrochhôn châta a châ. Assembly ta Khiehchhôn Machâzy ta tlokhuh ama chakao thei nawpa ta he hawhta biehneina nata raihriazy a pie.

14. Khiehchhôn Machâ biehneina nata raihriazy

1. Khiehchhôn liata Awnano Machâ baotuhpa a châ aw.
2. Machâ bia liata Awnanopa machâ a chakaolah aw.
3. Maihsa chakao theina a hnei aw.
4. Awnanopa achhuahna nata Assembly bie pitloh thei nawpa ta a hria aw.
5. Awnanopa chhie noh pha noh, raihria nata tlâh rai zy liata hmia a sah aw.
6. Local nata Pastor Bia Ryureina liata member a châ aw.
7. Awnanopa apôhkhana rai a hria aw.
8. Khazohpa biechhona, Thlahpa leidiazy pachhana, bie pachuna, awnanopa mohôhna rai a chakao aw.

9. Local Committee ta rai a pahniehpazy a hria aw

15. Awnanopa zawpizy chakaona

1. Khazohpa Thlahpa hmosai piepazy, thaina nata sona nata ama saomâna zy cha Khazohpa chakaona liata ama hmâ lymâ awpa.
2. Awnanopa raihria nata tlâhrai liata tiama kawpa ta hria awpa.
3. Assembly nata ary liata Committee zy ta a pahniehpa raizy hria awpa.
4. Awnanopa chhie noh, pha noh liata chakaona hnei lymâ awpa.

BO-3

ASSEMBLY NÔPAWPAZY BIEHNEINA NATA TAO AWPAZY

Reipasiana: Assembly ryureina a pha kawpa nata athlâzi kawpa ta a sie thei n'awpa, Awnanopa hmahsiena zie ta Ryureina a siepalâh thei n'awpa ta nata Assembly bie pathlupazy thatlôpa ta hmahla pazipa a châ thei nawpa ta "Assembly Nôpawpazy" ary liata palâsapa hawhta atlypa châ aw eita, Assembly nata a ry liata Committee zy liata Nôpawpa ama châ aw.

16. Assembly nôpawpazy cha: Assembly ta ary liatapa hawhta Assembly Nôpawzy a hnei aw.

1. Moderator
2. Dyputy Moderator
3. Treasurer

4. General Secretary a y vei chhoh ta tlyma, thei leina kyh liata General Secretary a y thla hapa chhao ta tao awpa a pahnieh khiahta tlyma General Secretary vyuhpa ta hriatuh chaipa a châ aw.
5. Assembly ta rai a piepazy a hria aw.

22. Executive Secretary (Christian Education): Executive Secretary (Christian Education) biehneina nata tao awpazy cha:

1. General Secretary Pahnokheipa ta he raizy a hria aw.
2. Executive Secretary (Christian Education) ta a hria awpa (Portfolio)zy cha:
 - a. Sunday school nata Church Music
 - b. Literature & Publication
 - c. Secular/Theological Education, Theological seminar
 - d. Mass Communication
 - e. Board of Theological Education (LTC, MBC)
3. Christian Education Committee aw tyh aw ta, biepathlupazy a hriatuh chaipa a châ aw. Minute, record nata files zy a vao aw ta, a pabohsa aw.
4. General Secretary achhohiapa ta budget estimated achhuahnoh chhielie aw ta, Finance & Property Committee a ngiakhei aw.
5. Raihria report achhuahnoh aw ta, General Secretary siepahliepa ta Assembly Executive Committee â ngia khei aw.
6. Assembly, Assembly Executive Committee, Awnanopa Nôpawzy Ryureina Meeting nata Committee hropazy ta rai a pahniehpazy a hria aw.

23. Executive Secretary (Mission & Evangelism) : Executive Secretary (Mission & Evangelism) biehneina nata tao awpazy cha:

1. General Secretary pahnokheipa ta he raizy a hria aw.
2. Executive Secretary (Evangelism & Mission) ta a hria awpa (Portfolio)zy cha:

Zawpi lâta pado byuhpazy padosana hnei khaita minute pa-ina châta zawpi ku chaluahna a pahneisa aw. Minute cha Moderator nata General Secretary mo parohsa khai tawhta Minute Bu cha General Secretary lâta a pahlasa aw.

7. Awnanopa nôpawpazy chhuti (leave) hiana General Secretary a pie awpa liata khokheina a pie thei aw.
8. General Secretary khokheina ta Awnanopa nôpawpazy nata pastor-zy sasyh pabâhna a pyh aw ta, Assembly Executive Committee a tlô khei aw.
9. Pastor chahnaona (ordination) nata probationary pastor pa-ina (induction) a hria aw. Ano ta a chakao thei leina daihti liata Assembly vyuhpa ta aduahpa Committee miakha kha ta ano vyuhpa ta chakaotuhpa a rao aw.
10. Assembly nôpawpazy nata Awnanopa nôpawpazy pa-ina a tao aw.
11. Moderator cha Bia hneipa ta a chakaopâ aw.

18. Deputy Moderator biehneina nata raihriazy

1. Moderator thei leina maih ta Moderator âthla tyh aw.
2. Moderator baotuh chaipa a châ.
3. Moderator yleina maihta Moderator âthla aw.
4. Dy. Moderator cha Pastor bia a chakaopâ aw.

**BO-4
AWNANOPA NÔPAWPAZY
BIEHNEINA NATA TAO AWPAZY**

Reipasiana: MEC Awnanopa ta Assembly nata Assembly ry liata Ryureina zydua avao ta mohoh awpa Nôpaw (5) a hnei aw. Chazy cha MEC Awnanopa vyuhpa ta âduahpa ta mohohntuh chaipa nata raihria papuatuh

chaipazy ama chapa vata Awnanopa Nôpawpazy
(Church Officers) tahpa ama cha.

19. Awnanopa Nôpawpazy (Church Officers): Awnanopa Nôpawpazy ama cha.

1. General Secretary
2. Associate General Secretary
3. Executive Secretary (i/c Christian Education)
4. Executive Secretary (i/c Mission & Evangelism)
5. Executive Secretary (i/c Christian Social Concern)

20. General Secretary: General Secretary Biehneina nata Tao awpazy

1. MEC Awnanopa nôpaw chaipa nata maophaotuh chaipa a châ.
2. General Secretary hria awpa Portfolio zy cha:
 - a. General Church Administration;
 - b. Assembly Office Administration;
 - c. Finance & Property;
 - d. Service & Development Dept. âvao aw.
He thota Assembly ta a pahniehpa raizy a hria aw.
3. Assembly vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.
4. Assembly, Assembly Executive Committee, Awnanopa nôpawpazy Meeting nata ano ta a vaopa Committee Meeting zy Moderator a saohiapa ta aw aw ta, meeting minute zy, raihriana record-zy, files nata a hropa châ peimawhpa zydua a vao aw ta, a pabohsa aw.
5. Raihria pha thei via nawpa châta Awnanopa nôpawpazy nata âbyuhna hawhta department-luhpazy chhao hruapa ta Office Bearers' Meeting aw aw ta, a chhitha aw.

6. Awnanopa nôpawzy, Department luhpazy nata Assembly ry ta hriatuhpa zydua ama raihriana liata chhithatuh chaipa nata mohpado kheituh chaipa a châ.
 7. Khichhoh Awnanopa, Bia, Presbytery, Assembly Standing Committee, Boards, Commissions, Ad hoc Committees, nata a hropa department-zy ama likawh, department-zy nata Assembly likawh azaona phapa ama hnei thei nawpa ta chhithatuh chaipa a châ aw.
 8. Awnanopa vyuhpa ta Assembly nata Moderator lâta maophaotuh chaipa a châ.
 9. Constitution & Rules pasaina hawhta hriatuhpazy chhuti (leave) pietuhpa a châ.
 10. Assembly ry liata hriatuhpazy appointment order taotuhpa a châ aw.
 11. Râh chhoh, râh khôtho lâta awnanopa py hropazy, organization, society nata Sawhkha zy azaona phapa hnei thei nawpa ta maophaotuh chaipa a châ.
 12. Awnanopa chhoh nata râh khôtho lâta vâduana/chhiena liata baona (relief) kyh liata maophaotuh chaipa a châ aw.
 13. Assembly budget nata audited statemnet zydua Treasurer pahnokheipa ta Finance & Property Committee siepahliepa ta Assembly Executive Committee a ngia kheia aw.
 14. Assembly ta rai a pahniehpa zy a hria aw.
- 21. Associate General Secretary :** Associate General Secretary biehneina nata raihria cha:
1. General Secretary baotuh chaipa a châ aw.
 2. Associate General Secretary hria awpa Portfolio cha:
 - a. Pastoral Ministry & Committee
 - b. Church Statistics
 3. General Secretary ta rai a pahniehpazy a hria aw.

3. Service & Development Committee aw tyh aw ta, biepathlupazy a hriatuh chaipa a châ aw. Minute, record nata files zy a vao aw ta, a pabohsa aw.
4. Hmahsiena Seminar, Workshop, Training nata achunazy a patôhpatiah aw.
5. General Secretary a chhoiapa ta budget estimated achhuahnoh chhielie aw ta, Finance & Property Committee a ngiakhei aw.
6. Raihria report achhuahnoh aw ta, General Secretary sie pahliepa ta Assembly Executive Committee a ngiakhei aw.
7. Assembly, Assembly Executive Committee, Awnanopa Nôpawzy Ryureina Meeting, committee hropazy ta rai a pahniehpazy a hria aw.
8. General Secretary nata OB pahno kheipa ta hmahsienaa kyh liata py hropa, NGOs, INGOs nata GO chhao azaona ahnei aw.
9. Ti nata tlâh, hmotaopazy pabohsapa ta, chheipâh phanazy taopa a pachâ aw.
10. Local SDD siephana a pachâ aw.
11. SDD rahria cha SDD chhihthana dâh hawhta a châ aw.

27. Secretary, Krizyha Nô Py

KNP Secretary biehneina nata tao awpa cha he hawhta a châ aw.

1. Assembly ta full time hriatuhpazy hry tawhta KNP secretary châta atlypa/araopa chhituipa a châ aw.
2. Assembly hmâ haipa KNP Chhithana Dâh hawhta a chhihtha aw.
3. Local KNPzy siephana lâthlôh tluapa ta a chhihtha aw.
4. Awnanopa Nôpawzy pahnokheipa ta MEC kaolâh Awnanopa nata Awnanopa phu/py hropazy liata KNPzy lâta azaona phapa hneina a tei aw.
5. Kyh to liata chanôzy hmâsiena a pachâ aw.

- a. Home Mission
 - b. Inland Mission (Evangelical Mission)
 - c. Foreign Mission
 - d. Revival & Evangelism
3. Mission & Evangelism Committee aw tyh aw ta, biepathlupazy a hriatuh chaipa a châ aw. Minute, record nata files zy a vao aw ta, a pabohsa aw.
 4. Local nata Presbytery Mission board-zy chakaona hmasiena a pachâkhei aw.
 5. Evangelical Mission chakaona hmasiena pachâ aw ta, a mopado tyh aw.
 6. MEC Mission chakaona liata General Secretary saohiaha ta hrialahpa (partners) tlua awpa ta, abyuhna hawhta report a pie tyh aw.
 7. General Secretary achhoiapa ta budget estimate achhuahnoh chhielie aw ta, Finance & Property Committee â ngiakhei aw.
 8. Raihria report achhuahnoh aw ta, General Secretary siepahliepa ta Assembly Executive Committee a ngiakhei aw.
 9. Assembly, Assembly Executive Committee, Awnanopa Nôpawpazy Ryureina Meeting nata committee hropazy ta rai a pahniehpazy a hria aw.
 10. Constitutution nata Rules hawhta Evangelical Mission Avaro aw.

24. Executive Secretary (Christian Social Concern): Executive Secretary (CSC) biehneina nata tao awpazy cha:

1. General Secretary pahnokheipa ta he raizy a hria aw.
2. Executive Secretary (CSC) ta a hria awpa Portfolio zy cha:
 - a. Christian Social Concern Committee
 - b. Cultural Studies
 - c. Heritage

Chakaona Dâh

3. Marapa culture phapazy pabohsa aw ta, Awnanopa nata achakhiapa phohrozy cha seminar, workshop zy taopa ta pado thei awpa ta a hria aw.
4. Mararâh liata hmo parohpazy, tlâhsâhpazy, ngiatlâh a chapazy tlua aw ta, pabohsa aw ta, record phapa a tao lymâ aw.
5. Christian Social Concern Committee aw tyh aw ta, biepathlupazy a hriatuh chaipa a châ aw. Minute, record nata files zy a vao aw ta, a pabohsa aw.
6. General Secretary achhohiapa ta budget estimate achhuahnoh aw ta, Finance & Property Committee â ngiakhei aw.
7. Raihria report achhuahnoh aw ta, General Secretary siepahliepa ta Assembly Executive Committee a ngiakhei aw.
8. Assembly, Assembly Executive Committee, Awnanopa Nôpawzy Ryureina Meeting nata committee hropazy ta rai a pahniehpazy a hria aw.
9. Sub-Headquarters, Ngephepi liata Office kiah aw ta, he zy he delegated power ta a a hria aw.
 - a. General Secretary ta delegated power piepa ta Sub. Hqrs. chhoh Local, Bia nata No. 4 Presbytery administration;
 - b. General Secretary ta delegated power piepa ta Sub. Hqrs. chhoh Finance & Property kyh
 - c. Associate Gen. Secretary ta delegated power piepa ta Pastoral nata Statistics kyh

BO - 5

DEPARTMENT SECRETARY/FINANCE OFFICER/ MISSION DIRECTOR/LTC PRINCIPAL DUAHMO NATA TAOAWPAZY

Reipasiana: MEC Assembly ta Awnanopa hmâsie via lyma thei nawpa ta Department zy paduapa ta âbyuhna hawhta a baichha

Chakaona Dâh

lyma. Cha department ry liata he hawhta hriatuhpazy lapa ta chakao lymapa a châ.

25. Assembly Ry liata Department-zy

1. MEC Awnanopa ta Assembly ry liata Department mia (5) a hnei. Chazy cha:
 - a. Service & Development Department
 - b. Krizyhpa Nô Py (KNP) (Christian Women Fellowship)
 - c. Krizyhpa Thyutlia Py (KTP): (Christian Youth Fellowship) nata
 - d. Krizyhpa Hawti Py (KHP): (Christian Children Fellowship)
 - e. Krizyhpa Paw Py (KPP) : (Christian Men Fellowship)
2. Department chyu biehneina nata raihriana cha Assembly ta âpya Chhithana Bu (Guide Book) hawhta a châ aw.

26. Secretary, Service & Development Department

SDD Secretary biehneina nata tao awpazy cha he hawhta a châ.

1. General Secretary pahnokheipa ta SD Secretary ta a hria awpa (Portfolio) tlâhpipazy cha:
 - a. Sustainable Development
 - b. Empowerment
 - c. Income generation
2. Hezy a hria thei nawpa ta ary lia hawhta a hria aw.
 - a. Centre of Maraland Education (COME): Marapa sawzy achuna liata hmasiena a hnei lyma thei nawpa ta siku paduana, achuna thapatlôna, scholarship tluana zy chhao a hria aw.
 - b. Shalom tahpa moh ta Hmotaotheina Noâchhihpa Ahneipazy (HNA) thapatlôna rai a hria aw.

Chakaona Dâh

10. KHP Department estimated budget achhuahnoh chhielie aw ta, Finance & Property Committee siepahliepa ta Assembly Executive Committee a tlôkhei aw.
11. Assembly, Assembly Executive Committee nata Committee hropazy ta a pahniehpa raizy a hria aw.

BO – 5

PRESBYTERY NÔPAWPAZY DUAHMO NATA RAIHRIA

Reipasiana: Presbytery ryureina a pha kawpa nata athlâzi kawpa ta a sie thei n'awpa, Awnanopa hmahsiena zie ta Ryureina a siepalâh thei n'awpa ta nata ryureina bie pathlupazy thatlôpa ta hmahla pazipa a châ thei nawpa ta “Presbytery Nôpawpazy” ary liata palâsapa hawhta atlypa châ aw eita, Presbytery nata a ry liata Committee zy Nôpawpa ama châ aw.

31. Presbytery Awnanopa Nôpawzy (Presbytery Office Bearers)

He zy he Presbytery Ryureina nôpawpazy ama châ.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer

32. Chairman Biehneina nata tao awpazy

Presbytery Awnanopa nôpawpazy atlyna cha he hawhta a châ.

1. Chairperson cha Presbytery Awnanopa Ryureina ta awnanopa machâ hry lia tahpa kô 2 term-kha châta a tlyh aw.

Chakaona Dâh

6. KNP hmahsiena châta seminar, leadership, workshop, achuna pachhohpazy a pachhuahpanoh aw.
7. KNP Central Conference chhihthatuh chaipa a châ aw.
8. Kyhpacha Hawtizy Deichhyna (KHD) maohphaona nata siephana pachâ aw ta, KHD Chhihthana Dâh hawhta âvao aw.
9. KNP Department cha Executive Secretary (Christian Education) ta a vao aw.
10. General Secretary siepahliepa ta KNP department raihria a report tyh aw.
11. KNP Central Conference report cha Assembly Executive Committee â ngia khei aw.
12. KNP Department estimated budget achhuahnoh chhielie aw ta, Finance & Property Committee siepahliepa ta Assembly Executive Committee a ngiakhei aw.
13. Assembly, Assembly Executive Committee nata Committee hropazy ta a pahniehpa raizy a hria aw.

28. Secretary, Krizyha Thyutlia Py

KTP Secretary biehneina nata tao awpazy cha:

1. Assembly ta full time hriatuhpazy hry tawhta KTP secretary châta atlypa/araopa chhituhpa a châ aw.
2. Assembly hmâ haipa KTP Chhithana Dâh hawhta a chhihtha aw.
3. Local KTPzy siephana lâthlôh tluapa ta a chhihtha aw.
4. Awnanopa Nôpawzy pahnokheipa ta MEC kaolâh Awnanopa nata Awnanopa phu/py hropazy liata KTPzy lâta azaona phapa hneina a tei aw.
5. Kyh to liata Thyutliazy hmâsiena a pachâ aw.
6. KTP hmahsiena châta seminar, leadership, workshop, skill training nata achuna pachhohpazy a pachhuahpanoh aw.

Chakaona Dâh

7. Awnanopa chariah a châpa paritheipa adyuhna program zy a tao aw.
8. Awnanopa Kyhchhih laipazy liata ushers nata stewards zy ta chakaopa ta Awnanopa Nôpawpazy ama hrialah aw.
9. Khazohpa reithaina hla, choir, music lâchhâh hmahsiena nata Krismas Carol zy ama pachâ aw.
10. KTP Central Conference chhihthatuh chaipa a châ aw.
11. KTP Department cha Executive Secretary (Mission) ta a vao aw.
12. General Secretary siepahliepa ta KTP department raihria a report tyh aw.
13. KTP Central Conference report cha Assembly Executive Committee â ngiakhei aw.
14. KTP Department châta estimated budget a chhuahnoh chhielie aw ta, Finance & Property Committee siepahliepa ta Assembly Executive Committee a tlôkhei aw.
15. Assembly, Assembly Executive Committee nata Committee hropazy ta a pahniehpa raizy a hria aw.

29. Secretary, Krizyha Paw Py

KPP Secretary biehneina nata tao awpazy cha:

1. Assembly ta full time hriatuhpazy hry tawhta KPP secretary châta atlypa/araopa chhituhpa a châ aw.
2. Assembly hmâ haipa KPP Chhithana Dâh hawhta a chhihtha aw.
3. Local KPPzy siephana lâthlôh tluapa ta a chhihtha aw.
4. KPP hmahsiena châta seminar, leadership, workshop, skill training nata achuna pachhohpazy a pachhuahpanoh aw.
5. Awnanopa chariah a châpa paritheipa adyuhna program zy a tao aw.
6. KPP Central Conference chhihthatuh chaipa a châ aw.

Chakaona Dâh

7. KPP Department cha Associate General Secretary ta a vao aw.
8. General Secretary siepahliepa ta KPP department raihria a report tyh aw.
9. KPP Central Conference report cha Assembly Executive Committee â ngiakhei aw.
10. KPP Department estimated budget achhuahnoh chhielie aw ta, Finance & Property Committee siepahliepa ta Assembly Executive Committee a tlô khei aw.
11. Assembly, Assembly Executive Committee nata Committee hropazy ta a pahniehpa raizy a hria aw.

30. Secretary, Krizyha Hawtzy Py

KHP Secretary biehneina nata tao awpazy cha:

1. Assembly ta full time hriatuhpazy hry tawhta KHP secretary châta atlypa/araopa chhituhpa a châ aw.
2. Assembly hmâ haipa KHP Chhithana Dâh hawhta a chhihtha aw.
3. Local KHPzy siephana lâthlôh tluapa ta a chhihtha aw.
4. Kyh to liata Hawtzy hmâsiena, Sunday School kiapha theina nata hawtzy châta achuna buzy chhao a patohpatia aw.
5. KHP hmahsiena châta chhihthatuhpazy châta leadership nata achunazy a pachhuahpanoh aw.
6. KHP Central Conference chhihthatuh chaipa a châ aw.
7. KHP Department cha Executive Secretary (Christian Education) ta a vao aw.
8. General Secretary siepahliepa ta KHP department raihria a report tyh aw.
9. KHP Central Conference report cha Assembly Executive Committee â ngiakhei aw.

37. Pastor Bia Nôpawpazy

Hezy he Pastor Bia Nôpawpazy ama châ.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer

38. Chairperson biehneina nata tao awpa

1. Chairperson cha Bia Awnanopa Ryureina ta pastor tlyma, awnanopa Machâ hry lia tahpa â tlyhpa a châ.
2. Bia Awnanopa Ryureina nôpaw chaipa nata maophaotuh chaipa châ aw ta, bia hmâhsiena a pachâ aw.
3. Kô 2 term-kha a châ aw.
4. Bia Awnanopa Ryureina nata Bia Office Bearers' Committee zy liata Chairperson châ aw ta, Assembly hmâhaipa Ryureina Chhithana Dâh hawhta a chhitha aw.
5. Bia Awnanopa vyuhpa ta biereina thei ta, châ a roh thei hra.

39. Vice Chairperson biehneina nata raihriazy

1. Chairperson baotuh chaipa châ aw ta, Chairman ta rai a piepazy a hria aw.
2. Chairperson a y leina daihti liata Chairperson maohphaohna a lâ aw.
3. Kô 2 term-kha a châ aw.

40. Secretary biehneina nata raihriazy

1. Assembly ta Biatuhpa Pastor châta atlypa a châ. Biatuhpa Pastor cha ano Pastor Bia liata Secretary a châ.
2. Bia Awnanopa Ryureina nata Bia Awnanopa Nôpawzy Ryureina zy a hria papuatuh chaipa châ aw ta, record nata minute original zy a vao aw ta, a pabohsa aw.
3. Kô 4 term-kha a châ aw

2. Presbytery Awnanopa Ryureina nôpaw chaipa nata maophaotuh chaipa châ aw ta, Constitution nata Rule hawhta awnanopa a chhitha aw.
3. Presbytery vyuhpa ta bie rei thei ta, châ a roh thei hra.
4. Chairman a châna Presbytery liata khihsah ta a pahrapa a châ aw.
5. Presbytery Awnanopa Ryureina nata Presbytery Awnanopa Nôpawpazy Ryureina (Office Bearers' Committee) zy liata Chairperson a châ aw.
6. Presbytery chhôn Awnanopa apôkhana, sôh hmâhsiena nata awnanopa laiseihna a pachâ aw.
7. Presbytery chhôn liata hmo peimawhpa nata chatliepa a y khiah thlai aluah aw ta, Presbytery Secretary achhohiapa ta a hriapazih aw.
8. Presbytery chhôn liata Awnanopa Kyhchhi laipazy patohpatiakheituhpa a châ aw.
9. A yna tawhta Presbytery hro lâ a pasie khiata cha a Chairman châna pahlei aw ta, Vice Chairman ta a su a thlâ aw ta, ano vyuhpa ta Presbytery ta Vice Chairman a tlyh heih aw.

33. Vice Chairperson biehneina nata tao awpa

1. Presbytery Awnanopa Ryureina ta awnanopa machâ hry lia tahpa kô 2 term-kha châta a tlyh aw.
2. Chairperson baotuh chaipa cha aw ta, Chairman ta rai a piepazy a hria aw.
3. Chairperson a y lei chhôn ta Chairperson maohphaohna a la aw.

34. Secretary biehneina nata tao awpazy

1. Secretary cha Assembly ta pastorzy hry liatapa kô 4 term kha châta a tlyhpa a châ.

Chakaona Dâh

2. Presbytery Awnanopa Ryureina nata Presbytery Awnanopa Nôpawpazy Ryureina (Office Bearers' Committee) zy a hria papuatuh chaipa a châ aw.
3. Presbytery Awnanopa vyuhpa ta châ roh aw ta, châ daoh hra aw ta, Constitution pasaina chhôn liata pahnokheina nata khokheina (recommendation) chhao a roh thei hra aw.
4. Awnanopa Machâ chahnaona rai a chakao aw.
5. Chairperson pahnokheipa ta Presbytery Ryureina noh (30) âbyuhpa ta a aw aw.
6. Bia la tawhta agenda-zy dao aw ta, Presbytery agenda a pachhuahpanoh aw.
7. Presbytery Ryureina, Presbytery Mission Board, KNP, KTP, KPP nata SDD Ryureina biepathlupazy avaotuhpa nôpawzy lâta adaihti ta liata thlai a tlôkhei tyh aw.
8. Prebytery Ryureina Minute Bu hnei aw ta, a vao aw ta, a hriapazi aw.
9. Presbytery chhôn Chakaona Record bu hnei aw ta, chakaona kyhzy roh lymâ aw ta, a vao aw.
10. Presbytery Awnanopa statistics siano ta a bu ta tao awpa ta, avao aw. Assembly Statistics avaotuhpa Associate General Secretary lata a report aw.
11. Assembly nata Awnanopa nôpawpazy nata committee hropazy a pahniehpa rai hropazy a hria aw.

35. Assistant Secretary biehneina nata tao awpa

1. Assistant Secretary cha Presbytery Awnanopa Ryureina ta pastor tlymâ, awnanopa machâ hry lia tahpa tlymâ kô 2 term kha châta a tlyh aw.
2. Secretary baotuhpa a châ aw.
3. Presbytery Awnanopa Ryureina liata minute a roh tyh aw.
4. Presbytery ryureina nata Presbytery Executive Committee zy liata minute a roh aw.

Chakaona Dâh

5. Ryureina achhâ nahta Minute rohpa zy phuahna hnei aw ta, Chairman nata secretary moh parohsa khai ta ano moh chhao roh awta Secretary a hlâ aw.
6. Secretary yleina, thei leina daihti liata Secretary maohphaona a la aw.
7. Secretary ta ano vyuhpa ta rai a pahniehpazy a hria aw.

36. Treasurer biehneina nata tao awpa

1. Treasurer cha Presbytery Awnanopa Ryureina ta pastor tlymâ, awnanopa Machâ hry lia tahpa tlymâ kô 2 term kha châta a tlyhpa a châ.
2. Presbytery sôh pôh thei nawpa ta pachâtuha, a hneipa sôh avaotuhpa nata maophaotuh chaipa a châ.
3. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.
4. Presbytery ryuerina tlyma, Presbytery Executive Committee tlyma ryhraopa hawhta sôh athaotuhpa a châ.
5. Peimawh chatliena liata cha Presbytery OB ryhraona hawhta sôh hmâ awpa ta athao papuatuhpa a châ aw.

BO-6

PASTOR BIA NÔPAWPAZY BIEHNEINA NATA TAO AWPA

Reipasiana : Assembly paryhsana zie hawhta Khichhôn Awnanopa mia (3) tawhta mia (5) taih ta mohôhna miakha ta y pahmaohpa cha Pastor Bia sâkha ta y aw ta, awnanopa thapatlôna nata hmâhsie nawpa ta kô kha ta achy chaita ei kha “Pastor Bia Ryureina” hnei awpa a châ.

Chakaona Dâh

aazona phapa tei awpa nata âmozy pasopakatuha a châ.

6. Local Church Office raihriana liata he hawhta a hria aw.
 - a. Awnanopa Maluh Rona, Chakaotuhpazy Moh Rona, Finance Summary Account, Local Church History, Chakaona Record nata file zy âdo kawpa nata siano kawpa ta ama vao thei nawpa ta a chhitha aw.
 - b. Awnanopa châta kô chhôn raihria awpa mâsâna (vision)zy pachâ chili aw ta, local standing committee liata ângiakhei aw.
 - c. Local Standing Committee pahnokheipa ta Awnanopa vyuhpa ta châ roh thei aw ta, châ paphaopa dao aw ta, abyuhna hawhta a hriapazi aw. File liata paso awpa ta Local Secretary hnoh a pie aw.
 - d. Biechhona, Khazohpa bie pachuna, maihsâ hmâh theina rai.
 - e. Local Standing Committee, Local General Meeting nata Office Bearers Meeting zy ta Awnanopa âthlâzi kawpa ta ama chhitha thei nawpa ta a pachhuahpanoh aw.
7. Châbu âvao awpazy
 - a. Awnanopa Sôh Summary Account bu.
 - b. Awnanopa History Châbu (Abyuhna maih local chhituhpa zydua ta ama roh tyh aw)
 - c. Local Chakaotuhpa zydua Moh Rona Châbu

48. Chairperson (Local Committee) biehneina nata tao awpazy:

1. Chairperson cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 1 châta âtlypa a châ.
2. Khichhôn Awnanopa Nôpawpazy Ryureina, Khichhôn Awnanopa Ryureina nata Khichhôn Awnanopa Zawpi Ryureina zy liata maohpaotuh chaipa Chairperson a châ.

Chakaona Dâh

4. Bia Awnanopa vyuhpa ta châ roh aw ta, châ daoh hra aw ta, Constitution pasaina chhôn liata pahnokheina nata khokheina (recommendation) chhao a roh thei hra aw.
5. Chairperson pahno kheipa ta committee aw aw ta, agenda-zy a patohpatia aw.
6. Bia Awnanopa chhôn duahmo nata maluh rona statistics sianôpa a tao aw.
7. Assembly nata Awnanopa nôpawpazy, Presbytery Awnanopa nôpawpazy nata committee hropazy ta a pahniehpa rai hropazy a hria aw.
8. Secretary biehneina nata raihria cha BIATUHPA PASTOR liata palasapa hawhta a châ.

41. Assistant Secretary biehneina nata raihriazy

1. Assistant Secretary cha Bia Ryureina ta Pastor tlyma, Awnanopa Machâ tlyma hry ta a tlypa a châ.
2. Assistant Secretary cha Secretary baotuh chaipa a châ aw ta, Secretary ta rai a pahniehpazy a hria aw.
3. Secretary a y leina daihti liata Secretary maohphaohna a lâ aw.
4. Kô 2 term-kha a châ aw.
5. Bia Awnanopa Ryureina liata minute a roh tyh aw.

42. Treasurer biehneina nata raihriazy

1. Treasurer cha Bia Awnanopa Ryureina ta pastor tlyma, awnanopa Machâ hry lia tahpa tlyma âtlypa a châ.
2. Kô 2 term-kha châta â tlyh aw.
3. Bia Awnanopa ta a hneipa sôh avatuhpa nata maohpaotuh chaipa a châ aw.
4. Bia Awnanopa sôh pôh thei nawpa ta pachâtuha chaipa a châ aw.

Chakaona Dâh

5. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.

43. Biatuhpa Pastor biehneina nata Raihriazy

Biatuhpa Pastor zy biehneina nata raihria cha Chakaona Dâh Article 7 & 8 liata hawhta a châ.

44. Probationary Pastor Biehneina nata raihriazy

Probationary Pastor zy biehneina nata raihria cha Chakaona Dâh Article 9 liata hawhta a châ.

BO-7

**LOCAL AWNANOPA NÔPAWZY
DUAHMO NATA CHAKAONA**

Reipasiana: Khiehchhôn Awnanopa cha Assembly paryhsana zie hawhta ngiapâtuha hlaokha tlyma, sahlao khazie tlyma, vaihkha tlyma, awnanopa dâh hawhta hmaohkha ta achhyna sukha nata raopa daihti liata apakhypa ta mohôhna phapa hnei thei awpa ta paduapa a châ. Khiehchhôn Awnanopa miakha siepha lyma thei nawpa ta local church nôpawzy he hawhta paduapa a châ.

45. Khiehchhôn Awnanopa Nôpawpazy

Khiehchhôn Awnanopa Nôpawpazy (Office Bearers) zy cha:

1. Biatuhpa Pastor
2. Hyutuhpa
3. Chairperson
4. Vice Chairperson
5. Secretary
6. Assistant Secretary
7. Finance Secretary
8. Treasurer

Chakaona Dâh

46. Biatuhpa Pastor Biehneina nata tao awpazy

Biatuhpa Pastor biehneina nata tao awpa cha Chakaona Dâh Articles 7 & 8 hawhta a châ.

47. Hyutuhpa Biehneina nata Tao awpazy

1. Hyutuhpa cha Khiehchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta achyha chai ta Machâ kô (3) a hria hawpazy hry tawhta âtlypa a châ.
2. Khiehchhôn Awnanopa liata nôpaw chaipa a châ.
3. Kô 4 term-kha a châ.
4. Pastor baotuh chaipa châ aw ta, Pastor y leina liata hezy a chakao aw.
 - a. Saw hlâna
 - b. Athipa Chakaona
 - c. Department Chhihtuhpazy pa-ina nata Church School pachutuhpazy hlâna
 - d. Vaihtuhpa Thlahchhana
 - e. Local church liata avaw pakhypha khichhai chibaihuna
5. Hezy he Hyutuhpa ta a chakao awpa a cha aw.
 - a. Dyhchâ pathaihpâ tlâh awna
 - b. Awnanopa khichhai dao aw ta, a mohôh aw.
 - c. Chhoreipa pathlâna a tao aw.
 - d. Awnanopa mebâh thiehpa alypangiana a tao aw
 - e. Awnanopa odyh to vaina
 - f. Machâ bia tawhta rai peimawhpa vaw puapazy
 - g. Awnanopa noh peimawhpa hma phana a pachâ aw.
 - h. Maihsa chakaotuhpa raona liata pachâna a pie aw.
 - i. Awnanopazy ngiapâna liata ama hra thei nawpa program zy a pachâ aw.
 - j. Awnanopa liata chakaotuhpazy (pastor, machâ, khiehchhôn machâ, department luhpazy) apôhkhana,

53. Treasurer biehneina nata raihriazy

1. Treasurer cha Khihchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Khihchhôn Awnanopa ta a hneipa sôh nata property zy registration taopa ta avaotuhpa nata maohphaotuh chaipa a châ aw.
3. Awnanopa sôh pôn thei nawpa ta pachâtuha chaipa a châ aw.
4. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.
5. Khichhôn Awnanopa sôh zy cha Bank liata Biatuhpa Pastor tlyma, Hyutuhpa tlyma pahnokheipa ta Mara Evangelical Church moh ta a paso aw. Bank y leina su liata cha pastor tlyma, Hyutuhpa pahno kheipa ta a paso aw.
6. Finance rule hawhta Awnanopa sôh â vao aw.
7. Finance Secretary tawhta sôhzy a hlâh aw ta, aziepa sia kawpa ta nuby nata hawrawh sano ta roh aw ta, Finance Secretary a pasign-sa aw.
8. Hyutuhpa nata Finance Secretary Pahnokheipa ta Pastor siepahliepa ta Office lâta sôh a paphao aw. Pastor hnohta sôh pie nota aziepa (Amount) âki/ki lei pareisapa ta Treasurer châbu liata moh a parohsa ha aw.
9. Local Church Hmohneipazy Rona Bu a vao aw.

54. Sunday Superintendent biehneina nata raihriazy

1. Sunday Superintendent cha Khihchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Local church liata Sunday School achuna nata hmâhsiena a pachâ aw.
3. Adaihtita liata Achuna Bu hmô thei awpa ta Office nata azao aw.

3. Kôkha term kha a châ aw.
4. Assembly ta ahmâpa Ryureina Chhithana Dâh hawhta a chhitha aw.
5. Pastor nata Hyutuhpa asao hiahpa ta Meeting zy Local Secretary a pahruasa aw.
6. Meeting agenda a pachâtuha nata biepathlupazy hriapazi chatliena awpa ta maophaohtuhpa a châ.

49. Vice Chairperson biehneina nata raihriazy

1. Vice Chairperson cha Khihchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 1 châta âtlypa a châ.
2. Chairperson baotuh chaipa châ aw ta, Chairperson a y leina daihti liata Chairperson maohphaohna a lâ aw.
3. Chairperson ta rai a piepazy a hria aw.

50. Local Secretary biehneina nata raihriazy

1. Secretary cha Khihchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta âtlypa a châ.
2. Kô 4 term-kha a châ aw.
3. A chakao via awpazy cha
 - a. Khihchhôn Awnanopazy lata pahnosa byuhpazy pahnosatuhpa a châ.
 - b. Pastor, Hyutuhpa, Chairman pahnokheipa ta Awnanopa vyuhpa ta chârôtuha a châ.
 - c. Meeting biepathlupazy zawpi lâta a puah aw.
 - d. Maihsa Chairman baotuh chaipa a châ aw.
 - e. Pastor nata Hyutuhpa asaohiahpa ta Maihsa tawhta biereituhpa (daihti) a rai aw.
 - f. Hawsaih a pihpazy, su hro la tawhta avaw pasiepazy, athipazy, nôvah kupatusapazy record a tao aw.
 - g. Bati achâpa nata Beipa Tlakhai Chakao theipazy Maluh a la tyh aw.

- h. Achhyna Diary liata Apakhy theipa maluh, khichhai peimawhpa a vaw pakhypazy moh, speaker moh nata a bietapa pachhohpazy a roh aw.
 - i. Local church châta hmosaipa apiepazy moh roh lyma aw ta, Hyutuhpa nata secretary moh ta alyna biereina châ a pie aw.
4. Local Châbu Peimawpa Avaô awpazy
- a. Khichhông Awnanopa Record
 - b. Local Church Ryureina Minute Bu zy
 - c. Châ apuapa nata ângiahpa File
 - d. Daihti Raina Châbu
 - e. Hawsaih apih thiehpa Rona Châbu
 - f. Nôvah Kupatusana Record Bu
 - g. Bati Pachasapazy Record
 - h. Beipa Tlakhai Chakaona Record Bu
 - i. Local Statistics (Maluh Rona Bu)
 - j. Athipazy Moh Rona Record
 - k. Achhyna Diary
 - l. Hmosaipa piepazy Rona Bu
5. Local Office raihriana liata hezy he a hria aw.
- a. Hyutuhpa tawhta châ dao awpa ta, â laichadai aw ta, file âvao aw.
 - b. Khichhông Awnanopa Chairperson, Hyutuhpa nata Pastor asaohiahpa ta committee a aw tyh aw.
 - c. Pastor, Chairperson nata Hyutuhpa achhohiapa ta agenda a pachhuahpanoh aw.
 - d. Local Annual General Meeting liata Statistics âkichai kawpa ta a report aw.
 - e. Local church liata department Committee zy liata Ex-Officio a châ.

51. Assistant Secretary biehneina nata raihriazy

1. Secretary cha Khichhông Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Secretary baotuhpa a châ aw ta, Secretary y leina daihti liata ano vyuhpa ta a hria aw.
3. Khichhông Awnanopa Ryureina zy liata minute a roh tyh aw.
4. Secretary ta ano vyuhpa ta rai apahniehpa a hria aw.
5. Meeting achhâ nahta biepathlupa zy zawpi lâta phuah aw ta, zawpi ama pyh tawhta Chairman nata Secretary zy moh a parosa aw.

52. Finance Secretary biehneina nata hria awpazy

1. Secretary cha Khichhông Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Assembly ta ahmâpa Sôh Avaona Dâh hawhta sôh a mohông aw.
3. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.
4. Estimated budget nata audited statement zy achhuahnoh chhielie aw ta, Khichhông Awnanopa Ryureina a tlô kheï aw.
2. Sôh azuahtuhpazy tawhta sôh ahlâh aw ta, receipt piepa ta ano Account bu liata a pangia aw.
3. Ano ku liata sôhzy cha Treasurer lâta thlai a pangia aw.
4. Local Church ta Fund a hneipa cha Sôh Angiahpa (income) nata Hmâna (expenditure) siano kawpa ta palasapa ta Local Committee â ngiakhei aw.
5. Sôh kyh ta zo/ngâ leina a y lei nawpa ta zawpi pahno kheï theipa ta finance rule hawhta sôh â vao aw.

Chakaona Dâh

4. Khihchhoh Machâ ta âpaih saipa local church liata ano su ruapa (seat) cha thlai pabie chatlie awpa a châ.

BO - 9

CHAHNAONA NATA PA-INA (Ordination and Induction)

Reipasiana: Awnanopa mohôhtuupa châta nata rai eihràhpa pahriasa awpa ta cha Constitution & Rules hawhta chahnaopa tlyma, pa-ipa tlyma deita hria thei awpa a châ. Chahnaona nata Khihchhoh Machâ pa-ina cha Ordained Minister/Pastor ngalah ta a hria thei aw. Chahnaona cha Constitution & Rules hawhta a tlohkipazy ngalah chahnao theipa ama châ.

Pastor chahnaona (Ordination): Assembly ta pastors ta a chahnao thei awpazy thliena cha he hawhta a châ.

60. Constitution & Rules hawhta a tlohkipa

1. Constitution & Rules hawhta achuna a patlôpa
2. Ano tlaita ordained pastor châta khopasapa ta a hiahpa
3. Probationary Pastor chakaona kô-3 a tloh tawhta Ordination Course a pass hawpa
4. Palôhrupa nata thlahpa hro liata pitlohpa, Assembly ta chahnao tlâh awpa ta a pathlupa
5. Ano mohôhtuupa Pastor recommendation, a yna Bia recommendation nata Associate General Secretary (i/c Pastoral Ministry) ta a chakaona evaluation zydua chhaota Pastoral Committee, Officers' Council, Ordination Council, Assembly Executive Committee nata Assembly liata phuah aw ta, chahnao tlâh a châpa ta pahnopa cha chahnao theipa a châ aw. Assembly daihti Abeipa noh my ta chahnaopa ama

Chakaona Dâh

4. Py to Sunday School Pachutuhpazy patlysana, training piena a patohpatia aw.
5. Sunday School Achuna Record Bu a vao aw.
 - a. Local Church liata achu theipazy Py
 - b. Py to achu theipa moh
 - c. Py to pachutuhpazy moh
 - d. Py to exam theipa moh nata mark
 - e. Sunday School sôh thyuna nata hmâna rona record hnei aw ta, sôh cha finance secretary siepahliepa ta Treasurer la angiah aw.
6. Krizyhpa Hawti Py (KHP) hmâhsiena a pachâkhei aw.
 - a. KHP zy achuna phapa hnei thei awpa
 - b. Hla nata bieta chhihthana
 - c. Nursery School hnei theina lâthlôh
7. Awnanopa Mini library hneipha awpa

55. Chairperson (Mission Baord) biehneina nata raihriazy

1. Mission Board Chairperson cha Khihchhoh Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Mission Chhihthana Dâh hawhta Mission Baord a chhihtha aw.
3. Mission sôh target patloh thei awpa ta ârâpasua lymâ aw.
4. Awnanopa zawpi ta mission pahâpa ta missionary palôh ama phao thei awpa ta a tei aw.
5. Mission Noh peimawhpazy a pha chaipa ta ahmâhpa ta Awnanopa âthôh khei awpa ta a patohpatia aw.
6. Mission ta sôh hnawh a hneipazy hawhta Awnanopazy ta ama thyu pha thein' awpa ta a hria aw.

56. Chairperson (Service & Development) Biehneina

1. Chairperson, Service Development cha Khiehchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Local Church Hmâhsiena Seminar pachhuhpanoh aw ta, athaipazy hruapa ta pachuna a hnei tyh aw.
3. Local Church liata potlâna vaw tlôpa (chakâhna, vasuna, thlih, mei, hri chichhihpa)zy hawhta a y khiahta cha local nôpawpazy saohiaha ta a chatliena hawhta Office lata azaona a hnei aw.
4. Khieh chhôn liata Hmotaotheina Noâhchhihpa Ahneipazy mohôhna nata HNA noh hmâ phana a pachâ aw.
5. Kô chhôn khiehchhôn ta kôpavei zie SDD lata a report tyh aw.
6. Raihriana kyh liata MEC-SDD azao lyma aw.

BO - 8

**MACHÂ, KHIHCHHÔH MACHÂ NATA MEMBERZY
YNA SU APASIENA (TRANSFER) KYH**

Reipasiana: Awnanopa member nata chhihthatuhpa ahyrai ama yna khieh tawhta khi hrolâ (Local Church) lâta apasiepa nata apaihpa zydua duahmo cha he hawhta a cha aw.

57. Member apasie/apaihpa zydua duahmo:

1. Awnanopa member ahyrai a yna Khiehchhôn Awnanopa tawhta apaihpa cha apaihna châ (transfer letter/certificate) piepa a cha aw.
2. Apaihna châ liata a duahmo siapa nata chânazy ropa a châ.
3. A yna parohpa Awnanopa liata a châna nata a raihria haipazy (designation) cha su thiehpa lâta chhy (achei) thei aw vei.

4. MEC Awnanopa ta âpyhpa Awnanopa memberzy ta MEC liata ama y khoh khiahta cha Local committee ta â pyh aw.

58. Awnano Machâ apaihpa zydua duahmo:

1. A yna Khiehchhôn Awnanopa tawhta local church hropa lâta a paihpa Awnanopa Machâ cha apaihna châ (transfer letter/certificate) a hnei awpa a châ. Â pasiena châ liata a duahmo siapa nata chânazy rohpâpa awpa a châ aw.
2. Awnanopa Machâ cha a Machâ chana apaihkei thei aw ta, a raihria parohpa (designation) deikua a paihkei thei aw vei. Machâ apaihna heta local seat pabua aw vei. Apaihna châ local church ta a pie thei vei khiahtala, a paihna su liata Awnanopa Machâ a paihkei thei aw vei. A yna su thiehpa liata member châ theina ngalâh a hnei thei aw.
3. Awnanopa Machâ cha a yna thiehpa Awnanopa liata kô (3) a y tawhta local nôpawpa/chhihthatuhpa châta atlyh theipa a châ aw.
4. Awnanopa Machâ ta âpaih saipa local church liata Machâ su ruapa (seat) cha thlai pabie chatlie awpa a châ.
5. Awnanopa py hropa (Denomination) tawhta âvypa cha Assembly paryhsapa zie hawhta a châ aw.

59. Khiehchhôn Machâ apaihpa zydua duahmo:

1. A yna Khiehchhôn Awnanopa tawhta local church hropa lâta apaihpa Khiehchhôn Machâ cha apaihna châ (transfer letter/certificate) a hnei awpa a châ. Âpasiena châ liata a duahmo siapa nata chânazy ropâpa awpa a châ aw.
2. Khiehchhôn Machâ cha a chana apaihkei thei aw vei. A yna su thiehpa liata member châ theina ngalâh a hnei thei aw.
3. Khiehchhôn Machâ cha a yna thiehpa Awnanopa liata kô (3) a y tawhta Khiehchhôn Machâ châta atlyh theipa châ aw ta, Awnanopa Machâ Election liata candidate theipa a châ aw.

Chakaona Dâh

2. Awnanopa Machâ cha he hawhta chahnao awpa a châ aw.
 - a. Awnanopa Machâ chahnaotuh awpa cha Presbytery Ryureina ta Church Officer tlyma, Presbytery Secretary tlyma a rao aw.
 - b. Presbytery Ryureina Abeipa noh my ta chahnao awpa a châ aw.
 - c. Local church maluh pôhpa vata baichhipa Awnanopa Machâ zydua cha Presbytery Ryureina liata chahnaopa a châ aw.
 - d. Maluh pôhna vâta châ leipa ta local church liata Awnanopa Machâ su ruapa pabiena kyh liata cha Biatuhpa Pastor ta a su pabipa ta chahnao aw ta, Presbytery Secretary lâta thlai report a pie aw. Pahnokheituh awpa ta a bia chhôn liata Awnanopa Machâ mo (2) a hrua aw.

65. Khihchhôn Machâ pa-ina

1. Khihchhôn Machâ châta atly thei awpazy cha:
 - a. Constitution & Rules hawhta a tlohpakipa châ aw ta, Khihchhôn Awnanopa Ryureina ta a tlypa.
 - b. Awnanopa liata a mopâtlâh châpa nata a piepasaihipa
2. Pa-ina cha he hawhta a châ aw.
 - a. Local church maluh pôhpa vata baichhipa Khihchhôn Machâ zy cha Local Standing Committee ta pa- i awpa ta Bia ryureina liata a tlôkhei aw.
 - b. Bia ryureina Abeipa noh my liata pa-ipa a châ aw.
 - c. Biatuhpa Pastor ta a pa-i aw.
 - d. Khihchhôn Machâ su ruapa pabiena kyh liata cha Biatuhpa Pastor ta a su pabipa ta a pa-i aw ta, Bia ryureina lata a report aw.

Chakaona Dâh

- châ aw. Chahnaona Programme cha Ordination Council ta a tao aw.
6. Pastor châta chahnao awpa cha sahmei sahmâ adopa, chahnamei pazypa, kuvâ, sadâ, khaini a hmâhpa châ aw vei.

61. Chahnaona dâh hropa:

1. Assembly ta Constitution & Rules hawhta Pastor châ awpa ta pachhuahpanohna dâh a hneipa thota, Assembly ry liata a hria haipa Theologian, MEC doctrine nata achakhia leipa Bible College/Seminary tawhta Bachelor of Divinity/ Master of Divinity or equivalent degree tawhta achôla degree a hneipa cha Pastor rai a châ leipa, rai hropa châta ordination pie theipa a châ aw. ‘Reverend’ title chhao piepa a châ aw. Cha hawhta pie thei awpa ta:
 - a. Assembly ry liata kô 10 a hriahapazy ta Pastor a hiah thei aw.
 - b. A hria chhôn a chakaona nata hro liata chahnao tlâhpa ta raopa.
 - c. MEC khôtho lâ liata chakaona peimawhpa Bible College liata Lecturer, Mission Field Director nata chakaona peimawhpa hropa châta tua papua awpa cha ordination pie theipa a châ aw.
 - d. Hiana châ cha General Secretary (Administration) liata pangia pa châ aw ta, Officers’ Council ta a pachia tua aw. Cha tawhta Pastoral Committee, Assembly Executive Committee zy ta â ryh a tah khiahta cha Assembly ta biechhâna a tao aw.
 - e. Pastor châta chahnao awpa cha sahmei sahmâ adopa, chahnamei pazypa, kuvâ, sadâ, khaini a hmâhpa châ aw vei.

62. Mission Pastor Chahnaona

1. Mission Field liata chakaotuhpa thokhazy cha achuna ahnei leipazy ama châ. Thatihpha a vaw ngiapâ ta awnanopa liata moh a roh khohpazy châta Bati pachâsa awpa avaw byuh haw. MEC Assembly ta hriatuhpazy âbyuh/ngiahpa hawhta a tuah thei leipa vata a yna field liata hmâ awpa ta Mission Pastor he piepa a châ. Mission Pastor zy cha “Pastor” tahpa moh paphaopa châ aw ei ta, Sacrament ama chakao thei aw. Anodeikua cha “Reverend” tahpa moh phaoh thei aw vei ei.
2. Mission Pastor ta chahnao thei awpazy cha:
 - a. Achyh chaita kô (3) Biehraï achu hawpa.
 - b. Awnanopa liata achyh chaita kô (10) a chakao hawpa.
 - c. A sapa kô (40) tawhta a chô lâ tahpa.
 - d. Lapinô/Vâhpa a hneipa a châ aw ta, chhôhkha paduana a sianopa.
 - e. Thlahchhana hro a hneipa.
 - f. Ngîâpana, Chakaona, Thatihpha Chhona nata Pachuna liata pitlohpa.
 - f. Awnanopa châta tlokhuh a hlâpa, hrozïe siapa, pathaihpa nata ngâchhihpa.
 - g. Mission Pastor châta chahnao awpa cha sahmei sahmâ adopa, chahnamei pazypa, kuvâ, sadâ, khaini a hmâh leipa.
3. Mission Pastor lana dâh cha he hawhta a châ aw.
 - a. Ano tlaita khopasana hneipa ta a hiahpa
 - b. A mohôhtuhpa Mission Field Director nata a yna Mission Field Secretary recommendation chhao ta, Mission & Evangelism Committee liata a pangia aw. Mission Executive Secretary ta a chakaona evaluation zydua chhao ta Personnel & Ministry Committee, Officers’ Council, Assembly Executive Committee nata

Assembly liata phuah aw ta, chahnao tlâh a châpa ta pahnopâ cha chahnao theipa a châ aw.

- c. Officers’ Council ta Chahnaona Programme a tao aw.

63. Probationary Pastor pa-ina (Induction)

Ary liata thliena atlohpa zy deita Probationary Pastor châta pa-i (induct) theipa a châ.

1. Ano tlaita khopasana hneipa ta a hiahpa
2. Achyh chai ta Biehraï Achuna kô 3 a hneipa
3. Achuna College Principal tawhta Pastor rai hria awpa ta khokheina
4. Pastor châta chahnao awpa cha sahmei sahmâ adopa, chahnamei pazypa, kuvâ, sadâ, khaini a hmâh leipa.
5. A hrozïe nôchâ pahnopasia khai tawhta pa-i tlâh awpa ta Assembly ta a pykheipa.
6. Pro. Pastor châta pa-ina cha Assembly tlyma, Assembly Executive Committee tlyma a pachâ aw.
7. He dâh heta MEC pachusapa nata Private ta achu patlôpa chhao ta a pahly khai.

64. Awnanopa Machâ chahnaona (Ordination of Elder)

1. Ary liata thliena a tlohpa kipyzy ngalah Machâ châta chahnao theipa a châ aw.
 - a. Khihchhoh Machâ kô (3) a chakao hawpazy.
 - b. Awnanopa Machâ châ awpa ta ezâna hlao atlohpa châ aw ta, local church thiehpa paduana liata cha daihtyna a y khiahtala, Machâ châ theina ezana a hnei mah leipa chhao ta, chahnao tua aw ta, chahnao khai tawhta Machâ Châ theina Ezana pahneisapa a châ aw.
 - c. Presbytery ta chahnao awpa ta a chakaona nata hrozïe zydua thliepa ta tlâh châpa ta a pahnopâ.

- a. Maihsa chakaotuhpa list liata a hlao thei leipa aw eita, chahrasala daihti tlei theipa ama châ.
- b. Khiehchhôn Awnanopa Ryureina liata âbyuh khiahtacha Special Invitee ta Hrua theipa châ aw ei ta, Awnanopa ryureinazy liata cha member châ thei khao aw vei ei.

BO - 11

THEOLOGICAL EDUCATION PACHUSANA KYH

Reipasiana: Mara Evangelical Church Awnanopa liata Pastor rai nata rai hropa a hria khohpa, Theology a chu khohpazy cha ary liata rohpa hawhta a châ aw.

69. Theology achu awpa ta hianazie:

- 1. Assembly ta su (seat) a pahyna zie hawhta biephuahna (advertisement) tao tuapa châ aw ta, a khohpa zydua ta ama hia awpa a châ.
- 2. Ahia khohpazy cha a yna Local Church nata Biatuhpa Pastor zy khokheina chhaota General Secretary lata hiana pangia awpa a châ.
- 3. General Secretary ta Officers' Council tlyma, Assembly ta a raopa a **tlokhei aw.**
- 4. Ahiahtuhpa cha Ministerial & Personnel Committee liata ama pôhpa cheingei ta amâ luah awpa a châ. Pôhpa aluah leipa cha ama hiana pachâ theipa châ aw vei. Assembly Executive Committee nata Assembly ta apyhpazy deita pachusa theipa a châ aw.

70. Theological achu awpa ta ahiah theipazy:

Ary liata palâsapa hawhta atlohpakipazy ta ama hiah thei aw.

BO - 10

AWNANO PA CHAKAOTUH PA PENSION KYH

Pastor/Minister Pension kyh:

Constitution & Rules hawhta Pastor chahnaopazy cha Pension pie thei pa ama châ aw. Chakaona kyh liata a byuhna peimawhna liata cha hmâ theipa ama châ aw.

66. Pastor/Minister Pension kyh nata ama duahmo

- 1. A sapa kô 65 a tlohpa nata Ryhpa pakipa pastor cha Pension piepa a cha aw.
- 2. Pastor Pensioners-pazy cha Officers' Council ta program pha kawpa tao sala, Assembly liata tlyma, aryhpaohna liata pathliena hneipa a châ aw.
- 3. Pensioner pastor zy cha Reverend title hmâh lymâ thei aw ei ta, "Pastor" tahpa deikua hmâ thei khao aw vei.
- 4. Chakaona hropa liata ama hlao theina
 - a. Ama yna Khiehchhôn Awnanopa liata Maihsa chakao theipa list liata ama hlao pazao lyma thei aw.
 - b. Khiehchhôn Awnanopa Zawpi Ryureina Member a cha thei aw.
 - c. Pastor Bia Ryureina liata khichhai member (non-voting) ta a hlao thei aw.
 - d. Presbytery Ryureina liata khichhai member (non-voting) ta a hlao thei aw.
 - e. Assembly Ryureina liata khichhai member (non-voting) ta a hlao thei aw.
- 5. Awnanopa liata buana nata atymana atlôkheipa Pensioner cha Officers' Council ta a thâtih pachâ aw ta, Assembly Executive Committee lâ a tlô kheii aw.

Chakaona Dâh

6. Awnanopa liata chakaona peimawh tupa a y khiakta cha, Officers' Council ta Assembly Executive Committee siepahliepa ta chakaona kô 1 â hlâh thei aw.

Awnano Machâ Pension kyh:

Constitution & Rules hawhta Awnanopa Machâ chahnaopazy cha Machâ Pension pie theipa ama châ aw.

67. Awnano Machâ Pension kyh nata ama duahmo:

1. A sapa kô 65 a tlohpa cha sala, ryhpa pakipa Awnanopa Machâ cha pension pie theipa a châ aw. Sawhlâna Certificate tawhta kô ziepa alaichadai awpa a châ aw. Sawhlâna Certificate ahnei leipazy cha Batina Certificate tawhta alaichadai awpa a châ. Local Standing Committee ta â laichadai aw.
2. A khohta châta cha a sapa kô 60 tawhta Official Pension pie theipa a cha aw.
3. A sapa kô 65 tlohpa ta a pension awpa Awnanopa Machâ moh cha Local Standing Committee ta Pastor Bia Ryureina tlôkhei aw ta, Bia Ryureina ta Presbytery Ryureina tlôkhei aw ta, biechhana taopa a châ aw.
4. Awnanopa Machâ pensioner-zy cha Presbytery Ryureina liata pathliena programme hnei awpa a châ aw.
5. Presbytery Ryureina ta Pension piepa Awnanopa Machâzy moh cha Presbytery Secretary ta General Secretary lâta report a pie aw.
6. Assembly ta Pension Ryuchâ (Certificate) a pie aw.
7. Pensioner Machâzy cha Machâ châna (title) ama hmâh lymâ thei aw.
8. Pension la tawhta he chakaona liata ama hlao thei aw.
 - a. Maihsa chakaotuhpa list liata a hlao thei leipa aw eita, chahrasala daihti tlei theipa ama châ.

Chakaona Dâh

- b. Kihchhôn Awnanopa Ryureina liata âbyuh khiakta cha Special Invitee ta Hrua theipa châ aw ei ta, Awnanopa ryureinazy lia deikua cha member châ thei khao aw vei ei.

Kihchhôn Machâ Pension kyh:

Constitution & Rules hawhta Kihchhôn Machâzy cha pension theipa ama châ aw.

68. Kihchhôn Machâ Pesaw kyh nata duahmo:

1. A sapa kô 65 a tlohpa cha sala, ryhpa pakipa Kihchhôn Machâ cha pension pie theipa a châ aw. Sawhlâna Certificate tawhta kô ziepa alaichadai awpa a châ aw. Sawhlâna Certificate ahnei leipazy cha Batina Certificate tawhta alaichadai awpa a châ. Local Standing Committee ta â laichadai aw.
2. A khohta châta cha a sapa kô 60 tawhta Official Pension pie theipa a cha aw.
3. A sapa kô 65 tlohpa ta a pension awpa Kihchhôn Machâ moh cha Local Standing Committee ta Pastor Bia Ryureina tlôkhei aw ta, Bia Ryureina ta biechhana taopa a châ aw.
4. Kihchhôn Machâ pensioner-zy cha Pastor Bia Ryureina liata pathliena programme hnei awpa a châ aw.
5. Bia Ryureina ta Pension piepa Kihchhôn Machâzy moh cha Biatuhpa Pastor ta Assembly nata General Secretary lâta report a pie aw.
6. Assembly ta Pension Ryuchâ (Certificate) a pie aw.
7. Pensioner zy cha Kihchhôn Machâ châna (title) ama hmâh lymâ thei aw.
8. Pension la tawhta he chakaona liata ama hlao thei aw.

77. Achuna kyh liata hmo hropa zy :

1. College liata amâ chu chhôhta dyhchâ pasaipa châ vei.
2. Achuhaipazy cha nôchâ, pachuna nata hmo hropa liata nôpawpazy hmiakô liata motloh leipan ta avma y khiahta cha pasipa-ao tuapa châ aw ta, a ro leipa cha achuna pachhâsa theipa a châ aw.
3. Moleina nata motloh leina ahneipa achuhaipazy cha Institution tawhta report siahlia kawpa a y khiah cha thaichâna bie rei byuh leipa ta achuna pachhâsa theipa châ awta, report siahliapa a y leipa cha thaichâna bie pareisa theipa a châ aw.
4. Achuna lâ a sie khohpa cha ama chhôhkha ta MEC Member ama châ khai awpa a châ.
5. Achuna a patlôpa rai lapazy cha Service Rules hawhta rai ama hria aw.

Post-Graduate Academic Programme:**78. Residential:**

1. Post-Graduate Academic programme cha Biehraï achuna ngala liata pasaipa a châ.
2. Master of Theology tawhta Doctoral programme taih a pahly.
3. Assembly ry liata rai a hria ngahaipa cha Deputation (Basic pay & Grade Allowance) ta âchu heih thei aw.
4. Achuna kyh pachhua hpanohna nata ama duahmo awpa cha he hawhta a châ aw.
 - a. Pastor a hria haipa, Theology achu viapa a khohpa cha Pastoral Committee pasaina a la tua awpa a châ. Committee pasaina y tua leipa ta Entrance test tao awpa pasaipa châ vei.
 - b. A hiana liata âchu awpa department, course nata kô zie siapa palâsa pa ta Pastoral Committee liata â

1. Ngiapâna liata hawtipa a châ awpa châ vei.
2. Awnanopa ryhpa pakipa ama châ awpa a châ.
3. Apheina nata apatlana moleina liata mohchhiena a hneipa châ aw vei.
4. Hnatlâpa achâna châ (Medical fitness Certificate) a hnei awpa a châ.
5. Dyhchâ chiehpa a châ khiahtala, nôvah pathaihpa ta kupatupa a châ awpa a châ.
6. Theology achu awpa ahiahpa cha sahmei sahmâ adopa, chahnamei pazypa, kuvâ, sadâ, khaini a hmâhpa châ aw vei.
7. Kô 20-35 likawhpa a châ aw.

71. Thaina (Qualification) kyh:

1. MEC Assembly ta apypa Biehraï Siku tawhta Bachelor of Theology/Equivalent nata a chôlâ a patlôpa a châ aw.
2. Sawhkhâ apypa University tawhta BA./B.Sc/Equivalent degree nata a chôlâta degree a hmôpa a châ aw.

72. Theology achu awpa a tlyna (selection) kyh:

1. Ministerial & Personnel Committee ta a ry liata thliena hmâpa ta exam a pataosa aw, result papua aw. Cha liata a tlohpa cha Assembly Executive Committee nata Assembly lata a tlôkhei aw.
 - a. English
 - b. General Knowledge
 - c. Bible Knowledge
 - d. Personal Interview
2. Marks a hmô sâh chaipazy cha Assembly ta su (seat) a pahyna zie ta la awpa a châ.

3. A yna local church nata Biatuhpa pastor tawhta a hrozie nôchâ a phapa a chana khokheina châ ahnei aw.
4. Member zydua vote su 51% a hmôpa la awpa a châ aw.
5. Ministerial & Personnel Committee ta alapazy cha Assembly ta tlyma, Assembly ta bieheina a piepa Committee ta âpykhei tawhta College/University/Entrance ezâh aw ei ta, a tlohpazy deita amâ chu thei aw.

73. Achu nawpa su nata apasiena kyh:

1. Achu awpazy cha MEC ta âpypa Biehra School liata ama chu awpa a châ. Myanmar rah chhôn liata cha Association for Theological Education in Myanmar (ATEM) nata Association for Theological Education in Southeast Asia (ATESEA) lia cheingei ta ama chu awpa a cha.
2. Râh hropa liata cha Christian Education Committee ta su araopa liata amâ chu awpa a châ.
3. Su raopa liata achu leipa ta achuna su hro lâ a pasie cha achuna pachhâsa theipa a châ aw.
4. Achu haipa rairuna (châ pahnie leina) vâta Institution ta achu pazao awpa ama pasai leipa cha baona (sponsorship) pachhâsapa a châ aw.

74. Achuhaipazy tlâhleina nata achu pazao heihna kyh:

1. Achuhaipazy cha tlâh leina kyh vâta py apasie thei leina taihta ama y khihtala, Medical Certificate chhaota achu pazao awpa ta hiana ama pangia heih awpa a châ.
2. Diathlana vâta kô pahleina taihta a taochhiepa cha Christian Education Committee ta a thâti a pachâ aw.
3. Tlâh leina nata hmo hropa kyh vâta kô a pahleipa cha Christian Education Committee ta achu pazao awpa ta pasaih thei ta, a pasaih lei thei aw.

4. Achupa zydua rai la cheingei awpa tahna châ vei. Ama patlô (Passed) tawhta Ministerial & Personnel Committee ta ama hria nawpa kyh a pachâ aw.

75. Private ta achupazy bao theina kyh:

1. Private ta Theology achupa ta Assembly baona a hia khohpazy cha, Theological Education Dâh zydua he a zy paki khai awpa a châ.
2. MEC Assembly pasaipa sikuzy liata achupazy deita pasai theipa a châ aw.
3. BD/M.Div. Degree Course Pôhpalôhpa tawhta kô 2 chhôn deita Assembly ta a bao thei aw.
4. Ministerial & Personnel Committee ta bao awpa ta an pasaipazy cha Assembly Executive Committee ta biechhâna tao aw tam, Assembly papysa awpa a châ.

76. Achuna châta Fee nata TA/DA kyh:

1. In-service ta achupa cha College ta a thliepa Messing fee tah leipa fee zydua cha Assembly bie ta a piepa aw. Messing fee cha achupa ano sôh ta a pie aw.
2. Candidate thieha achupa cha College ta âhnawpa fee zydua Assembly ta a piepa aw.
3. MEC ta apachusapa zydua cha kô kha ta ei kha lyma Travelling Allowance pie tyhpa ama châ aw. Pie awpa zie cha Christian Education Committee ta pachâ aw ta, Finance & Property Committee ta apy kheipa hawhta a châ aw.
4. Myanmar rah khôtho lâta achupazy kyh cha Christian Education Committee paryhsana zie hawhta châ aw ta, Myanmar Institute of Theology fee he thliena ta hmâpa ta Theological Education Dâh hawhta piepa a châ aw.

9. Râh hropa lâta achu awpa ta pasaih awpazy cha:
 - a. Master of Theology/M.A tawhta a chô lata achu awpazy
 - b. Awnanopa ta ângiahpa (study area/department) châ tlôhta, râh chhôn liata achuna y leipa nata Admission rypaoh leipa
 - c. Scholarship/stipend a hmôpazy
 - d. Degree course cheingei leipa diploma/ short course zy chhao pasiesa theipa a châ aw.
 - e. Amâ chuna su nata daihti, Institution, course, subject, session, Scholarship, admission, qualifying course nata sôh kyh zydua ama pasia khai tua awpa a châ.

82. Achu pasâhna (Upgradation):

Bachelor of Divinity Degree a hnei leipa Pastorzy cha Bachelor of Divinity/ Equivalent taih chhâ pachusa awpa ama châ.

83. Thesis/Dissertation kyh:

Assembly ry liata achupa zydua ta ama Thesis/Dissertation copy sakha (1) MEC Library liata ama pangia khai awpa a châ.

84. Achupazy tao awpazy

1. Assembly pasaina ta achupazy nata Private ta achu ta Assembly ta pazaosa awpa ta âpy hawpazy cha Christian Education Department tawhta pachhua hpanohpa “Achupazy Bietaina” tao tuapa a châ aw.
2. Assembly ta a pachusa haipa cha achuna patlô leipa ta ano khodâh hawhta a pua haw khiahta cha, âchu chhôn liata Assembly hryuhpa zydua a pakua aw.
3. Assembly pachusapa chyhsa ta achuna a patlô tawhta Assembly ta rai a pahriasa hawpa cha achyhchaita kô (10)

- ngiakhei aw; committee ta pasaih thei ta, a pasai lei thei aw.
- c. Pastoral Committee pasaina la tua leipa ta Institution hro lâ pasie pasaipa châ vei.
- d. MEC ta a pypa M.Th tawhta a chô lâ achu awpazy cha MEC Doctrine nata a lyu leipa Institution liata achu pasaipa châ aw vei.
- e. Kô taihpa chhôn ta achuna a patlô thei leipa cha Committee ta pazao pasaina a pie vei khiah cha aw pakhua theipa ama châ aw. Thesis ropathina cha khôtho lâ tawhta tao awpa a châ.
- f. Further Study a sie awpazy cha seniority ta pasaipa châ leipa aw ta, chakaona, thaina, Awnanopa ta angiahna vâta Committee ta pasaih ta, a pasai lei thei aw.
- g. Achyh chaita Kô 3 raihria ama chakao tawhta Further Study hia theipa a châ aw.
- h. Pension nawpa kô 7 deita abyuh hawpa cha further study pasaipa châ aw vei.

79. External

Raihria a pahasai leipa nata study leave la byuh leipa ta khôtho lâ tawhta achupa ta Pastoral Committee ta a pasaipazy cha Ministerial & Personnel Committee chapiapa ta Assembly Executive Committee pahniehpa a châ aw.

80. Rai châta Training byuhpa

1. Pastoral Ministry a châ leipa hriatuhpa ahyrai a rai hriana châta training a peimawh khiah cha Concerned Committee tlôkhei tua awpa a châ.

2. Concerned Committee ta a paryhsapa cha Assembly Executive Committee siepahliepa ta Assembly papysa tuapa a cha aw.
3. Assembly ta a pasaipa cha Deputation ta training sie pasaipa a châ aw.
4. Committee paryhsana ta achuna lâ a siepazy cha achuna hryuna (fee) zydua Assembly ta pie aw ta, Niedo mâ (Mess fee) nata ama hryuh hropa (living expense) deikua amo ta amâ pachâ aw.
5. Khitlyna liata âhnai chaipa ta ama hryuhna dopa ama hmô thei hra aw.
6. Achuna pachhohpa (kô kha hlâta a chyh viapa) cha Concerned Committee ta a tuah thei aw. Kô kha tawhta a chô lâ deikua cha Assembly Executive Committee pasaina deita ta ama sie thei aw.

81. Pastor hria haipazy achuna kyh:

1. Pastor a hria haipa râh khôtho lâ achu awpa a khohpa cha Pastoral Committee liata hiana pangia aw ta, Committee ta a pasai khiah cha, Ministerial & Personnel nata Assembly Executive Committee siepahliepa ta Assembly apykheina la tua awpa a châ.
2. Achu awpa ta pasai tawhta achuna daihti (Academic Session) liata achuna a pazio hmâ leipa cha pasaipa ama châna kha committee ta mohpathi heih tua aw ta, a byuhna zie hawhta pasai heih theipa châ aw ta, a sie hlâ deikua a rai parahpa tlyma, rai hropa tlyma pahriasapa a châ aw.
3. Amâ chuna daihti (course/session) chhôn liata patlô hmâ lei awpa a châ khiahla pasisa (extend) awpa ta Pastoral Committee liata ama tlôkhei tua awpa a châ.
4. Achupa cha ama patlô tawhta ama vaw tlô tua awpa ta hnabeiseihpa ama châ. Achuna âsâh viapa pazio awpa

- peimawhna a y khiahtala, ama pazio hlâta Concerned Committee liata ama hia tua awpa a châ. Concerned Committee ta a pasaipa cha Assembly Executive Committee siepahliepa ta Assembly apykhei awpa ta a tlôkhei aw.
5. Myanmar liata pachusapazy cha ama Basic pay nata Grade Allowance ta ama chu aw. Messing fee he âmo achupazy ta ama sôh ta pie aw ei ta, a hropa College ta â hnawpa fee zydua Assembly ta a pie aw. Myanmar liata pachusapazy cha ama Basic pay ta a chu aw ei ta, College ta â hnawpa Fee zydua Assembly ta a hryuh aw. Sievawna mâ cha kô kha ta ei kha (One ways) piepa cha aw ta, azie cha Finance & Property Committee paryhsana zie hawhta a cha aw.
 6. Râh khôtho lâta passport ta achupazy cha a hrola tawhta scholarship/stipend ama hmô awpa ta hnabeiseihpa ama châ. Chavâta Assambly ta cha Basic Pay nata râhchhôn ama siena (one way) piepa ama châ aw. Ama chuna fee deikua pie theipa châ aw vei.
 7. MEC moh ta scholarship hmôpa ta India liata achupa cha a Basic pay nata Grade allowance ta âchu awpa a châ. Messing fee nata a hropa College ta â hnawpa fee zydua ano ta a pie aw. Sievawna mâ cha kô kha ta ei kha (one way) piepa châ aw ta, a zie cha Finance & Property Committee paryhsana zie hawhta a cha aw.
 8. Scholarship hmô leipa ta India liata achupa cha, a Basic pay nata Grade Allowance ta a chu awpa a châ. Messing fee he ano sôh ta pie aw ta, a hropa College ta â hnawpa fee zydua Myanmar Institute of Theology rate ta Assembly ta a pie aw. Sievawna mâ cha kô kha ta ei kha (one way) piepa châ aw ta, a zie cha Finance & Property Committee paryhsana zie hawhta a cha aw.

Chakaona Dâh

90. Athipa ri Chakaona (pabuna)

1. Pastor, Machâ, Khiehchhôn Machâ, KTP, KNP luhpazy thina liata cha pastor ta a y khiah cha ano ta pabu awpa ta, a y vei khiah Hyutuhpa tlyma, Awnanopa Machâ pakha kha ta a pabu aw.
2. Athipa pabuna he Biatuhpa pastor a y khiah, ano ta a tao aw. A y vei khiahta cha Hyutuhpa tlyma, Awnanopa Machâ pakha kha ta a tao aw.
3. Athipa ri Chakaona (pabuna) cha Chakaona Bu hawhta a châ aw.

91. Athipa Dawh paron' awpa zie

1. Hawsaih hlâ mah leipa cha Dawh parosa lei awpa a châ.
2. Hawsaih hlâ tawhta kô 13 taih : Ei 5 parosa awpa
3. Kô 14 tawhta achô lâpa : Ei 7 parosa awpa

92. Athipa/Yrupa atyukhei awpa zie

1. Athipa atyukheina kyh cha Local Standing Committee paryhsana zie lymâ hawhta a châ aw.

BO - 15

MAISÂH HMÂNA

Reipasiana : MEC Constitution Bo 6:92 liata Mara Awnanopa ta maihsâh hnei ta, cha cha za kawpa ta hmâ awpa a châ. Maihsâh cha Khazohpa Bie phuahna châ deita hmâpa châ aw ta, khiehchhôn awnanopa to ta Maihsa cha zachhieh kawpa nata asohsi ngaitapa ta ama hmâ awpa a châ.

93. Maihsa hmâ n' awpa nata hmâh thei awpazy cha a ry liata palasapa hawhta a châ.

Chakaona Dâh

hria leipa ta (Assembly pasaina y leipa ta) a pua hawh khiahta cha âchu chhôn Assembly hryuhpa zydua a pakua aw.

BO - 12

HMOANAPAZY (SACRAMENTS)

Reipasiana: MEC Awnanopa ta Sacraments sâno a hnei. Chazy cha Bâtina nata Abeipa Zâpati (Abei Tlâkhai) zy a châ.

85. Bâtina cha Paw Khazohpa, Sawchapawpa Khazohpa nata Thlahpa Pathaihpâ Khazohpa moh ta ti liata nypa tlyma, ti ta hrypa tlyma a châ. Bâtina yzie cha Zisu thi ta a thyuheihpa hawhta moleinazy thisaipa ta hmophapa lâ a hroh haw tahpa a pamosa. Krista eih châna chhao a palâsa. Chavâta ngiapâtuhpâ pitlohna chhao a palâsa.

86. Abeipa Zâpati (Abei Tlâkhai) he Zisu Krista thina nata ahlâ khaina cha ngiapâtuhpazy hrona hnawh a châzie khâ athei thlâh n' awpa ta, a biepiepa hawhta viahchhâ nata kresawti nie ta dopa he a châ. Viahchhâ he Zisu Krista chhâzaw châta hrona viahchhâ a châzie nata kresawti he a thisaih hmoparaonazy ngiahtai n' awpa ta chyhsa hluhpi châta a lohpa, Biehraina thiehpa a châna a pamosa. Bâti chiehpa zy ta Abeipa Tlâkhai ama dôh theipa a châ.

87. He Sacraments mia 2pazy he Ordained Pastor zy deita ta ama chakao thei aw. Chakaona awpa zie cha Chakaona Bu hawhta a châ aw.

BO - 13**Sawhlâna (Child Dedication)**

Reipasiana: Hawsaih a pih thiehpa he Khazohpa ta Awnanopa lâta a piepa byhna a châ. Nô nata paw zy ta Hawsaihpa zy Zisu Krista ngiapâna lâthlôh liata ama chhithana liata Awnanopa zawpi chhao tlai ta, maohphaona a hneipa ama châ. Châvata Abeipa lâta hlâna ta Awnanopa ta a tao awpa a châ. MEC Awnanopa chhôn liata hawsaih a pih thiehpa zydua cha Abeipa lâta hlâ awpa a châ.

88. Hawsaihpa hlâna cha ary liata palasapa hawhta a châ.

1. MEC Awnanopa chhôn liata hawsaih apih thiehpa ahyrai Pastor ta tlyma, Pastor y lei no ta Hyutuhpa tlyma ta Abeipa lâta a hlâ tyh aw.
2. Hawsaihpa ama hlâ hlata Pastor/Hyutuhpa ta hlâ awpa hawti moh, anô nata paw moh, pho, pi noh reipa ta zawpi la a pahnosa aw.
3. Nô nata paw cheingei ta hawsaih hlâ awpa ta ahnawpa châ ta, anodeikua ryhpaoh leina liata cha nô tlyma, paw tlyma ta hlâ thei aw ta, nôpaw hnei leipa hawtity kyh cha mohôhtuhpa ta a hlâ theipa a châ.
4. Achhyna o liata hlâ tyh awpa cha aw ta, âryhpaoh leina nata âbyuh patluana liata cha Pastor o tlyma, Hyutuhpa o liata tlyma hlâ theipa a châ aw.
5. Local Secretary ta Sawhlapa Record sia ngaitapa taopa ta âvao aw ta, Biatuhpa Pastor siehpahliepa ta Pastral Concerned Office la report pie awpa a châ aw.
6. Pastor/Hyutuhpa ta apyha ta hawsaih luh chô liata ku pahniehpa ta hlâna nata thlahchhana a hnei aw.
7. Sawhlana cha Chakaona Bu hawhta a châ aw.

BO - 14**ATHIPA RI CHAKAONA**

Reipasiana: Athihpa chakaona cha Krista liata a môpazy ama thyuheih aw tahpa ta awnanopa ngiapâna nata hnabeiseihna palâhâna a châ. Ngiapâtuha khizaw liata a daihti hnôhchaipa a châpa vâta awnanopazy ta athipa châta chakaona hnôh chaipa a châ. Siesaipa chhônkhâ liata ri kiahpa ta chakaona chhao he chhônkhâ thlah palôhna a châ.

89. Khihchhôn Awnanopa liata thina kyh liata pahno awpazy:

1. Pastor, Pro. Pastor nata Awnanopa Machâ athipa cha Achhyna o liata Taokheina Apakhyna hnei awpa a châ. Cha liata a chakaona thatih zy reipa cha aw ta, chhônkhâ nata awnanopazy châta thlah palôhna biereina chhao hneipa a châ aw. Pabuna service cha Thlâsu liata hnei awpa a châ aw. He he pensioner zy chhao apahly khai aw.
2. Ngiapâtuha (member) thina kyh liata cha ama ochhôn liata biereina, thlahchhana hneipa châ aw ta, Pabuna Service cha Thlâsu liata hnei awpa a châ aw.
3. Sasyh athiepa (liany acheihpa - suicide) chhao rai ta Dawh parosa cha aw ta, o lâ liata taokheina, thlahpalôhna hnei awpa a châ aw. Pabuna cha Thlâsu liata tao awpa a châ aw.
4. MEC member a châ leipa khitlyhpa/chyhsa hnohta a ypa zy thina kyh liata pabu awpa ta hiana a y kphiahta cha Biatuhpa Pastor nata Local nôpawzy paryhsana hawhta a châ aw.
5. Thina kyh taokheina nata ri kiapa ta thlah palôhna program yna maih liata chairman nata biereihthuhpa raopa ta âthlazi kawpa ta tao awpa a châ aw.

Chakaona Dâh

14. Abeipano h zala apakhyna tawh pua chy ta, “Pakhyna tawhta eima pai ti, Beipa eima hnoh y thlah la,” tahpa hla tyh awpa a cha.

95. Khihchhoh Awnanopa Apakhyna zy:

1. **Pakhynoh Zâ (Wednesday)** : Zawpi ta Khazohpa Achhyna châta hmâ awpa a châ aw. Khazohpa Thatihpha Reina, Hlasana, Thlahchhana châta hmâ awpa a châ aw.
2. **Pachyhnoh Zâ (Saturday)** : Zawpi ta Khazohpa Achhyna châta hmâ awpa a châ aw. Khazohpa Thatihpha Reina, Hlasana, Zawpi Thlahchhana châta hmâ awpa a châ aw.
3. **Abeipano h My (Sunday)**: Zawpi ta Khazohpa Achhyna châta hmâ awpa a châ aw. Khazohpa Thatihpha Reina, Hlasana, Thlahchhana châta hmâ awpa a châ aw.
4. **Abeipano h Zâ (Sunday)**: Zawpi ta Khazohpa Achhyna châta hmâ awpa a châ aw. Mission Apakhyna hawhta hmâpa a châ aw. Khazohpa Thatihpha Reina, Hlasana, Thlahchhana châta hmâ awpa a châ aw.
5. **Noh Peimawhpa Noh Apakhyna**: Assembly ta noh peimawhpa ta a raopa nohzy liata zawpi apakhyna hnei tyh awpa a châ aw. Apakhyna siezie cha a chô liata palasapa hawhta a châ aw.

96. **Department Apakhyna** : Local Church liata departmentzy apakhyna cha he hawhta a châ aw.

1. **KTP Apakhyna** : MEC Assembly ry liata Local KTP zydua ta Chutyhno Zâ maihta Apakhyna/Thlahchhana hnei tyh awpa a châ.
2. **KNP Apakhyna**: MEC Assembly ry liata Local KNP zydua ta Pohbiehnoh Zâ maihta Apakhyna/Thlahchhana hnei tyh awpa a châ.

Chakaona Dâh

1. MEC local church to achhyna o liata biereihthupazy aduana su mia 2 a y aw. Miakha cha Maihsâh (Pulpit) châ ta, mianona cha biephuana su (Lectern) a châ.
2. Maihsâh (pulpit) cha zawpi aheihna tawhta chavei lâta sopa châ aw ta, biephuahna su (lectern) deikua cha zawpi aheihna châchâh lâta so awpa a châ aw.
3. Maihsâh cha Thatihpha reihthupa (sermon biereituhpa) deita hmâh thei aw ta, lectern deikua cha biephuahna, alyna biereina, maihsa kiah thei leipazy Khazohpa bie ama phuahna châta hmâ theipa a châ aw.
4. Maisâh cha Zisu Krista thina nata thyuheihna vâta Khazohpa ngiachhiena Beidyuchhai cha Awnanopazy hry liata a y thlah hâna, Khazohpa Biehraina su Pathaihpa nata Krista pachiana siapa ngiâna a châ.
5. Maihsâh liata/hnôh lâ liata Kraws taona chhâpa cha Krista cha khizaw khaihpa a châ tahpa ngiana a châ.
6. Maihsâh cha zawpi atyuna hlâta âsâh viapa ta patyupa a châ aw, cha cha Zisu Krista cha Bei chaipa a châ tahpa ngiana a châ.
7. Maihsâh cha su pathaihpa nata zachhihpa a châpa vata he hawhta asohsi ngaitapa ta hmâpa a châ aw.
 - a. Maihsâh he Khazohpa bie phuahna
 - b. Hmopathaihpa zy chakaona su
 - c. Achhyna su
 - d. Vaihtuhpa Thlahchhana su
 - e. Byhnâ awna su
8. Maihsâh hmâh/kiah thei awpazy cha:
 - a. MEC, ECM nata MEC kaolah pastor, Probationary pastor zy
 - b. MEC nata ECM Awnanopa Machâ nata Khihchhoh Machâzy

- c. Biehrai achu patlô ta, MEC Assembly ry liata hriatuhpa Maihsa kiah thei awpa ta pa-i hawpazy
- d. MEC nata ECM pastor, missionary, evangelist zy
- e. Myanmar Council of Churches member awnanopa py zy liata pastor, missionary, evangelist, awnanopa machâ nata chakaotuhpa ta ama pypazy cha ama châna pahnopasia khai tawhta
- f. MEC ngiapâna nata hmâzie alyupa pastor, missionary, evangelist, awnanopa machâ nata chakaotuhpazy cha General Secretary tlyma, Biatuhpa Pastor tlyma, Local Standing Committee ta tlyma ta pasaina a piepazy

BO - 16**ACHHYNA (PAKHYN)**

Reipasiana: MEC local church to ta Khazohpa achhyna hmâzie atlâhpipa ta âlyu khai awpa ta beiseihpa a châ. Zawpi ta apakhyna liata Khazohpa parônahsa thei n'awpa ta reithaina, molei palahâhna, Khazohpa ngiachhiena nata ngiathaina phuahna, Thatihpha reina, hlasana, thlahchhana nata ngiapâna thapatôna program-zy a y awpa a châ. Cha hawhta a châ thei nawpa ta Mara Awnanopa local church to ta, he hawhta achhyna siekhei awpa a châ aw.

94. Mara Awnanopa Apakhyna siezie
Mara Awnanopa ta apakhyna chhihthana he tao chiehpa (ro chiehpa) hmâpa châ leipa ta achhytuhpazy palôhru hmâpa ta chhihthana a châ. Pakhyna chhihthahna he tlokhuh alyu thei leipa chhao ta, atlâhpipa cha âlyu awpa a châ. Chakaona bu mohpazipa ta he hawhta achhyna chhihtha awpa a châ aw.

1. Achhy awpa ta Hruana (call to worship)
(Biehrai reina, Thlahchhana)
2. Zawpi aduahpa ta Reithaina Hlasana
3. Pastor tlyma, Hyutuhpa tawhta chibaihuna
(Pastor yna liata pastor Apakhypazy chibaihuna hnei aw ta, pator a y leina liata cha Hyutuhpa ta a tao awpa a châ. Âmo pakha kha ama y vei kiah ta cha local secretary ta chibaibuna a hnei awpa a châ.)
4. Bie Pahnosana (Biephuahna)
5. Piena ta ABeipa Achhyna (Sôh kheina)
(Sôhkhei no ta zawpi hlasana tlyma, soloist tlyma hrua theipa)
6. Sôh Hlana
(Sôhkhei khai ta zawpi a duahpa ta “Khazohpa byhna pietuhpa” tahpa sâ khai tawhta sôh hlâtuha ta maihsa tawhta sôh a hlâ awpa a châ).
7. Church Choir tlyma, solo, achâhkheina ... hpz.
8. Vaituhpa Thlahchhana
(Pastor tlyma, Hyuuhpa tlyma, Local thatih a pahnopa ta Maihsa tawhta thlah chhâ aw ta, achhâna liata Bei Zisu thlahchha pachupa ahly awpa).
9. Zawpi Aduahpa ta Reithaina Hlasana
10. Biereituhpa ta âtlypa Biehrai Reina
(Biereituhpa tlyma, raopa pakha kha ta a reih aw).
11. Khazohpa Bie Phuahna (Sermon)
(Maihsa tawhta Sermon a reih aw)
12. Zawpi aduahpa ta reithaina hlasana
13. Pastor ta byhnâ awna (threefold Amen).
(Ordained pastor ta byhna a aw aw, pastor y leina liata cha biereituhpa tlyma, rao chiehpa pakha kha thlahchhana tlyma, Bei Zisu Thlahchha pachupa tlyma reipa ta daihti pachhâ awpa a châ).

Raihriana Dâh

6. Ministerial & Personnel Committee ta raihria abyuh awpazy nata cha liata hriatuh awpa ta athaipazy pachâ aw ta, Assembly Executive Committee siepahliepa ta Assembly a papysa aw.
7. Head of Department ta rai thiehpa tao awpa âbyuhpa khiah, ano Department Committee liata pahruana tao tua aw ta, Ministerial & Personnel Committee a tlôkhei aw. Assembly Executive Committee siepahliepa ta Assembly ta biechhana a tao aw.
8. Assembly ta âbyuh a tahpa vâta Pahriasa eihpa (special hruapa) tah dei leipa ta cha Assembly ry liata hriatuhpazy cha Mara Evangelical Church chhôn liata a ypa cheingei ama cha aw.
9. MEC ry liata rai a hiah awpazy cha hri-ah pathaihpa ama châ cheingei awpa a châ.
10. **MEC Assembly ta raihria a-ipa (post) a hneipazy cha:**
 1. Minister/Pastor/Probationary Pastor
 2. Office Superintendent Post
 3. Upper Division Clerk Post
 4. Lower Division Clerk Post
 5. 4th Grade (General Staff) zy

BO – 3

HRIATUHPA LANA NATA RAIHRIANA

11. **Assembly ta Hriatuhpa a-ipa** lâ thei awpa kô thliena cha:
 1. Pastor/Probationary Pastor châ awpa ta a sapa kô 25-40 likawhpa;
 2. Hriatuhpa hropa châ a sapa kô 18-35 likawhpa ama châ aw.
 3. He kô thliena heta Assembly ta special skill hneipa ta a hruapazy ô aw vei.

Chakaona Dâh

3. **KHP Apakhyna :** MEC Assembly ry liata Local KHP zydua ta Abeipanoh Sunday School achu khai ta Apakhyna/Thlahchhana hnei tyh awpa a châ.
4. **KPP Apakhyna:** MEC Assembly ry liata Local KPP zydua ta Hriatuanoh Zâ maih ta Apakhyna/Thlahchhana hnei tyh awpa a châ.

B0 - 17

DÂH TAOPATHI THEINA (AMENDMENT)

97. Chakaona Dâh taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

**MARA EVANGELICAL CHURCH
RAIHRIANA DÂH
(SERVICE RULES)**

BO - 1

DÂH MOH NATA REIPASIANA

(MEC Constitution Bo 17na Articles 243:b pasaina hawhta taopa)

Reipasiana: He dâh he Mara Evangelical Church ry liata hriatuhpazy raihriana kyh liata a siapa ta ama raihria siekhei thei nawpa nata âdo kawpa ta raihria ama vao thei nawpa ta nata raihriana hmâh a sie thei via nawpa châta taopa a châ.

- 1. Dâh moh :** He dâh he “Mara Evangelical Church : Raihriana Dâh (Service Rules)” tahpa châ aw ta, a pachhona zie ta “MEC Raihriana Dâh (MEC Service Rules) tahpa a châ aw.
- 2. Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ.
- 3. Dâh ta a ôpa chhoh:** MEC Assembly ry liata hriatuhpa zydua a ô khai aw.
- 4. Bie hmâpa hawrawh reipasiana:** Reipasiana liata yzie nanopa a hnei leipa khihtala he dâh liata
 - 1. Assembly** tahpa cha ‘MEC Assembly’ tahna a châ.
 - 2. Constitution** tahpa cha MEC ta a hmâ haipa ‘Constitution’ a châ.
 - 3. Pahriasatuhpa** (Employer) : MEC Assembly tlyma, Assembly ry liata Department, Board nata Committee tlyma a châ.

- 4. Hriatuhpa** (Employee): He dâh liata ‘a pahriasatuhpa’ ta a sôh tawhta thla chareih hlao hneipa ta a pahriasapa he a châ.
- 5. ‘Rai a-ipa’** (permanent post) : Rai (Post) a y ngathlâh awpa ta pachâpa rai a châ. Buakha châta lapa rai châ vei.
- 6. Chakaona** (Service): A pahriasatuhpa ta a ry liata a pahriasa chhoh a châ. A hria hlâta training chhoh cha pahly vei.
- 7. Hriatuhpa a-ipa** (Confirmed)
Rai (Post) chhâ leipa ta pazao lyma awpa ta pachâpa, ano chhao hria lyma awpa ta pa-ipa tahpa a châ.
- 8. Hriatuhpa a-i leipa** (Temporary):
Rai a-ipa châta mopathli ta pahriasapa (Probationary Period) chhohâta hriatuhpa nata **Ahlapa ta pahriasapa** (Officiating), Rai (post) ruapa training hawhpa tlyma, Chhuti (Leave) lâ chhoh châta tlyma, Project miakha châta pahriasapa hriatuhpa kyh reina a châ.
- 9. Mo pathlina daihti** (Probation Period): Hriatuhpa pa-ina ama hnei hlâ lei daihti a châ. Pastor châta Pro. Pastor daihti kô 3 (thla 36) a châ.
- 10. Hlaopipa** (Basic Pay): Thla chareih hlao, Allowance a hlao leipa cha a châ.
- 11. Hlao pôpalôhpa** (Total emolument): Hlaopipa nata allowance zydua pahlypakhypa he a châ.

BO – 2

RAI PA-YPA NATA HRIATUHPA A-IPA

- 5.** MEC ry liata raihria abyuhpa maihta a pa-ysa theituhpa cha Assembly a châ. Chavâta Assembly cha rai a hria awpazy rai pa-ysa thei ta, rai a y chieh chhao a pachhâsa a châ.

9. Head of Department ta rai pabah hawpa hriatuhpa cha, a chakaopazao khoh khihta cha a ytuapa Assembly Executive Committee liata Appeal a tao thei aw.

17. Hriatuhpa a-ipa ta la awpa Thaina zie cha he hawhta a châ aw.

1. Rai thiehpa hria thei awpa ta Hriatuhpa thaina zie awpa cha, concerned Committee ta cha raihria kyh liata abyuhpa Theological Education, Technical qualification a raonazie hawhta a châ aw.
2. MEC ry liata hria awpa ta training pasiesapazy nata raihria awpa ta lapazy cha Head of Department ta Bietaihna Bond a parosa lyma aw.

18. Hriatuhpa a –ileipa lana (Officiating ta lana)

1. Hriatuhpa a-ipa ta training asiepa tlyma, deputation ta asiepa tlyma, chhuti chhoh tlyma, ano vyuhpa ta raihria awpa ta la awpa âbyuh khihcha, daihti rei leipa châta avyuhpa ta Officiating ta la theipa a châ aw.
2. Abyuhpa vâta ahlapa hriatuhpa ta lapazy cha rai a-ipa liata hriana su a y vei khihcha daihti khacha râkha tawhta tlyma pahasa lilaw heih theipa a châ. Raihria (Post) ahneipa liata pazaosapa a châ khihcha raihria a-ipa apazaosana noh tawhta a service alaichadaipa a cha aw. Probationary pastor cha Probationary pastor châta pa-ipa a châ noh tawhta a service alaichadaipa châ aw ta, Chahnao tlâh leipa ta a pahnopa cha pahriasatuhpa ta a pabasa thei aw.

19. Service Extension & Ngiabâhpa lana

1. Hriatuhpa ta a sapa kô a tloh tawhta raihria pasisana/pazaosa heihna he “Service Extension” tahpa châ aw ta, Assembly paryhsana zie hawhta pasisa thei/thei leipa a châ aw.

4. Awnanopa phu/py hropa tawhta a vaw ngiapa cha Assembly paryhsana hawhta a châ aw.

12. Probationary pastor/pastor nata minister zy lana cha MEC Constituion Bo 5:45 hawhta a châ aw.

1. Khazohpa awna a pahnopasiapa;
2. Awnanopa mebâh pitlohpa;
3. A yna Khichhoh Awnanopa, Bia nata Presbytery zy ta khokhei ta, Ministerial & Personnel Committee zy ta pachhuhpanoh ta Assembly ta a pyhpa;
4. Awnanopa ta a pyhpa theological institution liata pachusapa nata achupa;
5. Assembly ta raihria chakaotuhpa hruana, atlyna, pachunasana, rai pienazie hawhta a pachhuhpanohpa;

13. Hriatuhpa hropazy cha he hawhta la awpa a cha aw:

1. Rai a-ipa su ruapa y ta, cha rai châta pachusa eihrahpa (trained) ama y khihta cha la awpa ta pachâpa ama châ. Pachusapa ama y hlei leipa ta a kiasâhtlâh ypa nata pakiasah theipa ama châ khihtala pakiasâhsapa a châ aw. (Special trained and promotion).
2. Rai su ruapa su châta pahnosana (advertisement) a kawh thei chaipa hawhta a chyhchaita thla kha chhoh ta papua awpa a châ.
3. Daihti rei leipa (Officiating) châta rai a –ileipa ta lapa âbyuh khih cha, Office Bearers khokheina ta Head of Department ta la aw ta, Ministerial & Personal Committee siepahlepa ta Assembly Executive committee apykheina ta a la aw.

14. Hriatuhpa a-ipazy châta hezy he la theipa châ aw vei.

1. Awnanopa ryhpa a paki leipazy,
2. Chhoreihaipazy,

3. Moleina vâta a rai tawhta pabâpa (dismissed) zy;
4. Awnanopa phu/py hropa ta rai a pabâpa nata
5. Sawhkhâta rai a pabâsapazy;

15. Hriatuhpa a-ipa raihria pathaona noh cha he hawhta a châ aw.

1. Office tawhta Appointment Order liata noh raopa hawhta rai a pazaona noh ta raopa châ aw. Noh nata dawh taihpa hawhta rai a pazao khiachtacha cha noh tawhta hlao hmô aw ta, cha noh ta rai a vaw pazao vei khiachta cha rai a pazaona noh tawhta hlao piepa a châ aw. Service deikua cha appointment order hawhta reipa a châ aw.
2. MEC hriatuhpa ahyrai a raihriana athaona noh tawhta basic pay, allowance nata hmô awpa ta raopa maih zydua cha a hmô khai aw.
3. Abyuhpa vâta ahlapa hriatuhpa ta lapazy cha rai (post) a-ipa liata hriana su a y vei khiachcha, daihti khacha râkha tawhta tlyma pahasa lilaw heih theipa a châ. Raihria (post) a hneipa liata pazaosapa a châ khiachcha, raihria a-ipa a pazaosana noh tawhta a service alaichadaipa a cha aw.
4. Probationary pastor cha Probationary pastor châta pa-ipa a châ noh tawhta a service alaichadaipa châ aw ta, Chahnao tlâh leipa ta a pahnopa cha pahriasatuhpa ta a pabasa thei aw.
5. MEC Assembly ry liata hriatuhpa ahyrai Assembly pasaina ta, MEC khôtho la (su hrola) ta ahriapa cha Assembly ta a khohna daihti maih ta a aw heih thei aw.

16. Hriatuhpa rai pabâ theina

1. Raihriatuhpa pabâhsana kyh liata a thaichâna bie reipa nathlie tua leipa ta rai pabâhsa theipa châ aw vei.
2. Hriatuhpa a-ipa cha raihria a pazao tawhta Head of Department pahno leipa ta absence-pa cha yzie chhiepa

(misbehavior) ta a pypa châ aw ta, thlakha hlâta a hluih via a châ khiachcha absence noh tawhta a pabâhpa ta pachâpa a châ aw.

3. Ahyrai MEC ry liata hriatuhpa cha Assembly ta hria tlâh khao leipa hawhta a hmôpa nata a ry liata palâsapazy cha a rai tawhta pahâsa theipa a châ.
 - a. Sapa chieh leina vâta raihria a pazao thei khao leipa
 - b. A rai tawhta department luhpa pahnosa tua leipa ta rai hropa a hiahpa
 - c. MEC ryhpa nata Dâh a chhih khoh leipa
 - d. Assembly pachipa biezy, Department Committee nata luhpa bie a khoh leipazy pabâh theipa ama châ aw.
4. Hriatuhpa raihria bâna cha ano bâna hiana tlyma, pabâhsa tlahpa a châpa tlyma, raihriana pabâsapa tlyma a châ khiachcha Ministerial & Personnel Committee avaotuhpa ta rai pabâna thlai a pie thei aw.
5. Hriatuhpa a-ipa ahyrai kheirohpa hmoparaopa (criminal case) vâta tlyma lô-o patâhpa a cha khiachtacha, lô-o a tâh noh tawhta a bâhpa ta âpypa a châ aw. He heta hriatuhpa ano âdo/thaichâ thlahapa ta chyhsa hmiahaona vâta leihna nata Awnanopa âchâhkheina dopa vâta lô-o liata patâhna pahly aw vei.
6. Moleina khei hawhpa vâta pabâhpa awpa vyuhpa ta a hlao kê (cut) pachyh viapa, grade âhnai viapa ta pachôpa nata su pasiepa awpa chhao a châ thei hra aw.
7. Raihriatuhpa cha hmotaopasina vâta tlyma, leihbâh vâta tlyma, Sawhkhâ ta patupa a châ khiachta, ano cha a raihriana tawhta pahasa chypa (suspend) châ aw ta, a vaw pua tita a hria tlâh a châ/chalei ano thâtih pachâpa a châ aw.
8. Raihriatuhpa pabasana cha Assembly liata bie chhana reipa ta a châ aw.

25. Hlao pônna (increment) pie leipa ta chakaona : He ary liatapazy he hlao pônna châta rei lei awpazy ama châ.

1. Hlao hmô leipa ta pahâsapa (suspension) hriatuhpa cha suspension chhôn ta a chakao leipa hawhta pachâpa a châpa vâta hlao pônna chhao hmô aw vei. Anodeikua cha suspension chhôn cha ‘Chakao haipa hawhta pachâ awpa a châ aw,’ a tah khiachtacha hlao pônna chhao a hmô aw.
2. Hlao leipa ta Chhuti (leave) la chhôn he hlao pônna chhao pachâpa châ aw vei

26. Pay scale nanopa liata pa-ysana :

1. Hriatuhpa a raihria haipa tawhta Pay scale miakha tawhta Pay scale hropa lâta a pasie khiatala, a rai pasiena hlao cha a hlao la haipa hlâta a hluh via khiatala, â kei pasiena hlao cha la aw ta, âkhopa a châpa chhaota cha cha ahlao aw. Anodeikua cha hlao haipa hlata âhnai viapa a châ haw khiah ta cha, âsâh viapa liata a hlaoziapa a pazipa hlao chhâhchabi liatapa pahlaosapa a châ aw. Pay scale taopathina kyh liata he he zipa a châ hra aw. A chô liata ropa hawhta, hlao atyu nawpa chhâhchabi reipasiasa khaipa a châ tawhta kô tota hlao pôh nawpa cha kô kha pôhpalôhpa chakaona a hnei khai tawhta Budget kô thaona (April) tawhta a châ lyma aw.
2. Hlao atyu nawpa chhâhchabi tao nawpa nata hlao pônna piena liata runa eihpa tlyma, sia leina tlyma mo pakha chôchâh liata a vaw y haw khiatala tao pasia awpa Finance & Property Committee siepahliepa ta pachâ kheipa a châ aw.

Hriatuhpa a thipa hlao

27. Raihriatuhpa cha a thi hâ khiatala, a thi noh cha kheirohpa noh rai châsala a thina thlapâ chhâna taihta a hlao zydua pie khai awpa a châ aw. Ano ta a la mâh leipa hlao zydua chhao a chhônkhâ lâta pie khai a châ aw.

2. Raihria pasisana (extension) cha Elected Officers zy châ deita hmâpa a châ aw. Pasisana kô taihpa cha ano a tlohna election term chhana taih a châ aw.
3. Hriatuhpa pension ta a sie haw chiehpâ, ngiabâhpa hriatuhpa cha Officers’ Council tlyma, Committee miakha kha ta âbyuh a tah khiakta cha daihti thliepa ta pahriasa theipa châ aw ta, EC a report aw.
4. Pensioners zy cha service extension pie theipa châ khao aw vei.
 - a. Kô 60 tloh hawta MEC Staff nata Missionary zy
 - b. Kô 65 tloh hawpa MEC râhchhôn Pastor zy
 - c. Service kô 15 tloh haw ta pension ahiahpazy

Seniority

- 20.** MEC Assembly ry liata hriatuhpazy hry liata rai miakha, maohphaona miakha nata hlaopipa miakha hry liata rai a pazao tuapa maih cha Senior ta pachâpa ama châ aw. Raihriana alyupa, maohphaona alyupa hry liata rai ama pazaona miakha sai a cha ha khiahla, a sapa kô uhthei viapa cha senior viapa ta pachâpa a châ aw. Hlao piena liata he hawhta senior thliepa a châ aw.
1. Pastor kô 21 nata a chô lâta a chakaopa cha Senior tahpa a châ aw.
 2. Staff kô 21 nata a chô lâta a chakaopa cha Senior tahpa a châ aw.

**BO -4
HRIATUHPA THÂTIH RONA
(SERVICE BOOK)**

- 21.** MEC Assembly ry liata hriatuhpa zydua châta ama Chakaona Thatih Rona (Service Book) avaopa châ aw ta, regular post liata a hriapazy deita a ô aw.
- 22.** He hawhta Service Book taopa ta avao awpa a châ aw.

Raihriana Dâh

1. Service bu cha up-to-date ta avaopa a châ aw.
2. Service verification kô 1ta ei kha Controlling Officer ta a roh lyma aw.
3. Moh (Name)
4. Paw nata Nô Moh (Name of Parents)
5. Vahpa/ lapinô Moh (Name of Spouse)
6. Yna address (Permanent address)
7. Pina noh/su (Date and Place of Birth)
8. Ryutotuhpa moh (Heir)
9. Châ thaina nata Achuna su (Qualification & Institutions attended)
10. Raihriana/hmôna (Appointment Order No. & Date)
11. Pa-ina (Regularization/Induction/Ordination/Confirmation)
12. Chakaona dâh & chhuti (Service & leave)
13. Kiasâhna & lyma (Promotion & Award)
14. Chhoreina nata hriena
15. Hlaopipa nata pôhna (Basic pay scale and increment)
16. Training nata further study asiêpa châta training moh, a su nata daihti,
17. Pension a totuhpa (nomination)
18. Color passport size nothlahpazy
19. Hmo hropa peimawhpazy

BO – 5
HLAO CHÔCHÂH
(PAY & ALLOWANCE)

Hlaopipa, hlaô kiana nata Allowance

- 23.** Assembly ry liata hriatuhpazy hlaô chhâhchabi (Pay scale) nata allowance cha Assembly ta a raona zie hawhta a châ aw. Assembly dei leipa ta hlaô nata allowance zy pahluhpa nata pachyhsa via theipa châ aw vei. He hawhta hlaô ama hmô aw.

Raihriana Dâh

1. Hriatuhpa chyhsa thiehpa lapa cha a tlâhpipa ta pay scale âthaona nata allowance zy a hlaô aw.
2. Rai pakiapa cha ahlaô haipa hlâta ahnai via haw khihta cha, pay scale athaona hlâta âsâh viapa ta hlaô tlâhpa ta pachâpa a châ aw. A hlaô tyhpa athaona hlâta âsâh viapa ta a phana taihta hlaô pathaosa theipa a châ aw.
3. Hlaô pôhna daihti (Annual Increment) cha kô to ta Awnanopa Budget athaona (April) maih ta a châ aw. Rai a pazaô thiehpa deikua cha hlaô a la tuana (rai a pazaona) tawhta kôkha a tloh nahta hlaô pôh tuachaipa cha alâ aw. Tari noh kheihawhpa rai châ sala Apôh heihpa cha April thla thaona liata a châ lyma aw.
4. Rai pasisapa (Service Extension) cha hlaô hmô tyhpa hawhta a hmô lyma aw. A rai pasisa theina rakha cha Assembly paryhsana zie hawhta a châ aw.

24. Hlaô pôh awpa ta reipa chakaona:

1. Assembly ry liata hriatuhpa cha a raihria haipa châ leipa ta, hlaô âkhopa liata rai hropa pahriasapa châ sala, Chakaona pazaô lymapa hawhta pachâpa a châ aw. Cha hawhta a hria chhôn cha a hlaô chhao a pôhnazie hawhta a pôh lyma thei aw.
2. Assembly ry liata hriatuhpa cha ahlaô zydua tlyma, âkhophie tlyma, achyeh via tlyma hmôpa ta apahâ awpa ta pasaipa cha, a paha chhônhta a hriapa hawhta a pypa châ aw ta, a hlaô chhao a pôh lyma thei aw.
3. Assembly ta âbyuh a tahpa vâta hriatuhpa cha kheihawhpa daihti chhôn châta hria awpa tlyma, a chu awpa tlyma, hria haipa tawhta tuapa cha, cha raihria achu nawpa ta hryuhpa zydua mohropa ta piepa hra eisala, tuapa ta a châ chhôn zydua cha a chakao lymapa hawhta pachâpa a châpa vâta a hlaô pôhna chhao a pazaô lyma theipa a châ aw.

3. Raihria daihti chhôn liata office puasaipa ta rai hropa ama hria awpa châ vei. Raihriana su liata raihria haipa pachâ leipa ta bie lôhawhpa reipa ta ama chiavo awpa châ vei.
4. Office kiah ngathlâh ha hrasala, hyutuhpazy rei ângiah leipa hriatuhpa cha ama chô liata chhorei theipa a châ. Cha hawhpa hriatuhpa cha hlao cut tlyma, casual leave tlyma, earned leave tlyma deduct theipa a châ aw.
5. Hriatuhpa noh 3 chhôn office a kiah hawhpazy (late) cha biehneituhpa ta ama kia hawhna chhâ pareisa awpa a châ. A reipasiana cha biehneituhpa ta a palôh a tlâh khiahta cha a ngiahthaipa châ aw ta, a palôh a tlâh vei khiahta cha abyuhna hawhta chhorei awpa a châ aw.

38. Office liata tao pasai leipazy

1. Office chhôn liata amo mopakha rai (private affairs) tlyma, py châta tlyma kiehawhta rai hmâhta hria pasaipa châ vei.
2. Office chhôn liata sahmei/sahmâ dona, chahneimei pazyna, kuva, khaini, sada, karaozy hawhta taopa pasaipa châ vei.
3. Office chhôn liata pala/pôh phiehpa zy, hmo zuapa, chaleipa, draught board hawhpa akhahpa zy tao pasaipa châ vei.
4. Biehneituhpazy hria awpa rai ama pahniehzy hria leipa ta khô ama pua awpa châ vei.

BO - 9

CHHUTI (LEAVE)

Reipasiana: Assembly ry liata hriatuhpa a-îpa nata a-î leipazy ta peimawhna kyh liata hmâ awpa ta Chhuti (leave) chinanopazy ama hnei thei aw.

39. Chhuti Chinanopazy

Assembly paryhsana zie hawhta hriatuhpazy châta he chhutizy he pie theipa a cha aw.

BO – 6

RAIHRIANA WPAZIE

Raihria zie nata hria daihti

28. Assembly ry liata hriatuhpa raihria zie, hriana daihti (working hour) nata hâta chhôn ta hria noh (working days) awpa cha Assembly raopa hawhta châ aw ta, Awnanopa Noh peimawhpa nata Sawhkhâ holidays (Zyna hropa holidays pahly vei) chhao Office Chhuti Noh ta apypa a châ aw. Office Administration atotuhpa ku liata a y aw.
29. Raihriana daihti chhôn ta Zi awpa Ryhpa (discipline) hneipa a châ aw. Department hyutuhpa ta raihria byuhna vâta holiday noh ta rai a pahriasapa cha a hria vyuhpa ta daihti ryhpaohna liata Office chhuti (holiday) a pahmôsa thei aw.
30. **Awnanopa ryureina kyh liata sie pasaihna:** MEC staff ahyrai (Pastor nata Probationary pastor pahly vei) Awnanopa Committee (Church Politics) liata a hlao awpa châ vei. Ahlao awpa ta peimawhna a y khiah cha Department hyutuhpa pasaina a hnei tua awpa a châ. He heta he dâh y hlâta hriatuhpazy duahmo pahly aw vei.
31. **Yna khieh nata raihriana:** Assembly ta Minister, Pastor nata Probationary pastorzy y nawpa khieh nata suzy rao aw ta, ama hriana zie awpa chhao a pachâ aw. A likawh liata byuhna a y haw khiahta cha Department hyutuhpa ta pachâ tua aw ta, a y tuapa Assembly Executive Committee apykheina a la awpa a châ. Headquarters nata a ry liata raihriana su (office)zy liata hriatuhpazy cha Officers Council ta âbyuh a tahna hawhta pasie thei aw ta, a y tuapa Assembly Executive Committee liata a papysa aw.

BO – 7
RAIHRIANA NOH NATA DAIHTI
(WORKING DAYS AND HOURS)

Peipasiana: MEC Assembly ry liata hriatuhpazy raihriana daihti cha Assembly taozie hawhta a châ aw. Office kiapathaona, bâna, chhuti zy cha General Secretary ta order a papuapa aw.

32. Raihriana Noh (Working Days)

MEC Assembly ta a paryhsapa hawhta raihriana noh cha Hriatuanoh (Monday) tawhta Chutyhnoh (Friday) taih a châ aw. Rai chatliepa nata peimawhpa a y khiakta cha he khôlâ chhao pahriasa theipa a châ aw.

33. Raihriana Daihti (Office Hours)

MEC Assembly ta a paryhsapa hawhta raihriana daihti cha my dawh 9 tawhta Za lâ dawh 3:30 taih a châ. Rai chatliepa nata peimawhpa a y khiakta, he khôlâ chhao pahriasa theipa a châ .

34. Apahana Noh (Holidays)

Assembly ta Noh Peimawhpa a raopa nata Sawhkha Noh peimawhpazy cha Office Pahana Noh (holidays) ta phuahpa a châ aw.

BO – 8
OFFICE KIANA
(OFFICE ATTENDANCE)

35. Office Kiana

1. Office liata hriatuhpa zydua office ama kiah pha awpa a châ. Biehneituhpa pasaina leipa ta Office ama absence awpa châ vei.
2. Tlâh leina kyh liata Châ ropa ta chhuti ama hia awpa a châ. Chhuti hiana cha My dawh 11 hlâta Office Suprintendent kô a tlô awpa a châ.
3. Noh chareih ama office kiana Attendance register Châbu liata moh ama roh lyma awpa a châ.
4. Attendance Register liata Tlôna nata Puana (Arrival & Departure) ropa ta ama initial lyma awpa a châ.
5. Biehneituhpa tlyma, in-charge alapa tlyma pasaina y tua leipa ta staff ahyhmâh a raihriana su a puasai awpa châ vei.
6. Biehneituhpa pasaina la leipa ta office absence tyhpa nata a hawh ngâthlâh hâpazy cha abyuhna hawhta ama chô liata chhoreina hmâ thei awpa a châ.

36. Devotion Hnei awpa

Hriatuhpazy Office liata raihriana ama pathao hlâta My to ta Thlahchhana (Devotion) ama hnei lyma awpa a châ.

37. Daihti Hmâ padona (Punctuality)

Hriatuhpazy cha raihriana daihti am hmâh pado awpa a cha.

1. Raihriana daihti raopa liata ama hriana su ama tlô cheingei awpa châ ta, ama hawh awpa châ vei.
2. Hriana daihti raopa ama zyh awpa a châ. Daihti hmâ pado leina he corruption sakha a châ.

46. Chhuti pasaina nata pasai leina:

Chhuti he dâh liata pasai theipa a châ, a tahpa vâta hmâ cheingeipa tahna châ leipa ta chhuti a pie theituhpa ta rai byuhpa vata pasai ta, a pasai lei thei thlah ha awpa a châ aw.

BO - 10

**TLÂH LEINA/VADUANA KYH MOHÔHNA
(MEDICLAIM: MEDICAL RE-IMBURSEMENT)**

Reipasiana: Assembly ry liata hriatuhpazy tlâh leina nata kheihawhta vaduana ama vaw tyh pathlei tita, Assembly ta a paryhsana zie hawhta ama hryupa sôhzy hmô pakhua thei awpa a châ aw. He Dâh he Assembly ry liata hriatuhpa nata ama chhôhkha liata mo pakha kha vaduana kyh liata deichhy thei awpa a châ aw.

47. Thohna o liata mohôhna

1. Assembly ry liata hriatuhpa tlyma, a lapinô tlyma, a vâhpa tlyma, a saw pakha kha tlyma thohna o a ngia khiachtacha, a hryuna zydua ropa ta General Secretary la pangia awpa a châ aw. Officers' Council tawhta Finance and Property Committee siepahliepa ta Assembly Executive Committee ta âryh a tahna hawhta pachâ kheipa a châ aw.
2. Hryuhna tahpa cha thohna o angiakhei cheingeipa, X'ray, Operation, Ultrasound... hawhpa nata thohna mâzy (voucher chhao ta chathipa awpa) a châ. Nie mâ deikua pie theipa châ aw vei.
3. Tlâh leipa thohna o la pangaipa cha Head of Department ta a pahnokhei tua awpa a châ.
4. Thohna o pangaina liata hmâpa motor /bus/ baly siena liata a pahryuhpa zydua cha bill chathipapa ta General Secretary lâta paphao awpa a châ aw.

1. Hlao hmôpa ta Chhuti (Earned Leave)
2. Tlâh leina Chhuti (Sick Long Leave)
3. Hmôh phaopa Chhuti (Special Disability ad Injury Leave)
4. Nawh hneipa Chhuti (Maternal Leave)
5. Achuna Chhuti (Study Leave)
6. Alei thei leipa Chhuti (Casual Leave)

40. Hlao hmôpa ta chhuti (Earned Leave): Hriatuhpa a-ipazy ta he hawhta hlao hmôpa ta chhuti pie theipa a châ aw.

1. Hlao hmôpa ta chhuti (earned leave) he kô kha chhôn liata noh 30 hnei thei aw ta, noh 15 hria chiehpa liata noh kha, thlakha liata noh 2 chhuti pie theipa a châ aw.
2. Hlao hmôpa ta chhuti a hmâ khotha cha noh 15 abyuhpa liata Head of Department siepahliepa ta General Secretary lâta a hia awpa a châ. Raihria peimawhna vâta Head of Department ta chhuti pasaih thei ta, a pasaih lei thei hra. Chhuti pie hawpa chhôn liata a ypa chhao raihria peimawh kawpa a y khiah cha, aw pathi thei aw ta, chhutina noh chhao a parao (cancelled) thei aw.
3. Chhuti hia hmâ leipa ta eikha pita pasana a hneipa cha achatlie theina hawhta Head of Department lâta hiana châ pangia aw ta, chhuti hiachhi byuh leipa ta, chhuti noh a hneipa cha tlâh lei chhôn ta a hmôh thei aw. Chhuti noh a hnei leipa a châ khiachtala, hmia lâ a hriana chhuti liata panâhpa a châ aw. Tlâh leina vâta chhuti hiana kyh liata ama yna local châ tlyma, doctor certificate tlyma a chathipâ awpa a châ. General Secretary ta tlâh leina a hnei khiachtala, Moderator liata pahnosana a hnei aw.
4. Hriatuhpa ahyrai pasaina y tua leipa ta ano koh ta chhuti hnei thei aw vei. Pasaina y leipa ta ano koh ta a chhutipa cha he hawhta action lapa a cha aw.

- a. Head of Department ta achhâpa (reason) reipa ta a yleina daihti chhoh cha Earned Leave liata a panâhpa thei aw.
- b. General secretary pahnokheipa ta a hlao kâh (deduct) theipa a châ aw.
- c. Kôkha increment a paraopa theipa a châ aw.
- d. Abyuh khihtala, a rai tawhta pabâhsa awpa ta Committee a tlô kheh thei aw.

41. Tlâh leina chhuti pasipa (Sick Long Leave)

Hriatuhpazy tlâ leina kyh liata he hawhta chhuti ama hnei thei aw.

1. Hriatuhpa ta atlâh leina daihti liata hlao hmôpa ta chhuti a hnei zydya a hmâh khai tawhta a tlâh leipa khihta cha, Dawty khokheina ta thla kha chhoh hlao hmôpa ta chhuti pie theipa a châ aw.
2. Cha tawhta chhao ta, chhuti la via heih awpa âbyuh khihta cha Head of Department ta General Secretary siepahliepa ta Officers' Council a tlô kheh aw. Officers' Council ta he hawhta a pachâkheh thei aw.
 - a. Thla 2-6 taih ta Basic pay ta chhuti a pie aw.
 - b. Cha hlâta pasi viapa chhuti âbyuh haw khihta cha Assembly Executive Committee ta abyuhna hawh baona tyma, hlao hmô leipa ta chhuti tlyma, rai tawhta pahasa chypa ta tlyma pachâ aw ta, Assembly a tlô kheh aw.

42. Hmahphaona chhuti (Special disability Leave or injury leave)

Hriatuhpa cha a rai hria vâta thohna o liata kia abyuhna taih hmah a pahao haw khihta cha, hlao zydua hmôpa ta General Secretary ta thlakha chhuti a pie thei aw. He chhuti he âdaih leipa khihta cha, chhuti chinanopa nata pazaopa ta chhuti pie baichha theipa a châ aw.

43. Naw hnei chhuti (Maternity leave):

Naw hnei chhoh chhuti noh 90 pasai theipa a châ aw. Noh 90 hlâta hluih via pie awpa âbyuh haw khihta cha Medical Certificate chhao ta hiah aw ta, leave hropa pie via theipa a châ aw. Chapaw hriatuhpa cha a lapinô nawh a hnei nota noh (10) chhuti pie pasai theipa a châ hra aw.

44. Achuna Chhuti (Study Leave)

MEC Assembly ta achu awpa a pasai hriatuhpazy cha achu awpa ama patohpatiana daihti nata ama chu chhoh ta leave he hawhta a pie thei aw.

1. Achuna awpa ta patohpatia chhoh ta leave pie awpa ta cha Assembly paryhsana zie hawhta a châ aw.
2. Ama chupa Degree/Diploma Course mopâpa ta Assembly ta leave a pie aw.
3. Assembly pasai pa ta achupa (leave) piepa cha he hawhta hlao a hmô aw.
 - a. Hlao basic Pay nata Grade Allowance
 - b. Traveling Allowance: kô kha ei kha (Myanmar râh chhoh achupa hawhta tao awpa châ aw ta, a zie cha Finance Committee paryhsana zie hawhta a châ aw.)
 - c. A kiana Seminary ta âhnawpa Tuition fee nata fee hropa zydua Assembly ta a pie aw.
 - d. In-service ta a siepa deikua cha Messing piepa châ aw vei. Ama hlao tawhta ama pie awpa a châ aw.

45. Alei thei leipa Chhuti (Casual leave):

Hriatuhpa ahryai ta kô 1 liata Casual Leave noh 10 ama hnei thei aw. He Chhuti he tlâh leina daihti, kahrao-hriabao nata lei thei leipa kyh liata chhuti la byuhna kyh lia ngâlâh ta hmâ awpa a châ aw. Ei kha ta noh 5 hlâta hluih viapa la thei awpa châ aw vei.

57. Chhorei theipa Paraopazy

1. Raihriana liata a diathlâpazy
2. Pasaina yleipa ta raihriana a râsaipazy
3. Biehneituhpazy reingia leipa nata chhorupazy

58. Chhoreina zie

Hriatuhpa ahyrai Constitution nata hmahaipa Dâh a paraopa cha he hawhta chhorei (hrie) theipa a châ aw.

1. Pasipa-aona
2. Transfer
3. Pai âhnai viapa lâta sopa
4. Rai pahâsa chypa (suspend)
5. A hlao pie leina
6. Service Pachhâsapa
7. Compulsary Pension piena
8. Rai pabâna (dismissal)

59. Rai pabâh theina taih chhorei theipa moleinazy

Assembly ry liata hriatuhpa Minister, Pastor, Pro. Pastor, Staff a-ipa nata a-i leipazy ta he ary liata palasapa moleinazy ama tao khiahta cha, ama rai pabâh theipa a châ.

1. Apheina nata apatlana moleinazy
2. Liahnycheina
3. Paruna moleina nata ngâchhieh leina
4. Paritheipa (drugs) a zuahpa nata a hmâhpa
5. Sôh kyh liata ngachhieh leipa (corruption)
6. Phusa akhahpa chinanopa (gambling) a taopazy
7. MEC Awnanopa patyhpamana taihta rairuna a taopa

60. Chhoreina Dâh

1. Hriatuhpa ahyrai chanô/chapaw kyh liata moh chhiena taihta a ypa cha, â piepasipa hmô cheingei hra vei sala, Concerned

48. Hriatuhpazy Vâduana kyh

1. Hriatuhpa o pahleina taihta vâduana a tyhpa cha Assembly ta aryh a tahna hawhta deichhyna a patohpatia aw.
2. Raihriana (Duty) liata apiepasina (Accident) vâta railhria pazao thai khao leina awpa taihta vâduana atyhpa cha Assembly Executive Committee ta mohôhna nata deichhyna a pachâ aw.

49. Hriatuhpazy Thina

1. MEC Pastor tlyma, Pro. Pastor tlyma thina kyh liata cha MEC local church to liata taokheina hnei chyu awpa a châ aw.
2. Hriatuhpa ahyrai thina kyh liata Assembly ry liata hlao hneipa ta hriatuhpa zydua ama hlaopipa tawtah 5% chyh ta taokhei awpa a cha aw.

BO – 11

HRIATUHPAZY PAHRANA O (QUARTER)

50. Minister, Pastor nata Probationary Pastor zy cha Assembly ta chakaona su a raopa local church/khieh liata Quarter pachâpâpa a châ aw. Quarter y leina liata tlôna o mâ cha Assembly ta aryh a tahna hawhta piepa awpa a châ aw.
51. MEC Office staff zy chhao tlôna o ama hnei vei khiahta cha Assembly ta a châkhei aw.

BO – 12

HRIATUHPAZY TAO AWPA

52. Assembly ry liata hriatuhpa zydua cha a pahriasatuhpa Awnanopa cha zapa ta, Awnanopa pachuna, chhithana, Assembly nata ary liata Cmmittee biezy a zyh awpa a châ.

Raihriana Dâh

1. Assembly ta a pahniehpa rai cha ngâchhihpa nata phahnai ngiah kawpa ta a hria awpa a châ.
2. Hriatuhpa cha Suhrawh sukha (Khazohpa Tovyuh) ta a pie lym awpa a châ.
3. Chyhsa to lâta hrozie nôchâ phapa nata ngiapâna phapa ta pamosapa ta Awnanopa hmotao raihria zydua liata âhlao lyma awpa a châ.

53. Hriatuhpazy Apôhkhana he hawhta ama tlua lyma awpa a châ.

1. Assembly ry liata hriatuhpazy cha ama pôhkha awpa, kyhpachâna ta ama chhohia thai kaw awpa a châ.
2. Hrialâhpazy pasâhsa viapa tlyma, mohpahnai viapa tlyma, ama hnei awpa châ vei.
3. Biehneituhpa Hyutuhpazy cha zapa ta ama reih ama ngiah awpa a châ. Amozy charoh vaihtuhpa nata deichhytuh chaipa ama châ awpa a châ. Hyutuhpazy kyhchhie ama reih awpa châ vei.
4. Assembly nôpawzy, Awnanopa nôpawzy, Pastor zy, Pro. Pastor zy, Awnanopa Machâzy nata Khiehchhoh Machâzy ama papyupahly thai awpa a châ.

BO – 13

HRIATUHPAZY TAO LEI AWPAZY

54. Politics kyh liata hezy tao pasaipa châ vei.

1. Hriatuhpazy cha Political Party liata member châ awpa ta enroll pasaipa châ vei.
2. Polical party khokhei viapa nata achâh viapa hneipa ta bie ama rei awpa châ vei. Ama piezie liata chhao ama palasa awpa châ vei.
3. Hriatuhpa cha Political Election (Union, State/Region, District, Township, Village) liata ama pie (candidate) awpa châ leipa

Raihriana Dâh

ta, moh ama pangia hra awpa châ vei. Candidate ama khoh khiahta cha, ama rai a pahâsai awpa a châ. A pie rarua khiahta cha a pie noh tawhta a rai a bâh hawpa ta apyhpa a châ.

55. Hria pasai leipa hropazy

1. Hriatuhpa cha Sawhkhâ nata Awnanopa ta a pasai leipa sôhpaliena ama tao awpa châ vei. Rai hropa chhao a pakaopa awpa cha vei.
2. A raihria haipa dei leipa ta cha, rai hropa liata hlao hmôpa ta Private, Firm, Sawhkhâ, NGO liata a pazao awpa châ vei.
3. Full time châ leipa ta hlao leipa ta volunteer ta hria awpa ta ahawna a y khiah, Office Bearers pahnokheina la tua awpa a châ aw.

BO – 14

HRIATUHPAZY CHHOREINA (DISCIPLINE)

Reipasiana: He Chhoreina Dâh he MEC Assembly ry liata hlao hneipa ta hriatuhpa zydua a pahly khai aw. He Dâh he hriatuhpazy hro taopathina, vaihna, pathaihna nata ngâchhihna lâta chhihtuhpa chhaichhi châ ta, rei ngiah leipa hriatuhpazy pasipa-aona nata hriena dâh chhao a châ hra.

56. Chhoreina Biehneituhpazy

Assembly ry liata hriatuhpazy paraona kyh liata chhoreina biehneituhpazy cha:

1. Assembly, Assembly Executive Committee nata Officers' Council zy
2. Assembly ta biehneina a piepa Committee zy
3. General Secretary nata Executive Secretary zy ama châ.

Raihriana Dâh

chhopasiana hawhta châ aw ta, Assembly Executive Committee lâta a report aw.

BO – 17
DÂH TAOPATHI THEINA
(AMENDMENT)

68. He Service Rules panano ta taopathi theina cha Constitution Bo 15 hawhta châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

Raihriana Dâh

Committee zy ta a thâhtih a pachâ aw ta, âphuhna hawhta a chhorei aw.

2. Assembly sôh nata hmohneipa a parupa tlyma, chado leipa ta a pahlei raruapa tlyma, Awnanopa sôh nata hmo hneipa avaona account/register âdo leipa a tao raruapa tlyma cha Biehneituhpazy ta âphuhna hawhta ama chhorei awpa a châ.
3. Hriatuhpa ahyrai paritheipa hmo a tao tlai tahpa pahnopa a châ khihta cha Concerned Committee ta chhorei (pabâh) thei ta, Assembly la a report a pie aw.
4. Hriatuhpa ahyrai Awnanopa sôh âdo leipa ta hmâh raruapa (corruption) a taopa cha Concerned Committee ta a laichadai aw ta, chhorei theipa a châ aw.
5. Hriatuhpa ahyrai Awnanopa pasai leipa gambling tlyma, phusa akhahpa tlyma, MEC Awnanopa reipachhie khihtala, Concerned Committee ta a thatih pachâ aw ta, pabâh thei aw ta, ângiahthai thei aw.

61. Pahasa chyna (suspension)

Hriatuhpa ahyrai pasaina y leipa ta a chakaona a râ saipa tlyma, Dâh a chapiapa vâta rai pazao tlâh a châ leipa ta pahnopa tlyma, a thâhtih pasiapanô hlâ via ta cha biehneituhpazy ta he hawhta a rai pahasa chy (suspend) thei aw.

1. Pahâsapa ta a y chhôn ta, hlao pie thei ta a pie lei thei aw.
2. Hlao pie awpa khiah, hlao pôhpalôhpa zydua âkhophie tlyma, hlaopipa tlyma a pie thei aw.
3. Hlao pie awpa a châ khiatacha, a hlao pôhpalohpa zydua a khophie hlata hluih via châ aw vei.
4. A thatih rei khai tawhta hmo a parao tlaipa ta pahnopa a cha khihta cha, chhorei awpa a châ. Chhoreina cha transfer tlyma, rai âhnai viana lata sopa tlyma, hlao nata allowance zy pie heih awpa a châ/châ leipa reipasiasia ha awpa a châ aw.

5. Suspend ta sopa hriatuhpa cha thai a châpa a châ khihtala, a rai parohpa liata so heih awpa châ aw ta, suspension ta a y chhôn zydua kha chakaona hawhta pachâpa cha aw ta, hlao nata allowance chhao a hmô paki khai aw.

62. Thaichana bie rei theina:

1. Hriatuhpa ahyrai ta a thaichâna bie pareisa tua eipa ta rai pabâhpa tlyma, hriena pasa viapa pie awpa châ vei.
2. Thaichâna bie rei awpa ta hriatuhpa ta châ ta tlyma, pakah ta tlyma, a thaichâna bie pareisa awpa a châ.
3. A thaichana bie cha Concerned Committee ta liahsa a pachâ khai tawhta a hmoparaona cha hrie tlâh ta pachâpa a châ khihtala, a chô liata hrien dâh hmâh awpa a châ.

63. Palôhtlâh leina kyh rei theina

1. Hriatuhpa ahyrai ano ama chhoreina kyh liata Concerned Committee ta bie a pathluh hawpa kyh liata palôhtlâh leina a hnei khihta cha, ano raihria a pachâtuha Committee lâta a palôhtlâh leina kyh pachâpathi heih awpa ta ahawna châ a pangia thei aw.
2. Concerned Committee ta reih via awpa a pasaih khihta cha, Assembly Executive Committee lâta reihpathi awpa ta a haw thei aw ta, Assembly Executive Committee ta biechhana rei awpa ta Assembly a tlôkhei aw.
3. Cha hawhta Palôhtlâh leina kyh reihpathi awpa ta â haw khohpa cha, ano kyh Concerned Committee ta pachia pa ta bie a pathluna noh tawhta noh (30) chhôn liata ahawna (appeal) châ Moderator lâta a pangia thei aw. He daihti chhôn liata a pangia leipa cha a thatih pachâ theipa châ aw vei.

BO – 15
RAI PAHASANA DAIHTI
(RETIREMENT)

64. Sapa kô tlohpa nata Service tlohpa vata pahâsa theina

Assembly ry liata hriatuhpa cha ary liata palasapazy vâta Rai pahasa (pesawh) pie theipa a châ aw.

1. Hriatuhpa a pina noh tawhta laichadaipa ta pastor cha a sapa kô 65, staff nata mission field liata hriatupazy cha kô 60 ama tloh khihta cha rai tawhta pesawh pie theipa a châ.
2. Hriatuhpa ahyrai service kô 30 a tlohpa cha, a sapa kô 60/65 a tloh leipa chhao ta, ano khotlyna ta pesawh pie theipa a châ.

65. Hria haipa Rai chhapa vâta pahasana:

Assembly ta khapa vâta tlyma, hriatuhpa ta a hria haipa rai a pachhâsa khihtala, Assembly ta cha hriatuhpa cha rai ruapa hropa hriana pachâpa aw ta, âryhpaohna a yleipa khihcha, hriatuhpa cha pahâsapa a châ aw.

66. Hri-ia pathaih leina vâta pahasana :

Hriatuhpa cha kheihawhpa hri-iah vata tlyma Doctor ta rai hria tlâh a châ khaoleipa ta a reipa cha a rai tawhta pahâsa theipa a châ aw.

BO – 16
RAIHRIANA DÂH CHHOPASIANA
(INTERPRETATION OF SERVICE RULES)

67. He Service Rules Chhopasiana cha Assembly Officers' Council liata a y. Officers' Council ta âkhopie hlâta hluh via ta a

3. Mission Sôh (Râh Thiehpa Sôh: RTS)

- a. Beiparisôh (BPS)
 - b. Mission Thapasana Sôh (MTS) : Mission Apakhyna sôh, Hawka sôh, Apahrana sôh, Thapapuana sôh, Mission sahdô, Mission Lôhthai Sôh
 - c. Thatihpha Alyna Sôh (TAS) : Sep 26 noh eima Missionary-zy ta Thatihpha ama vaw tlôkhei noh ta thyupa)
 - d. Missionary Sponsor Sôh (MSS)
 - e. Mission Partners Sôh (MPS)
 - f. Designated Project (DPS)
 - g. Donations (Deichhyna)
 4. Publication Sôh (Châbu papuapazy zuana – PUS)
 5. Gratuity & Pension Fund (GPF)
 6. Endowment Sôh (EDS)
 7. Service & Development Department Sôh (SDD)
 8. KNP Sôh (KNP)
 9. KHD Sôh (KHD)
 10. KTP Sôh (KTP)
 11. KHP Sôh (KHP)
 12. KPP Sôh
 13. LTC Sôh
 14. Project
 15. Relief
 16. Others
 17. Assembly ta Sôh hnawh hropa ataopazy
8. **Phusa kê (Financial Year)** : MEC Assembly Phusa kê cha kê chareih 1st February tawhta January 31st a châ aw.
9. **Sôh hmôpa nata Rona Bu**: Sôh hmôpa nata hmôpa Rona Bu (Cash book), Sôh Angiapa zydua Rona (Register) zy local church

**MARA EVANGELICAL CHURCH
SÔH AVAONA DÂH
FINANCE RULES**

BO - 1**REI PASIANA NATA DÂH MOH**

Reipasiana: MEC awnanopa member-zy ta Khzohpa khihnarah pakawh nawpa nata Awnanopa mohôh nawpa ta phahnai khoh ngaitapa ta ama thyu pakhyapa sôh zy cha asia kawpa ta dao ta, avao ta, mohôh ta, âdo kawpa ta hmâpa a châ thei nawpa ta he Finance Rules he Constitution Bo 17:243 (c) pasaina hawhta taopa a châ.

1. **Dâh moh:** He Dâh he “Mara Evangelical Church: Sôh Avaona Dâh” (MEC Finance Rule) tahpa a châ. A pachhohna zie ta MEC “Sôh Avaona Dâh” tahpa a châ.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ. He Dâh heta Dâh Parohpa a thlâ aw.
3. **Dâh ta a ôpa:** He dâh heta Assembly Offices, Presbytery, Pastor Bia, Kihichhoh Awnanopa, Departments nata Assembly ry liata Department nanopazy chhoh liata Awnanopa sôh a vaw ngiapa nata apuapa zy avao, mohôhna nata hmâna zydua a ô khai aw.
4. **Khazohpa Awnanopa châta sôh thyuna:** Awnanopa sahlao zydua Abeipa biepiepa hawhta byhnâ ama to thei nawpa ta ku riapha kawpa ta (pasai kawpa ta) sôh ama thyu khai awpa a châ. Awnanopa sôh he mopakha châta hmâ pasaipa châ vei. Assembly ta âryh a tahna hawhta hmâ awpa a châ aw.

Sôh Avaona Dâh

5. **Assembly biehneina:** Mara Evangelical Church chhôn liata Sôhnawh taotheituhpa cha Assembly deita a châ. Assembly ta Khazohpa Awnanopa nata Krista râh pakawh awpa ta âbyuh a tahna hawhta sôh a lakhy tyh aw. Sôh a pakhyta zydua cha Khazohpa Awnanopa mohôhna nata Krista râh pakawhna châta hmâ awpa a châ aw.

BO – 2

ASSEMBLY SÔH MOHÔHNA KYH LIATA BIEHNEITUHPAZY

6. MEC Awnanopa ta a hneipa sôh mohôhna kyh liata biehneituhpazy cha a ry liata palasapa hawhta a châ.
1. **Assembly:** Mara Evangelical Church Awnanopa sôh hmôna nata hmâna kyh liata biehneituh chaipa cha Assembly a châ. Assembly deita ta sôhnawh papi thei aw ta, a y chiehpâ sôhnawh a parao thei aw.
 2. **Assembly Executive Committee:** Assembly budget khô lâ peimawhna kyh liata Assembly vyuhpa ta additional budget tao thei aw ta, a y chiehpâ budget chhôn liata sôh hmâna paryhparina (re-appropriation) tao thei aw ta, sôh tlua (fundraise) pasaina chhao a pie thei aw.
 3. **Finance & Property Committee:** Assembly budget chhôn liata sôh hmôna, hmâna kyh liata maohphaotuh chaipa a châ aw ta, he hawhta maoh a phaoh aw.
 - a. Assembly ry liata Standing Committees, Commissions, Boards, SDD, KNP, KTP, KHP, KPP zy budget mopasiana;

Sôh Avaona Dâh

- b. Finance Rule hawhta fundraise tao pasaina a pie thei aw. Committee pasaina y leipa ta fundraise a taopa thatih a pachâ aw.
- c. Assembly Auditor zy a rao chhielie aw.
- d. Audited statement of account a chhuanoh aw.
- e. Assembly sôh pôh via lymâ theina lâthlôhzy a tlua aw.
- f. Hriatuhpazy hlao, scale, allowance, emoluments nata a hropa sôh zy pachâ chhielie aw.

BO – 3

ASSEMBLY SÔH HNAWHZY

7. **Assembly sôh hnawhzy:** Assembly ta MEC Awnanopa member zydua tawhta Awnanopa mohôh nawpa ta sôh la pakhy aw ta, Awnanopa châta a hmâh aw. Hezy he Assembly ta a hneipa Sôh hnawhzy a châ.
1. **Khazohpa Tovyuh Sôh (KTS) :** Suhrawh Sukha
 - a. Phusa hmôpa tawhta thyupa;
 - b. Lyu/Sahdô tawhta puapa sâh, chhâmeih, chicheipazy zuana tawhtapa;
 - c. Sahroh, Râh, O thyuna & zuana;
 2. **Beipa liata Thaphana Sôh (BTS)**
 - a. Apakhyna liata sôh thyuhpa (Noh to sôh)
 - b. Râh nata O thyupa tawhta
 - c. Lôhthai hmopiepazy
 - d. Pakhyi Sôh
 - e. Noh Peimawhpa Sôh
 - f. Sunday School Sôh

Sôh Avaona Dâh

1. Finance Secretary
2. Treasurer

15. Finance Secretary: Local Finance Secretary maohphaona cha he hawhta a châ aw.

1. Assembly sôh nata Local Church Fund avaona a eihpa ta account a pahy aw.
2. Awnanopa odyh to ta rai awpa Thyuna Châbyh a rai aw. Awnanopa thyuna sôh zydua dao aw ta, Treasurer hnohta a pangia aw.
3. Phusa adaopazy cha Cash Book liata roh/pangia aw ta, Treasurer hnohta a pie aw. Phusa a pie papuapa zydua cha Cash Book liata a roh aw. Sôh Ahlâna Form hawhta Treasurer hnohta sôh a pie aw.
4. Sôh thyutuhpazy moh nata thyuna zie register liata pangia khai aw ta, kô chhana liata sôh Angiapa nata Apuapa statement sianô kawpa ta taopa a odyh to a rai aw.
5. Assembly sôh he khihchhôn Awnanopa peimawhpa nata hmo hropa châta hmâ pasaipa châ vei.
6. Assembly sôh he Headquarters lâ thlakha ta ei kha pangia lymâ awpa a châ.

16. Local Treasurer: Local Treasurer maohphaona cha he hawhta a châ.

1. Khihchhôn Awnanopa Ryureina ta sôh hmâ awpa ta a pathluhpa ngâhla a pie papua aw.
2. Finance Secretary tawhta sôh daotuhpa châ aw ta, Assembly sôh cha Headquarters lâta pangia awpa ta Finance Secretary nata Hyutuhpa pahnokheipa ta Biatuhpa Pastor ku liata ama pie aw.
3. Headquarters lâta sôh pangia receipt, local church fund sôh angiapa nata hmâna voucher, file nata record zy a vao aw.

Sôh Avaona Dâh

to ta hnei khai pa a châ aw. Hmâ khai pa Record/Register Bu zy chhao Awnanopa Record châta paso lymâ awpa a châ.

10. **Account Khawna (Account Closing):** Awnanopa nata Py sôh avaona Account buzy cha thla charei khaw (close) lyma tyh awpa a châ.

11. **Finance Account Report:** Sôh duahmo cha ary liata palâsapa hawhta report tyh awpa a châ aw.

1. Local Awnanopa Finance Secretary/Treasurer zy ta thla charei Awnanopa Committee liata nata Achhyna o liata report ama pie tyh aw.
2. Pastor Bia Treasurer ta bia pakhyi liata Bia Fund report a pie tyh aw.
3. Presbytery Treasurer ta Presbytery pakhyi liata Presbytery Fund report a pie tyh aw.
4. Assembly Headquarters Offices ta Finance & Property Committee nata Assembly Executive Committee zy liata report a pie tyh aw.

12. **Sôh Mopadona (Audit):** Awnanopa sôh zy he kôkha ta ei (2) audit awpa châ aw ta, February & August liata zôpha kawpa ta mopasia (Audit) awpa a châ aw. Audit report chhao cha Finance & Property Committee liata report tyh awpa a châ aw. Assembly sôh zydua he âbyuh khihta cha Charter Accountant (Certified Accountant) zy ta ama Audit tyh aw.

BO - 4

KHICHHÔH AWNANOPA SÔH HNAWHZY

13. **Khihchhôn Awnanopa Sôh hnawhzy:** MEC Local Church to ta, Assembly pasaina zie lyma hawhta sôh thyuna a y aw. Local Church Sôh hnawh cha a ry liata palasapa hawhta a châ.

1. Khazohpa Tovyuh Sôh (KTS) : Suhrawh Sukha

- a. Phusa hmôpa tawhta thyupa
- b. Lyu/Sahdô tawhta puapa sôh, chhâmeh, chicheipazy zuana tawhtapa
- c. Sahroh, Râh, O thyupa nata zuana

2. Beipa liata Thaphana Sôh (BTS)

- a. Apakhyna liata sôh thyuhpa (Noh to sôh)
- b. Râh nata O thyupa tawhta
- c. Lôhthai hmopiepazy
- d. Noh Peimawhpa Sôh
- e. Sunday School Sôh

3. Mission Sôh (Râh Thiehpâ Sôh: RTS)

- a. Beiparisôh (BPS) :
- b. **Mission Thapasana Sôh (MTS) :** Mission Apakhyna sôh, Hawka sôh, Apahrana sôh, Thapapuana sôh, Mission sahdô, Mission Lôhthai Sôh)
- c. **Thatihpa Alyna Sôh (TAS):**

4. Local Church Fund (LCF) : Local church tota ama local châta hmâ awpa ta ama hneipa sôh eihpa a châ. Office lâ paphao awpa châ vei.

- a. Assembly ta a piepa Local Grant
- b. Achhyna O sana châta thyupa
- c. Local Committee ta âbyuh a tahpa vâta thyuna sôh apahrupazy

5. Service & Development Department Sôh (SDD)

- a. HNA sôh
- b. SDD sôh

6. KNP Sôh (KNP)

- a. Local KNP Target Sôh (LTS)
- b. Noh Peimawhpa Sôh (NPS): KNP duano sôh
- c. Thapapuana Sôh (TPS)
- d. Apakhyna Sôh (APS)
- e. Kyhpachâ Hawtizy Deichhyna Sôh (KHD sôh)

7. KTP Sôh (KTP)

- a. Local KTP Target Sôh (LTS)
- b. Apakhyna Sôh (APS)
- c. Noh Peimawhpa Sôh (NPS) : KTP duano, KTP Hâtâ
- d. Thapapuana Sôh (TPS)
- e. Krismas Carol Sôh (KCS)
- f. Myuthieh Lykheina Sôh (MLS)

8. KHP Sôh (KHP)

- a. Local KHP Target Sôh (LTS)
- b. Apakhyna Sôh (APS)
- c. Noh Peimawhpa Sôh (NPS) : KHP duano
- d. Thapapuana Sôh (TPS)
- e. Sweet December Sôh (SDS)

9. KPP Sôh (KPP)

- a. Local KPP Target Sôh (LTS)
- b. Apakhyna Sôh (APS)
- c. Noh Peimawhpa Sôh (NPS) : KPP duano
- d. Thapapuana Sôh (TPS)

10. LTC Sunday**14. Local Sôh kyh liata Maohphaotuhpazy:** Khichhôn Awnanopa Sôh thyuhpazy kyh liata maohphaotuh chaipazy cha a ry liata palasapa hawhta atlyhpa cha aw.

A-2: LOCAL SÔH AVAONA BU

		Sôh hnawhzy						
Date	Particular From whom	KTS	BTS	RTS				Others
				BPS	MIS	TAS	Project	

21. Treasurer Sôh Avaona Bu: A-3

Local Church liata Department chyua ta, Treasurer Sôh Avaona Bu ama hnei khai awpa a châ. Cha Sôh Avaona Bu cha Local Treasurer ta âvaopa hawhta Department zy Sôh Avaona Bu cha Department Treasurer zy ta ama vao aw. Local Finance Secretary nata Department Finance Secretary & Treasurer-zy ta Local Treasurer lâta sôh ama vaw pangia tita, Sôh hnawh pathlua awpa âbyuh khao leipa ta âhlykhu ta pangia awpa a châ. Sôh ama piehlâna noh cheingei liata ama moh (sign) roh awpa a châ. He form hawhta he hawhta tao awpa a châ.

4. Sôh Angiapa zydua nata Headquarters lâta pangiapa zydua Achhyna O liata Sôh Duahmo palasana Board lia roh lyma awpa a châ aw.
5. Treasurer ta Cash Book sianô kawpa ta a vao aw.
6. Khihchôh Awnanopa Ryureina paryhsana leipa ta Awnanopa sôh cha ano rei ta ahyhmâh ta dyu pacheisapa châ vei.
7. Finance Secretary nata Treasurer zy ta thlakha ta eikha sôh ama hmôna nata hmâna zie âlyu/lyu lei ama moh pasia tyh awpa a châ.
8. Treasurer cha phusa avaotuhpa a châpa vâta ama ku liata phusa a ypa zydua cha ano ta maoh a phaoh aw.
9. Hmo peimawhpa nata chatlichakôhpa kyh liata cha Awnanopa Hyutuhpa nata Secretary zy pahnokheipa ta Local Church Fund hmâ theipa cha aw ta, Local Church Committee hmiatua chaipa liata report pie tyh awpa a châ.

17. Biatuhpa Pastor: Biatuhpa Pastor ta âbyuhpa ta a pahnokhiahta cha, Local Church Account book nata Department Account Book zy a moh thei aw.

BO - 5

LOCAL CHURCH SÔH AVAONA DÂH

18. Local Church Finance Register: MEC Local Church to ta, Awnanopa zawpi ta sôh mohôh ta, avao ta, pabohsa ta, ahmâna awpa hawhta hmâpa a châ thei nawpa ta Local Church Finance Register châbuzy ama hnei khai awpa a châ aw. Assembly paryhsana zie hawhta sôh pangiapa ta hmâ awpa a châ aw. He hawhta tao awpa a châ aw.

19. Local Sôh Rona Bu (Local Sôh Record): A-1

- a. Local Sôh Record bu he achhyna-o liata paso awpa a châ. Apakhyna Chairman ta âvao aw. Chairman ama pathlaina maih ta, zawpi hmiakô liata ama hlâ pachhuah tyh aw. Apakhyna daihti liata ama vaw thyu pakhypha sôh zydua (Suhrawh sukha, Nohto sôh, Mission sôh... hpz) ro khaipa a châ aw. Apakhy khai na ta, chairman ta sôh zie reih awpa ta Awnanopa Machâ tlyma, Khihchhôn Machâ tlyma hry tawhta mo (2) a rao aw. Sôh ama rei khai na ta, ama moh (signature) ama roh aw.
- b. Sôh areituhpazy ta phusa ama rei khai na ta, Local Finance Secretary hnoh ta thlai ama pie aw. Ama pie-hlâna moh liahsa ama roh (sign) aw.
- c. Apakhy no ta sôh thyupa zydua cha Sôh hlâtupa tlyma, Vaihtu thlachhatupha tlyma ta a hlâ aw. Hlâ no ta, athyutuhpazy moh nata thyuna zie reipâ awpa kyh cha Local Standing Committee paryhsana hawhta a châ aw.
- d. Sôh areituhpazy tawhta Finance Secretary ta sôh adao khaipa ta na ta, Local Sôh Avaona Bu liata a roh aw. Cha tawhta Finance Secretary ta Treasurer lâta sôh thlai a pie/hlâ khai awpa a châ. Sôh ama pie/hlâna maih ta ama moh ama roh (sign) awpa a châ.
- e. Awnanopa sôh thyuna (Suhrawh sukha, mission sôh, nata alyna sôh zydua) he Achhyna o lâ vaw cheipa ta thyu awpa ta khokheipa a châ. O lata ama vaw thyu hâpa chhao ta, alatupha chata achhyna-o lâ vaw cheih aw ta, achhyna-o liata Sôh Rona Bu liata roh awpa a châ aw.

		Sôh hnawhzy						
Date	Particular From whom	KTS	BTS	RTS				Others
				BPS	MIS	TAS	Project	

Areituhpazy Sign _____, Moh _____
 Sign _____, Moh _____

Phusa ei hmô haw.
 Sign _____, Moh _____
 Finance Secretary

20. Local Sôh Avaona Bu: A-2

Local Church liata Department chyu ta, Sôh Avaona Bu ama hnei khai awpa a châ. Local Sôh Avaona Bu he Local Finance Secretary ta âvaopa hawhta Department zy Sôh Avaona Bu cha Department Finance Secretary zy ta ama vao aw. Ku liata sôh âvaw ngia noh cheingei liata he Sôh Avaona Bu liata sôhnawh pathluapathlapa hawhta ro awpa a châ. Thla achhâna maih ta thlakha ta ei kha account khaw lyma awpa a châ. Account khawna noh lia cheingei ta Finance Secretary ta a moh (sign) a roh awpa a châ. He form hawhta Sôh Avaona Bu tao awpa a châ.

15. Assembly ry liata department zydua liata hriatuhpazy Pay Fixation nata Increment zy amokhei aw.
16. Department zydua liata sôh peimawhpazy abyuhna hawhta a sanction aw ta, sôh hmânazy chhao amokhei tyh aw.

31. Assembly Treasurer: Maohphaona nata raihriazy

1. Assembly Sôh zydua mohôtuha a châ aw.
2. Headquarters liata sôh angiapa nata account zydua pahnokhei aw ta, âvao aw.
3. Income Register, Income Ledge, Payment Register, Payment Ledger, Suspence Ledger, Sundry Deposit Account, Pay Bill nata Finance account-zydua mohpasia tua aw ta, a sign aw.
4. Finance Controlling Officer (FCO) ta countersign a tao hlâ ta, Bill zydua mohpasiatuhpa a châ aw.
5. T.A., D.A., Medical Reimburement (MR), Transfer T.A., zy moh pasia tua aw ta, General Secretary hnohta Sanction a hiah aw.
6. Actual Payee Receipt zydua mohpado aw ta, a sign aw ta, âdo leipa cha a thy (reject) aw.
7. Department Demand mohpasia aw ta, pie thei awpazy cha pasaipa ta General Secretary hnohta sanction awpa ta a hiah aw. Sanction-pa a châ tawhta sanction zie cha department lâta a pahnosa aw.
8. Thla chareih Pay Scroll mohpasia aw ta, a do tlai tahpa a pasia tawhta moh a sign tyh aw.
9. Bank liata phusa deposit awpa kyh pahno kheituhpa a châ aw.
10. Daily Cash Transaction Register nata Bank Balance Register a vao aw ta, Safety Box lâta sôh pangiana nata Box tawhta la papuana liata maoh a phaoh aw.

26. Local Church Fund (LCF)

MEC Local Church to ta, ama local church hmâsiena châta Assembly Rules âchakhia leipa ta fund ama tlua thei aw. Cha Local Church Fund cha Assembly Office lâ pangia âbyuh leipa aw ta, Local Standing Committee ta asianô kawpa ta mohôh aw. Local Church Fund Rona Bu cha Local Finance Secretary ku liata y aw ta, Assembly sôh avaona nata mohôhna dâh hawhta avao awpa a châ.

BO- 6

LOCAL DEPARTMENT SÔH AVAONA DÂH

27. **Department sôh:** Local chhôn liata Department a châpa Local KTP, KNP, KHP, KPP, SDD zy sôh a vaona nata mohôhna dah cha ama Rule hawhta a châ aw.
 1. Department sôh pangia zydua cha, Receipt Cashier Assembly Headquarters office ta dao aw ta, receipt a pie papua aw. Receipt Cashier ta Department eihpa account book ataopa liata, roh aw ta, chatawhta Department Finance Secretary zy hnoh ta a hmôna receipt lâpa ta a pangia aw.
 2. Finance Secretary ta Account Book liata a roh khai tawhta, Treasurer hnohta pie aw ta, Finance Secretary Account Book liata Treasurer moh a roh (sign) aw.
 3. Department Treasurer ta Cash Book, Sôh hmana Cash memo/Voucher âvao aw.
 4. Assembly Headquarters Office liata sôh zy cha Treasurer Register hmâpa ta Finance Secretary ta Accountant tawhta a lâ tyh aw. A la nota Concerned E/S ta counter a sign aw. A byuh hropazy cha, Assembly paryhsana hawhta a châ aw.

BO - 7

PASTOR BIA SÔH AVAONA DÂH

28. Pastor Bia chhôn sôh avaona nata mohônna dah:

1. Pastor bia to ta treasurer pakha chyu hnei aw ta, Bia sôh âvao aw ta, cha kyh liata maohphaotuh chaipa a châ aw.
2. Pastor bia pakhyi liata sôh duahmo a report tyh aw.
3. Pakhyi ryureina ta sôh hnawh a tao thei aw.
4. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.

BO - 8

PRESBYTERY SÔH AVAONA DÂH

29. Presbytery sôh avaona nata mohônna dah:

- a. Presbytery to ta treasurer pakha chyu hnei aw ta, Presbytery sôh avao aw ta, cha kyh liata maohphaotuh chaipa a châ aw.
- b. Presbytery pakhyi liata sôh duahmo a report tyh aw.
- c. Pakhyi ryureina ta sôh hnawh a tao thei aw.
- d. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.

BO - 9

**GENERAL ASSEMBLY OFFICE LIATA
FINANCE DEPARTMENT MAOHPHAONA**

30. General Secretary (i/c Finance & Property)

1. MEC General Seretary cha MEC Finance Controlling Officer a châ. Chavâta MEC budget liata sôh zydua avaona nata mohônna kyh liata biehneituhpa nata maohphaona a chabatuh chaipa a châ.

2. MEC Finance Policy nata Finance Rules hawhta rai hriana kyh liata hmia chhihtuhpa nata luh chaipa a châ aw.
3. Assembly pôhpalôhpa chhôn liata Sôh angiapa nata puapazy mohôn aw ta, Assembly ta Budget pasaipa zydua Sanction a pietuhpa a cha aw. **Budget Sanction Register (BSR)** a vao aw.
4. General nata Department zydua lata sanction-pa hawhta budget-zy cha Assembly **Budget Control Register (BCR)** hawhta a control aw. Eg. Budget head miakha châta sanction hawpa cha B-12 Form hawhta a control aw.
5. Key Register nata Safety Key avaona liata maohphaotuh chaipa a châ aw. B-18 Form hawhta a vao aw.
6. MEC ta ahneiparah (land), o (building) nata property (assets) account nata register-zy âvao aw.
7. Sôh lâchhâh hriana Office Order, Work Order, Indent Tour Programe, etc pasaina a pietuhpa a cha aw.
8. MEC Assembly vyuhpa ta Bank account pahyna liata General Secretary cha Treasurer tlyma, Assemly ta araopa sahlaozy tlyma Joint ta signatory ta a hria aw.
9. Assembly Sôh budget a daih khao vei tita, Finance & Property Committee thlai tlô khe i awta pasaina a hiah aw.
10. Assembly sôh thyu awpa target a tloh khao vei tita Finance & Property Committee thlai a tlôkhei aw.
11. Advance ta sôh pie byuhpazy cha Advance ta sôh pie awpa âbyuhpa kyh liata General Secretary pasaina la tua awpa ta he form hawhta piepa a châ aw.
12. Cheque liata Treasurer nata Joint Signature ama pie aw.
13. General Secretary ta ta Bill a pass tua leipa ta bill hmâ pasaipa châ vei.
14. Auditors zy rai ama hriana awpa ta convener a châ aw. Auditor report cha Treasurer siepahliepa ta a dao aw.

Sôh Avaona Dâh

40. Assembly Budget liata a hlao awpazy cha:

1. General Department
2. Mission Department
3. Service & Development Department
4. Krizyhpa Thyutlia Py
5. Krizyhpa Nô Py
6. Krizypa Hawti Py
7. Krizyhpa Paw Py
8. Lorrain Theological College

41. MEC Assembly ta a hneipa Budget Head zy cha he hawhta châ aw ta, Assembly ta abyuh atahna hawhta baichhapa ta a tao thei hra aw.

MARA EVANGELICAL CHURCH									
BUDGET ESTIMATED FOR THE YEAR									
INCOME					PAYMENT				
	Budget Head	Est. i/c	Act. i/c	Est. i/c	CODE	Budget Head	Est. Exp.	Act. Exp.	Est. Exp.
1	KTS				M-001	Pay & Allowance			
2	BTS				M-002	Secretariat Program			

Sôh Avaona Dâh

11. Treasurer pahnokheipa ta **Receiving Cashier** ta Sôh pangiana form hawhta Safety Box lâ a pangia aw. Ama pano ta ama sign tyh aw.
12. General Secretary asaohiahpa ta Budget Estimate tao aw ta, Finance & Property Committee liata a ngiakhei aw.
13. Budget Control Register âvao aw.
14. Department hropa tawhta Finance Report & Return a vaw ngiapa dao aw ta, âbyuhna hawhta a siekhei aw.
15. Bank Account avao aw ta, Bank Book chhao a vao aw.
16. Thla chareih Account khaw (close) aw ta, General Secretary hnohta a tlôkhei tyh aw.
17. Audit buakhei aw ta, Audit report âvao aw. Abyuhna hawhta a lai chadai aw. Local lata sôh a ngiapa zydua a pahnosa tyh aw.
18. Local nata Office likawh sôh apie-ahlâna a hriapazih aw.
19. Sôh Paphaona Cash Transit Register taona liata maohphaotuhpa châ aw ta, form hawhta a vao aw.

32. Receiving Cashier

1. MEC Headquarters liata sôh angiapa zydua (Department sôh chhao) phaosa, cheque, draft, bank transfer zy chhao receipt hmâpa ta âvao/dao tyh aw ta, original copy cha sôh pangiatuhpa hnohta receipt a pie tyh aw.
2. Sôh angiapa cha, Daily Income Register liata a roh/pangia tawhta phusa pangiana Voucher (Form etc) zy chhao ta, Treasurer hnohta a pie tyh aw.
3. Sôh avaw ngiapa zydua Income Ledger liata pangiah heih aw ta, Treasurer apykheina la aw ta, ama sign aw.
4. Local tawht tlyma, mopakha tawh tlyma sôh ama vaw pangia tita, phusa (cash) ta châ leipa ta a list ta ama vaw pangia khiata cha, Treasurer pahnokheina la tua leipa ta

sôh pangia thei aw vei. Treasurer ta a pahnokhei tawh deita sôh pangia theipa a châ aw.

5. Sôh a vaw ngiapa zydua cha nohkha ta ei kha, Treasurer pahnokheina lapa ta form hawhta Safety Box lâta sôh a paso tyh aw ta, ama sign aw.
6. Kô chhâna daihti liata local to nata mopakha tawhta sôh a vaw ngiapa zydua form hawhta a report tyh aw (Form a eihpa ta palasapa a châ).
7. Monthly income register nata ledger liata angiapa zydua khaw (close) aw ta, ado/dolei a mohpasia tyh aw.

33. Accountant (Payment Cashier)

1. Payment Register, Payment Ledger, Suspense Ledger nata Sundry Ledger Book zy avaotuhpa a châ aw.
2. Phusa pie tita, Payment Order nata Payment Voucher hawhta a pie aw.
3. Pay Bill he Thla chareih a tao tyh aw.
4. Bill pass awpa cha ano Budget head hawhta hmâna a pachhuhpanoh aw.
5. Bill pass awpa ta taochiehpa cha Treasurer ta a phapa ta check aw ta, âdo tlai tahpa a mohpasia khai tawhta, General Secretary hnoh ta a tlôkhei tyh aw.
6. TA., DA., allowance nata bill hropa zydua cha Treasurer ta a check awpa ta a patohpatia aw.
7. Treasurer pasaina hawh Accountant ta phusa hmâ awpa a demand aw ta, form hawhta a la aw.
8. Phusa pie papuapazy châ ropa cheingeih ta daona (actual payee receipt (APR) a y awpa châ ta, adaotuhpa (payee) a y vei khiah, ano tlaita a vyuh tuapa raona châ (authorization) a y awpa a châ.
9. Assembly Office chyu ta hriatuhpa hlao pay bill avaotuhpa a châ aw.

BO - 10 BUDGET TAOZIE

34. Assembly ta kô a sie awpa châta Financial Year (March –February) thla 12 chhôn châta sôh hmôna nata hmâna budget Estimate a tao tyh aw. Assembly sôh duasu mopa ta Budget he tao tyh awpa a châ.
35. General Secretary pahnokheipa ta Finance Department ta Department to tawhta Budget ama taopa cha moh pasia aw ta, budget bu a tao aw. Budget bu liata sôh hmôna nata hmâna chakhie charieh kawpa ta palâsapa ta Finance & Property Committee liata a pangia aw. Assembly Executive Committee siepahliepa ta Assembly liata pangiapa châ aw ta, Assembly ta âpyh khai tawhta, Financial Year thiehpa châta hmâ theipa a cha aw.
36. Department to ta zôpha kawpa ta budget tao aw ta, General Secretary lâta ama pangia aw. General Secretary ta Finance & Property Committee a ngiakhei aw. Budget tao tita, kô parahpa liata sôh hmôna nata hmâna zydua palasa khaipa ta kô thiehpa châta budget a tao awpa a châ. Budget head he panano ngakaw awpa cha vei. Budget Head thiehpa a y khiah, bai awpa a châ.
37. Budget Estimate cha kô chareih January (20) hlâta General Secretary lâta pangia awpa a châ aw ta, a daihti ta liata Finance & Property Committee ângia khei thei nawpa ta.
38. Budget Estimate pôhna cha a percentage ta papôh awpa ta budget ceiling kawpa ta Finance and Property ta a tao aw. Raithiehpa vata Budget tao baichhana he Assembly ta apyh khai tawh deita tao awpa a châ.
39. Budget Proposal liata pahlao mah leipa, Assembly ta hria awpa ta a pathlupa cha Assembly budget liata pahlao ta baichha awpa a châ aw. Cha Assembly ta a pathlupa additional Budget cha Finance Department ta Assembly Budget Bu liata a vaw pahlao aw.

Payee Receipt) a yleipa cha bill cha a py awpa châ vei. Bill a py thei leipa châ phusa draw pasaipa châ vei.

48. Completion Certificate: Project works hriana liata patlôpa a châ khiata cha, Completion Certificate Finance Power a hneituhpa ta a pie papua awpa a châ. Bill a châbâpa chhao pie khai awpa a châ.

49. Evangelical Mission Monthly Demand chôchâh: MEC Mission Field (Evangelical Mission) lâta thla no ei kha chhâ hlao pie thei nawpa ta he hawhta Finance kyh hria awpa a châ aw.

1. EM Director ta thla 1 ta ei kha lyma Monthly Demand copy 3 taopa ta Executive Secretary (i/c Mission) lâta a pangia aw. Cha copy cha General Secretary, Treasurer a pie lyma aw.
2. Executive Secretary (i/c Mission) ta âbyuhna hawhta moh pado aw ta, countersign tao aw ta, General Secretary saohiahpa ta Finance Department a pangia aw.
3. Executive Secretary (i/c Mission) ta adaihti ta liata Mission lâta hlao a pie thei nawpa ta Local Mission Board nata Mission Partner-zy nata thlai â zao aw.
4. MEC Treasurer liata sôh a vaw ngiapa zydua chô liata sôhnawh chyu tawhta sôh a ypa zie hawhta Finance Department ta a patohpatia khei aw.
5. Mission Field nata Home Mission tawhta Monthly Demand-pa nata Finance Department tawhta sôh sanction-pa zie rona ACCOUNT REGISTER LEDGER cha Executive Secretary (i/c Mission) ta âvao aw.

3	RTS:				M-003	Office Program			
	1. BPS				M-004	T.A; D.A			
	2. MTS				M-005	Building & Property			
	3. TAS				M-006	Publication			
	4. ECM				M-007	Pastoral			
	5. EMM				M-008	Education			
	6. Sponsor				M-009	Social			
	7. Project				M-010	Mission (Home)			
4	PUS				M-011	EMM			
5	GPF				M-012	SDD			
6	EDS				M-013 A	KNP			
7	SDD				M-013 B	KHD			
8	KNP				M-014	KTP			
9	KHD				M-015	KHP			
10	KTP				M-016	MiscInus.			
11	KHP				M-017				
12	PROJECT								
13	RELIEF								

DEPARTMENT SÔH AVAONA NATA HMANAZIE

- 42. Account avaona zie :** Department chyu ta Budget Account eihpa hnei aw ei ta, MEC Finance Department ta a vao aw. Kô chhana liata Finance Department ta Compiled Summary Account Statement a pachhuhpanoh aw.
- 43. Department sôh balance hmâna:** Kô kha châta budget hawhta department châ chyu ta phusa hmâpa a châ aw. Department sakha ta ama budget hawhta rai ama hria khai tawhta phusa hmâ laibahpa (balance) a hnei khiahta cha, avaw y awpa kô liata budget opening ta tao awpa a châ aw. Budget tao tua leipa ta balance thao pasaipa châ aw vei.
- 44. Budget Allotment hmâna dâh:** Department to ta Assembly ta âpya budget chô liata budget sanction awpa chhithana a taopa he a chhith awpa a châ.
1. Assembly ta âpya budget cha kô (1) châta a châ aw. Finance Department ta Budget sanction a piepa hawhta hmâ awpa a châ aw.
 2. Department sakha ta a taopa budget hlâ ta hluh viapa hmâ awpa âvaw byuh haw khiahta cha, MEC Office Bearers Meeting ta pachâpazih tua aw ta, ano Department total budget parypari kheipa ta a patohpatia kheia aw. Cha budget khô la ta hmâna cha a vaw y tuapa Finance and Property Committee liata angiakhei aw ta, a papysa aw.
 3. Rai sie haipa pazaona (maintenance) tah leipa o sana, râh chaleina nata hmâhlana thiehpa châta budget sopa cha, phusa kô sie haipa liata kheihawhpa vâta tlyma hmâ rihpao leipa a châ khiahtala, Finance & Property Committee pasaina la tua leipa ta hmo hropa liata hmâ lei awpa a châ.

4. Kôkha chhôn project châta hria awpa ta phusa hmâ awpa y chiehpa, hmâ khai leipa phusa kô a khô hapa (lapse) cha, rai a tlôna taihta taihta pahriasa awpa ta Finance and Property Committee ta a pachakhei aw.
- 45. Bank:** Assembly sôh zydua cha Myanmar Sawhkha ta a pahnokheipa Bank liata sopa a châ aw. Bank pahyna nata avaona dâh cha he hawhta a châ aw.
1. **Bank Signatory:** A paso awpa cha General Secretary, Treasurer nata Finance and Property Committee ta signatory châta a raopazy moh ta paso awpa a châ aw. MEC Assembly moh ta Bank pahy awpa châ aw ta, Assembly moh ta pahy thai leina liata cha Assembly vuyhpa ta signatory raopa moh ta pahy awpa a châ aw. Assembly nata ary liata py zy ta, sôh ama sona kyh liata biehnituh chaipa cha Finance and Property Committee a châ.
 2. **Bank Account Register:** MEC ta Bank liata account a hneipa Bank Châbu zydua cha Treasurer ta Register taopa ta a vao aw. Abyuhpa ta pahno khiahta cha Signatory ku liata cha paso theipa a châ aw. Peimawhna maih ta ama vaw chaluah awpa a châ.
- 46. Indent /Work Order:** Hmo châlei awpa tlyma, Project work liata tlyma, work order tlyma, approval slip tlyma, Finance power a hneituhpa tawhta, la tua awpa a châ. Cha khai tawhta, phusa hmâ theipa a châ aw.
- 47. Utilization Certificate:** Hmo châleipa liata hmo laipa tlyma, hmo chyupa tlyma, project works, stationary, Property etc. châta phusa hmâpa châ âdo kawpa ta hmâpa a cha zie palasa nawpa ta Utilization Certificate a y awpa a châ. Utilization Certificate (Actual

ADVANCE REQUEST FORM

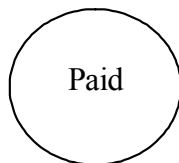
Date ___ / ___ / ___

Ledger Head : Suspense
 Account _____
 Amount : _____
 In Word : _____
 Purpose : _____
 How to repay : _____

Ahiahtuhpa

Signature: _____
 Moh : _____
 Designation: _____
 Address: _____

Amount Received Ks. _____
 In Word: _____
 Payee : _____



Accountant

Treasurer

BO - 12
HRIATUHPAZY HLAO (SALARY)

- 50. Hlao thaona:** MEC hriatuhpa zydua thla ta to ta hlao pie thei awpa ta Finance Department ta a hriapazih awpa a châ.
- 51. Pay Bill:** Hlao thao hlâta Accountant-zy he ama Office chyu liata hriatuhpazy Pay Bill ama tao aw, âdo do leipa pasia nawpa ta Treasurer ta mohpado aw ta, a sign aw.
- 52. Pay Register:** Accountant –zy ta Pay Bill hawh tlai ta, **Pay Register** liata a pangia aw.
- 53. Pay Book:** MEC Assembly ta hlao a piepa hriatuhpa zydua (pensioner chhao) Pay Book ama hnei khai awpa a châ. Pay Book cha hriatuhpazy ta ama vao aw. Hlao thaona maih ta Accountant hmiakô liata vaw chaluah aw ei ta, Accountant ta Pay Register lia hawhta Pay Book liata ropa ta hlao a pie aw. Hlao pie tita, apietuhpa nata athaotuhpazy ama sign aw.
- 54. Pay Bill file:** Pay Register hawhta hlao ama thao khaipa ta na ta, Accountant ta hlao piana Pay Bill cha General Secretary ta Countersign tao aw ta, âvao aw.
- 55. Hlao paphaona:** MEC Office tawhta su hro lâta a ypa hlao piana liata âbyuhna hawhta Bank Core, Bank Draft, Courier, Telegraphic ta tlyma paphao tyhpa a châ aw. A paphaona mâ cha Office ta a hryuh aw.

BO - 13
BILL KYH

- 56.** MEC ta Assembly sôh hmôna nata hmâna kyh liata yzie hnei kawpa ta sôh pangia pa ta a hmâ thei nawpa ta âbyuhna hawhta Bill tao lyma aw ta, avautuhpa ku tawhta thao tyhpa a châ aw.

57. Hezy he MEC Assembly ta a hnei cheingeipa Bill-zy cha aw ta, Office Superintendent ta âvao aw.

1. Receipt Book (Office liata sôh pangiapa receipt form)
2. Local ta sôh a vaw pangiana form (Sôh paphaona form)
3. Payment Voucher (Original payment voucher a y lei no ta hmâ awpa)
4. Payment Order
5. T.A; D.A., Transfer, Porter Bill
6. Advance Request Form
7. Pay Bill

Budget Head _____ **Date** _____

Amount Ks. _____

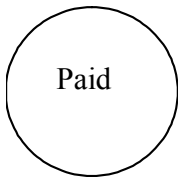
In Word _____

Pay to _____

Being Amount of _____

General Secretary

Amount received Ks. _____



Signature _____

Name _____

Address _____

x x x
Accountant

x x x
Treasurer

T.A., D.A., P.A., TRANSFER FORM

Name : _____

Designation : _____

Purpose : _____

Address : _____

Date ____ / ____ / ____

Date	From - To	Days	Chhaichhi	D.A	P.A	Act. Exp.	Total amount

Signature: _____

Moh: _____

Verified _____

General Secretary

Accountant

61. Local chyua ta Thyuna Bu: B-4

He Châbu he local church to tawhta Assembly sôh hnawh hawhta ama pangiaa rona bu a châ. Palasapa B-4 Form hawhta palâsa awpa a châ. Receipt voucher liata sôh a vaw pangiaa local church moh ro cheingei awpa a châ aw. Local church chyua tawhta sôh thyuna bu he Cashier ta avao aw ta, âdo /dolei Treasurer ta a mohpasia tyh aw.

B-4: LOCAL CHURCH CHYU THYUNA BU
Local Church _____

DATE	KTS	BTS	RTS		KTP	KNP	KHD	KHP	LTC	SDD	KPP
			BPS	MTS							

62. Suspense Ledger: B-5

Suspense Ledger cha Assembly sôh advance ta la chyhpazy rona bu a châ. Khitlyna Advance T.A, Office châta stationary nata chhaichhi châta pie chypa sôhzy, OB paryhsana hawhta mo hropa liata la chypa/pie chypa phusa zydua rona bu a châ. Budget hawhta sôh hmâna sianô hlata sôh avao chyna bu a chapa vâta claim chatlie awpa a châ. Kô chha hlâ/no ta he bu liata balance y awpa châ vei. Nil ta a y lyma aw. Sôh angiaa nata apuapa budget pathluapa ta pachhaipa a châpa hawhta suspense ledger head

PAY BILL FORM

Month _____

Date

Sr	Name	Basic Pay			Allowance			Total	Deduct	Net	Sign
		Basic	Increment	Last pay	Grade	Office/Bia	Service				

BO - 14
ASSEMBLY SÔH AVAONA CHÂBUZY

58. Kôchhana Sôh ku liata a ypa Avao Bu (Liability Account Register): B-1

Kô chhâna liata Assembly sôh a ypa (Balance) rona châbu he B-1 tahpa a châ aw. Balance palasa tita, Ku liata phusa a ypa (Cash in hand) nata Nawhbaw ta ku liata a ypa (List in hand) tahpa ta palasa awpa a châ aw. Cash in hand a ypa Phusa

(Balance) cha Cash Account Bu liata Opening Balance ta ro pangia awpa a châ aw. Ku lia a nawhbaw ta a ypa phusa (List in hand) Balance deikua cha Personal Account ta palâsapa a châ aw. Cha cha phusa a vaw ngia tita, Cash Account bu liata pangia lyma awpa a châ aw. Receipt Voucher chhao piepa châ aw ta, kô parohpa sôh ku liata a ypa sôh a chana palâsa awpa a châ. Kô chhana maihta ku liata nawhbaw ta a ypa sôh he pie/thô khai cheingei awpa a châ aw. Kô chhâna audit hlâta local sôh pangia daihti liata Office a vaw tlô hmâ leipa sôh tah dei leipa ta cha Assembly sôh he mo pakhakha ku liata y pasaipa châ vei, He bu he Cashier ta a vao aw ta, palasapa B-1 Form hawhta hmâpa a châ aw.

B-1: BALANCE BOOK

Date	Particular	Debit	Credit	Balance	Initial	
					Cashier	Treasurer

59. Sôh Ângiapa Rona Bu (Income Register): B-2

Income Register he B-2 tahpa châ aw ta, Assembly sôh zydua sôhnawh hawhta a vaw ngiapazy Rona Bu a châ. Sôh âvaw ngia pathaona nata ângiapa zydua rona bu (record) a châpa vâta Cashier cheingei ta ropâ ta a pangia (entry) awpa a châ. Palâsana B-2 Form hawhta roh pangia aw ta, Treasurer hnohta thlai pahnosapa ta Confirm a pataosa aw. Thla kha ei kha lyma khaw (close) tyhpa a châ aw. He bu he Cashier ta âvao aw.

B-2: INCOME REGISTER

Date	Chalan No.	Particular From Whom	Budget Head	Amount	Initial	
					Cashier	Treasurer

60. Sôh Ângiapa Pathluana Bu (Income Ledger): B-3

Office liata Assembly sôh avaw ngiapa zydua cha sôhnawh chyuta ta pathlua/pahruapa ta ro pangiana “Sôh Ângiapa Pathluana Bu (Income Ledger: B.3)” a châ. Palâsana B. 3 form hawhta Sôhnaw chyuta roh pangiapa cha aw ta, kô chhana taih pahly thlu lyma awpa a châ. Sôh hnaw chyuta ângiapa zydua âdo/dolei pahno nawpa ta thla kha ei kha Credit Column khaw (close) tyh awpa a châ aw. Sôh ângiapa pathluana bu (Income Ledger) he, cashier ta a vao aw. Income Register ângiapa sôh zydua pahlyhpa nata Income Ledger ângiapa sôh zydua pahlyhpa cha âlyu (âki) lyma thei nawpa ta thla kha ei kha, mohpasia tyh awpa a châ. Treasurer hnohta Confirm pataosa tyhpa cha aw ta, Cashier nata Treasurer Initial ama roh/tao cheingei awpa a châ aw.

**B-3: INCOME LEDGER
BUDGET HEAD _____**

Date	Chalan No.	Particular From Whom	Credit	Credit total	Initial	
					Cashier	Treasurer

Sôh Avaona Dâh

66. Payment Register (Sôh Hmâna Rona Bu): B-9

Assembly sôh hnaw apuapa (sôh hmâpa) zydua rona bu a châ. Sôh apuapa (sôh hmâpa) zydua âthaona record bu a chapa vâta Accountant cheingei roh papua awpa a châ. Palâsana form hawhta, roh papua aw ta, Treasurer hnohta thlai pahnosapa ta confirm a pataosa aw. Thlakha eikha khaw (close) tyhpa a cha aw. He bu he Accountant ta a vao aw.

B-9: PAYMENT REGISTER

Date	Payment No.	Particular To Whom	Budget Head	Amount	Initial	
					Accountant	Treasurer

67. Sôh Apuapa Pathluana Bu (Payment Ledger): B-10

Assembly sôh apuapa (hmâpa) zydua cha Budget sôh hnawh hawh tlai ta pathlua eihpa ta, palâsana form hawhta rohpa a châ aw. Kô chhana tai pahlyh thlu lyma awpa cha ta, sôh hnawh chyu hawhta apuapa zydua thlakha eikha, Debit Column liata khaw (close) tyh awpa a châ. Sôh apuapa rona bu liata apuapa zie nata sôh hnawh chyu ta apuapa rona bu liata apuapa zie (total) cha âlyu khai awpa a cha. Accountant ta a mohpasia lymâ aw. Treasurer hnohta confirm pataosa tyh aw ta, Accountant nata Treasurer zy ta initial ama roh cheingei aw.

Sôh Avaona Dâh

chhao he pie chypa/la chypa kyh ânanopa vâta pathlua/pahrua eihpa ta ropa a châ aw. Finance Controlling Officer pasaina y leipa ta sôhzy he pie thei, la theipa châ aw vei. Advance Request Form liata pasaihtuhpa Controlling Officer signature nata alatuhpa signature a y awpa âbyuh.

Pamosana ta : Ledger Head Suspense A/C liata (Advance T.A) ropa cha aw ta, Suspense A/C file liata a eihpa ta pasopa a châ aw. Suspense ledger liata pie chypa, la chypa sôhzy he Cash Account Book liata roh pangia pa a châ aw. Income Ledger nata Payment Ledger liata pangia pa châ aw vei. Claim khai ta sôh alaipa/âbyuhpa sianô khai tawhta sôh hmâna Budget liata roh pangia awpa a châ. Accountant ta avao aw ta, Treasurer ta a hriapazih lyma aw. He account he Accountant ta a vao aw ta, Palâsapa B-5 Form hawhta hmâpa a châ aw. Advance Request Form chhao palâsapa hawhta hmâpa a cha hra aw.

**B-5: SUSPENSE LEDGET
NAME _____**

Date	Particular	Contra Date	Debit	Credit	Balance	Initial of Treasurer

63. Sôh apie-ahlâna Bu (Transit In/Out): B-6

Office sakha nata sakha likawh Sôh apie-ahlâna (Transit In) a châ. Sôh zydua apie ahlâna tao khai theipa châ vei. Sôh ahlâna (Transit –In/Out) tao thei awpazy cha,

Sôh Avaona Dâh

1. Office ta âvaopa Department sôh (Mission, KNP, KTP nata KHP, KPP).
2. Hlao pie awpa daihtyna nata sôh hmâ chatlie awpa (Assembly pasai chiehpa) vâta Office sakha kha tawhta piepa sôh a piena (Transit - In) châ ta, ary liata form hawhta ahlâna taopa a châ aw.

He bu he Cashier ta âvao aw ta, Cashier nata treasurer zy ta Initial ama roh aw.

B-6: CASH TRANSIT REGISTER
TRANSIT IN

Date	From Whom	Particular	Amount	Initial of Treasurer

64. Sôh Receipt Form: B-7

Local tlyma, mopakha kha tawhta tlyma, Assembly sôh hnawh ama vaw pangia tita, Sôh hnawh hawhta ama pangia aki/ ki lei reih khai tawhta, Receipt Number piepa a châ aw. Sôh apietuhpa nata alatuhpa sign nata moh roh cheingei awpa a châ. Local moh, Tari nohzy mohpasia awpa a châ. Office tawhta receipt form pie tita, first copy piepa a châ aw. Office copy paso cheingei awpa a châ. Cashier ta a vao aw.

65. Cash Account Book: B-8

Office liata Cash Account bu hnei cheingei awpa a châ. Sôh angiapa phaosa (cash) nata sôh apuapa cash (phaosa) zydua

Sôh Avaona Dâh

Cash Account bu liata roh pangia khaipa cha aw ta, thlakha ei kha Balance Amount palâsa tyhpa a châ aw. Safety Box liata ypa sôh amount nata Cash Account bu liata cash balance a ki/ alyu khaipa a châ aw. Thlakha eikha Controlling Officer nata Treasurer zy ta ama sign tyh aw. Cash Account Bu he Casher nata Accountant âmo (2) ta, hmaohkha ta ama roh pangia aw. Phusa a ypa balance palasana a châ vâta phaosa (taka) hmôpa (angiapa) nata phaosa piepa zydua palâsa khaipa a châ aw. Budget Income nata Expenditure pakina châ vei. Sôh pie chypa, la chypa zydua chhao he bu liata roh pangiakhaipa a châ aw. Kô chhana Audit noh liata deikua cha, sôh pie chypa, la chypa zydua pathla khai tawhta phusa Balance siapa âla thei awpa a châ vâta, Cash Account bu liata Balance he Auditor zy hmia liata aki/ki lei chaluah tua awpa a châ aw. Kô chhôn sôh angiapa, sôh apuapa tawhta Balance a ypa phaosa (Cash) cha, Cash Account Bu liata a kipa ta palâsa cheingei awpa a châ aw.

B-8: CASH ACCOUNT BOOK

Income			Expenditure		
Date	Particular	Amount	Date	Particular	Amount

71. Sôh write-off: B-14

Assembly phusa hmâ awpa a pha khaoleipa cha Bank liata athlai awpa a châ aw. Bank liata athlai thei khao leipa taka zydua cha Auditorzy pasaina ta write-off taopa a châ aw. Palâsana form hawhta ropa ta Assembly Auditor-zy ta ama sign awpa a châ aw.

B-14: CASH WRITE OFF

Date	Currency note	Nos	Amount	Remark

72. Budget Estimated Register: B-15

Assembly liata apyna la awpa Budget Estimated cha, General Secretary pahnokheipa ta Finance Department ta Department to tawhta Budget ama taopa cha mohpasia aw ta, budget bu a tao aw. Budget bu liata sôh hmôna nata hmâna chakhie charieh kawpa ta palâsapa ta Finance & Property Committee liata a pangia aw. Assembly Executive Committee siepahliepa ta Assembly liata pangia pa châ aw ta, Assembly ta âpyh khai tawhta, Financial Year thiehpa châta hmâ theipa a cha aw. Budget tao tita, kô parahpa liata sôh hmôna nata hmâna zydua palasa khaipa ta kô thiehpa châta budget a tao awpa a châ aw. Budget head he panano ngakaw awpa cha vei. Budget Head thiehpa a y khiah tala bai awpa a châ.

**B-10: PAYMENT LEDGET
BUDGET HEAD _____**

Date	Chalan No.	Particular From Whom	Debit	Debit Total	Initial	
					Accountant	Treasurer

68. Budget Sanction Register (Budget hmâpasaina Bu): B-11

Assembly ta apypa Budget Estimated zydua kô chhôn hmâ pasai theina sanction cha, General Secretary nata OB-zy ta kôkha châta, ei (1) tlyma, thla (6) eikha tlyma, ama tao tyh aw. Budget hmâ pasaina tao tua leipa ta budget Estimated hmâpasai pa cha aw vei. Budget hmâ pakhôpa a ylei nawpa ta Office chyuta budget raina tao tua awpa a châ. Budget hmâ pasaina sanction apua tawhta abyuhna hawh hmâ thei chyupa a châ aw. General Secretary cheingei a sign aw.

B-11: BUDGET SANCTION REGISTER
(FROM _____ TO _____)

Sr.	Budget head	Estimated Budget	Particular	Date _____	
				Budget Sanctioned Amount	Budget Sanctioned Total

69. Budget Control Register (Budget Vaina Bu): B-12

Assembly sôh hmâpasaina (sanctioned) khai tawhta sôh apua (hmâ) awpa budget zydua Budget Control Register liata palâsana form hawhta roh khaiipa a châ aw. Sôh apua awpa budget hmâ hlâta, budget hmâpasaina a y/ylei mopasia tuapa cha aw ta, hmâpasaina payment order taopa a châ aw. Payment order tao khai tawhta, Payment Register liata ro pangia hlâta Budget Control Register liata ro hmiatua awpa a châ. Treasurer nata Accountant zy Initial ama thu aw. He bu he accountant ta a vao aw. Budget hmâ pakhopa, budget abyuhpa kyk cha Treasurer to General Secretary lâta a tlô kheh tyh aw.

B-12: BUDGET CONTROL REGISTER
(FROM _____ TO _____)
Budget No. _____
Sanction (1)

Date	Particular	Debit	Sanctioned Balance	Sanction (-) or (+)	Initial

70. Transit Register (Out): B-13

Office sakha kha lâta sôh piena (Transit – out) bu a châ. Office sakha kha lâta, sôh pie thei awpa zy cha:

1. Office sakha kha liata sôh hmâ theina budget a yleipa Assembly sôh hnawh zydua sôh hmâ theina budget su office lâta, sôh piena taopa a châ aw. (Mission, KNP, KTP, KHP, KPP ...etc.)
2. Hlao tlyma, Assembly pasaina budget hmâ chatlie awpa kyh vâta Office sakha kha tawhta hiana y sala, Controlling Officer ta a pasai khihta cha, Transit Register (Out) hmâpa ta piepa a châ aw. He bu he Accountant ta a vao aw ta, Treasurer nata Initial ama roh (thu) aw.

B-13: CASH TRANSIT REGISTER
TRANSIT OUT

Date	To Whom	Particular	Amount	Initial of Treasurer

76. Safety Box liata Sôh pangiana nata thaona: B-20

Cashier liata sôh angiapa zydua Safety Box liata pangia tita pangiana form hawhta Controlling Officer pahnokheipa ta, Treasurer nata a sign khohpa ta pangiana châ aw ta, Safety Box liata sôh thao tita chhao, sôh thaona form hawhta Controlling Officer pahnokheipa ta Treasurer nata ama sign khoh hra aw. Treasurer âmâ leina daihti liata O/B pahnokheipa ta sôh pangia ta, thao awpa raopa a châ aw.

B-20: SAFETY BOX LIATA SOH PANGIANA FORM

Date ____/____/____

No.	Currency Notes	Nos	Amount
1	10000/-		
2	5000/-		
3	1000/-		
4	500/-		
5	200/-		
6	100/-		
7	50/-		
8	20/-		
9	10/-		
10	5/-		
11	1/-		
	Total		

XXX
Receiving Cashier

XXX
Treasurer

B-15: BUDGET ESTIMATED REGISTER

BUDGET ESTIMATED FOR THE YEAR ()									
INCOME					PAYMENT				
	BUDGET HEAD	Est. i/c	Actual i/c	Est. i/c	CODE	BUDGET HEAD	Est. Exp.	Actual exp.	Est. Exp.
1	KTS				M-001	Pay & Allowance			
2	BTS				M-002	Secretariat Program			
3	RTS (MISSION)				M-003	Office Program			
	1. MEC : BPS				M-004	T.A; D.A			
	2. MEC: MTS				M-005	Building & Property			
	3. MEC: TAS				M-006	Publication			
	4. ECM				M-007	Pastoral Ministry			
	5. EMM				M-008	Christian Education			
	6. Misn. Sponsor				M-009	Social Concern			
	7. Desg. Project				M-010	Mission & Evan.			
4	PUS				M-011	EMM			
5	GPF				M-012	SDD			
6	EDS				M-013 A	KNP			
7	SDD				M-013 B	KHD			
8	KNP				M-014	KTP			
9	KHD				M-015	KHP			
10	KTP				M-016	Miscellaneous			
11	KHP								
12	PROJECT								
13	RELIEF								
14	OTHERS								

73. Cash Balance Register: B-16

Thlakha ta ei kha lyma ta Safety Box liata sôh a ypa cha Cash Account Book liata roh lyma awpa a châ. He he Cash pakina bu châ ta, Finance Controlling Officer nata Treasurer zy ta ama sign tyh aw.

B-16: CASHBALANCE REGISTER

No.	Currency Notes	Nos	Amount	Remark
1	10000/-			
2	5000/-			
3	1000/-			
4	500/-			
5	200/-			
6	100/-			
7	50/-			
8	20/-			
9	10/-			
10	5/-			
11	1/-			
	Total			

74. Treasurer Hand Book: B-17

Assembly Treasurer ta Assembly sôh zydua ângiana, puana kyh nata azaopa ta a hriapazihna kyh liata OB nôpawzy sôh ama reipatlanazy, Foreign, khihpi Local zy, MEC râhchhoh local-zy nata azaona kyh liata hriapazihna kyh zy rona châbu a hnei awpa a châ. Cha cha TREASURER DIARY TLYMA, TREASURER HANDBOOK tahpa a cha aw. Sôh kyh he akhiakhi chaipa raihria a chapa vâta Treasurer Handbook hmâ leipa ta hriapazih theipa châ vei.

75. Key Register: B-18

Safety box key zy, Finance avaona bu sona Bizu key-zy rona cha Key Register tahpa châ aw ta, Treasurer ta a vao aw. Safety box key deikua cha Finance Controlling Officer ta âvao aw. Safety Box pahy ta khawtuha cha Cashier (Receiving and Paying Cashier) ama châ aw.

B-18: KEY REGISTER

Date	Particular	Nos	Remark

Sôh Avaona Dâh

81. Assembly Auditor:

1. Finance & Property Committee ta kô (2) châta Assembly Auditor âbyuhna zie hawhta a rao tyh aw.
2. Kô kha ta achyh chaipa ei (2) Audit -pa châ aw ta, August nata February liata a châ aw. Abyuhna hawhta Internal Audit chhao ama tao aw.
3. Auditor-zy he Honorarium ta pie tyh awpa châ aw ta, pie awpa zie cha Finance and Property Committee ta a moh aw.

82. Auditor-zy bieheina nata maohphaona

1. Assembly ry liata General nata Department zydua sôh angiapa nata hmâna moh aw ei ta, Assembly budget nata Finance Rule hawhta hmâpa a châ/ châ lei ama mohpasia aw.
2. Acutal Payee Receipt moh aw ei ta, âdo leipa a y khiah cha ama thy thei aw.
3. Safety liata phusa a ypa, thlai thai khao leipa nata hmâ pha khao leipazy cha write off ama tao thei aw.
4. Sôh deita châ leipa ta Assembly ta a hneipa buildings, land, gardens, property (furniture, library, pinted books, computer & accessories, stationary, communication chhaichhi, hpz) zydua ama moh pasia aw. Arao hawpazy cha thy thei aw ei ta, Finance and Property a papysa awpa a châ.

83. Audit procedure: Assembly sôh audit tita, he hawhta mohpasia awpa a châ aw.

1. Hmiatua ta, kô chhana (audit noh taihta) ku liata a ypa sôh avaona (Liability Account Register) moh tua chaipa a châ aw. Liability Account tawhta sôh a vaw piepa nata pie thei leina kyh ama laichadai aw. Cha kyh liata âbyuhna hawhta pachâna pie aw ei ta, cha cha auditor note liata ama palasa aw.

Sôh Avaona Dâh

B-20: SAFETY BOX TAWHTA SOH THAONA FORM

Date ____/____/____

No.	Currency Notes	Nos	Amount
1	10000/-		
2	5000/-		
3	1000/-		
4	500/-		
5	200/-		
6	100/-		
7	50/-		
8	20/-		
9	10/-		
10	5/-		
11	1/-		
	Total		

XXX
Accountant (Payment)

XXX
Treasurer

77. Pay and Allowance Register: B-21

Pay and Allowance Register cha Pay Bill hawhta tlai ta Patlypachhuahna Bu a cha. Cha liata palasa awpa cha Hriatuhpa moh, Basic pay, Increment, Last pay, Grade allowance, Office/Bia allowance, Senior/Junior Allowance, Pay Total, Deduction, Net Pay nata hlao thaohtuhpa moh rona zy palasa cheingei awpa a châ. Accountat ta a vao aw.

B-21: PAY AND ALLOWANCE REGISTER

Month

Date

Sr	Name	Basic Pay			Allowance				Total	Deduct	Net	Sign
		Basic	Increment	Last pay	Grade	Office/ Bia	Service	Missionary				

78. Pension and Gratuity Register: B-22

MEC Assembly ry liata hriatuhpa pensioner-zydua moh, hlao, gratuity hmôna zydua roh khaipa châ aw ta, he form hawhta a vao awpa a châ. Accountant ta a vao aw. He form hawhta tao awpa a châ aw.

B - 22 : PENSION AND GRATUITY REGISTER

Month

Date

Sr	Date	Name	Pension Amount	For Months	Total	Signature

79. Sundry Deposit Register: B-23

Assembly raihriana kyh liata sôh lâ kyh liata daihtyna a y tita, kheihawhpa sôh tlyma, daihti buakha chhôn hmâ chy awpa ta la chypazy sôh rona bu a châ. He account he kô kha chhôn liata clearance tao khai ha awpa a châ aw. He form hawhta tao pa châ aw ta, accountant ta âvao aw.

B-23: SUNDRY DEPOSIT ACCOUNT

Date	Paticular	Contra Date	Debit	Credit	Balance	Initial of Treasurer

BO - 15

AUDIT

80. Assembly Audit:

- MEC Assembly sôh zydua cha a y zie dopa hawhta hmôpa nata hmôpa a châ lyma thei nawpa ta kô chareih ta Assembly ta âpypa Auditor-zy tlyma, âbyuh khiah Chartered Accountant-zy ta ama audit tyh awpa a châ.
- General Secretary (i/c Finance) ta Sôh Audit daihti nata Auditorzy convener nata patohpatia kheituhpa a châ aw.

Mission Chakaona Dâh

- Pachhana); Biehraï ngyuhpa akiah saiha (Pachhana Thâtihpha); Kraws chawei chachâh liata Sahpiah maiha (Pachhapa sawzy) y aw ta, achô lâta “khizaw khaiha nama châ” tahta padô awpa a châ aw. Apahlôpa âpathopa chhoh liata Mara Evangelical Church: Mission & Evangelism tahta a y aw. Apahlôpa khôlâ ry liata MEC Mission chakao pathaona kô Estd. 1966 chhao ropâpa a châ aw.
7. **Pahniena poh (Banner) chhopasiana** MEC Mission ta Pahniena Poh (Banner) cha Poh ngyuhpa (2:3) châ aw ta, a chhoh liata emblem a y aw.
 8. **Seal :** Mission seal cha 2 inches âhlôpa châ aw ta, achô lâta Mara Evangelical Church tahta ropa châ aw ta, ary lâta Mission & Evangelism Department tahta ropa a châ aw. Âhlôpa chhoh liata No... nata ary liata Date ... tahta ropa a châ aw.
 9. **Mission Statement:** “Mara Evangelical Church ta Chyhsa nata hmotaopa zydua hnohta Zisu Krista Pachhana kipa Thâtihpha phuah lyma ta, Krista Awnanopa eima padua lyma aw.”

BO - 2

MISSION Â CHHUAHPA NATA CHAKAONA

10. Mara Evangelical Church ta Mission a chakaona liata Râhchhoh Mission (Home Mission) nata “Evangelical Mission Myanmar” tahtapa kaono ta a chakao. Chavâta a chhuahna he hawhta a châ aw.
 - a. Zisu Krista Pachhana Kipa Thatihpha he chyhsa nata hmotaopa zydua hnoh ta phuah lyma awpa;
 - b. Krista Awnanopa padua ta, pitlohna taihta mohoh awpa

Sôh Avaona Dâh

2. Cha tawhta kô chhana audit noh taihta Cash Account Book (B-8) he mohpa a châ aw. Cash a ypa phusa zydua ama reih aw.
3. Income Register (B-2) liata sôh angiapa zydua ama moh aw.
4. Income Ledger (B-3) ama moh heih aw. Income Register nata Income Ledger sôh angiapa ropa âdo do lei ama pasia aw.
5. Cha khai tawhta Receipt Book nata Income Register-zy âlyu lyu lei ama moh pasia heih aw. Sôh angiapa zydua liahsa a paki awpa a châ.
6. Cha tawhta Payment Register moh aw ei ta, ama pahlyh heih aw.
7. Payment Ledger moh heih aw ei ta, Payment Register nata Payment Ledger liata sôh hmâna âdo do lei ama mohpasia aw.
8. Cha khai tawhta Payment Order nata Payment Register ama moh pasia heih aw. Tao chheipa, pahlyh chheipa, ro chheipa a y, ylei ama moh pasia aw. Âdo leipa a y khiahta cha Treasurer tlyma, concerned persons zy lata rei pasiana a pahneisa aw. Âdopa tawhta ama paryh aw.
9. Treasurer ta Summary Account ataopazy moh chanei heih aw ei ta, âbyuhpa hawhta padopa a châkhai tawhta “CHECKED AND FOUND CORRECT” tahta seal a chôpa ta ama moh ama roh (sign) awpa a châ aw.
10. Department to ta budget ama taopa hawhta Income nata Expenditure zy moh khai tawhta “CHECKED AND FOUND CORRECT” tahta seal a chô aw ei ta, ama moh ama roh (sign) aw.
11. Assembly nata Assembly ry liata department zydua project ta rai ama hria haipa zydua ama hria/hria lei ama moh pado aw. Cha liata Assembly Treasurer tawhta phusa ama

thao chiehpâ chô liata rai ama hriapazihna kyh ama moh pado aw. Âbyuhna hawhta Audit Note ama roh aw.

- 12. Assembly ta a hneipa property zydua âbyuhna hawhta ama moh pasia aw. Hmo a rao hawpa nata hmâtlâh a châ khao leipazy cha thy awpa a pha zie, Audit note liata roh aw ei ta, Finance and Property ta a pachâpazi aw.

84. Auditors' Note:

- 1. Auditor-zy ta Finance Rule hawhta audit aw ei ta, âbyuhna hawhta Department luhpazy chhaota hmo peimawhpazy cha ama reihpahmaoh tawhta Auditors' Notes ama roh aw. Cha cha Finance & Property Committee ta a pachâpazih aw.
- 2. Auditors' Note cha Finance Committee ta abyuhna hawhta alaichadai aw ta, âbyuhpa cha Assembly Executive Committee lata a tlôkhei aw.
- 3. Auditor-zy ta a khôh chiehpâ liata auditors' Notes ama saipathi tyh aw.
- 4. Auditors' Report nata Notes zy cha Finance and Property Committee hlâta General Secretary hnohta ama pangia awpa a châ. General Secretary ta âbyuhna hawhta Audit Report nata note kyh liata a hriapazih aw.

B0 - 16

DÂH TAOPATHI THEINA (AMENDMENT)

- 85. He Finance Rule taopathi theina cha Constitution Bo 15 hawhta châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

**MARA EVANGELICAL CHURCH
MISSION CHAKAONA DÂH
(MISSION RULES)**

BO - 1

Reipasiana: Mara Evangelical Church ta Zisu Krista ta chakaona Rai piepa (Mathai 28:18-20) hawhta Mission chakaona rai he kô 1966 August (1) noh tawhta a vaw pathaopa a châ. He Mission Rule he MEC Constitution Bo 17, Article 243 (m) yzie hawhta taopa a châ.

- 1. **Dâh moh:** He Dâh he “Mara Evangelical Church : Mission Dâh (Mission Rules)” tahpa châ aw ta, a pachhohna zie ta “Mission Rule” tahpa a châ aw.
- 2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ. He Dâh heta Dâh parohpa a thla aw.
- 3. **Paduana Noh** : Mara Evangelical Church, Mission Chakaona he 1966 August (1) noh ta a pathaopa a châ.
- 4. **Bievaopa (Motto):** MEC Mission bievaopa cha “Khizaw Khaihpâ nama châ” (Mathai 5:14) a châ.
- 5. **Dâh ta a ôpa chhôn:** He Dâh heta Mara Evangelical Church Râhchhôn Mission Chakaona (Home Mission), Evangelical Mission Myanmar, Râhhro Mission chakaona nahta Mission chakaolah (Partners in Mission) zy apahly khai aw.
- 6. **Ngiâna (Logo) chhopasiana:** Mara Evangelical Church Mission “Ngiana”(Emblem) cha: Âpahlôpa (vâpirôn) chhôn liata Khizaw nohthlahpa (Su to kaoki palasana); Kraws saihpâ (Zisu Krista

Mission Chakaona Dâh

6. Py vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.

19. **Vice Chairperson:** Biehneina nata Tao awpazy cha:

1. Chairperson a baotuh chaipa a châ aw.
2. Chairperson y leina/thei leina daihti liata a maohphaona zydua a hria aw.

20. **Secretary:** Biehneina nata Tao awpazy cha:

1. Local Standing Committee ta Awnanopa Machâ tlyma, Khiehchhôn Machâ hry tawhtapa a tlyh aw.
2. Chairperson asaohiahpa ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuahpanohtuhpa a châ.
3. Committee biepathlupazy a laichadai tyh aw ta, file, minute book, record a vao aw. Abyuhna hawhta sahlao lâta a pahnosa tyh aw.
4. Local Mission Board hmohneipa (Property) âvaotuhpa nata mohôn ta pabohtuhpa a châ aw.
5. Beiparisôn nata mission sôh hnawh hropazy a pôh lyma thei nawpa ta hria aw.
6. Kô chhâna General Meeting liata kôkha chhôn report a pie aw.
7. Local Mission Board hmâhsiena, thatlôna nata apôhkhana a pachâ tyh aw.
8. Local Standing Committee nata chô lata biehneituhpazy ta rai a pahniehpazy a hria aw.

21. **Assistant Secretary:** Biehneina nata Tao awpazy cha:

1. Secretary baotuhpa chaipa a châ aw.
2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.

Mission Chakaona Dâh

- c. Ngiapâtuhpazy sapa, palôhru nata thlahpa liata palaiseih lyma awpa
- d. Awnanopa he Thatihpha achhopa Awnanopa (missionary) pachâsa awpa
- e. Mission chakaona liata âbyuhna hawhta hrialahpa (partner) hnei lyma aw.

11. **Mara Evangelical Church ta he hawhta Mission a hria aw.**

- a. Home Mission
- b. Evangelical Mission Myanmar
- c. Foreign Mission

12. **Home Mission yzie nata achhuahna**

- a. Mara Evangelical Church ta Mararâh chhôn nata Myanmar rah liata MEC local church âduana maih liata Thatihpha Chho ta a Chakaona cha “MEC Home Mission” tahpa a châ.
- b. Home Mission ta achhuahna cha:
 - a. MEC Awnanopa sahlao zydua ngiapâna liata ama laiseih thei nawpa ta sapa, palôhru nata thlahpa hro he Thatihpha ta thapatlô awpa;
 - b. MEC local church nata preaching station zydua he sasyh âmohôn theipa local church pitlohpa ta tao awpa;
 - c. Awnanopa sahlao zydua Thatihpha a chhopa Missionary Awnanopa châ thei nawpa ta Pachhana Kipa Thatihpha ta tobi awpa.
- c. Home Mission cha he hawhta rai a hria aw.
 - a. Zisu Krista Pachhana kipa Thâtihpha he local to liata puah lymâ awpa,
 - b. Khazohpa Bie nata Hla ta Awnanopa chhitha ta, pahra lymâ awpa,

Mission Chakaona Dâh

- c. Mission chakaona liata pitloh thei nawpa ta abyuhna hawhta seminar, workshop, leadership training, . . . hpz hnei lymâ awpa,
 - d. Mara Awnanopa, Kaolâh hropa, Thatihpha achhopa awnanopazy nata akaolâhna, apôhkhana nata hrialah theina tei lyma awpa,
 - e. Awnanopa nata khihtlâh hmahsiena tei lymâ awpa,
13. **Evangelical Mission Myanmar**
Mara Evangelical Church ta Myanmar râh chhôn liata Marapa a châ leipa chipho hropazy lata Thatihpha Chhona Chakaona cha “Evangelical Mission Myanmar” tahpa a châ. Rule eihpa hneipa ta a chakao aw.
14. **Foreign Mission**
Mara Evangelical Church ta Foreign liata Marapa nata Marapa a châ leipa chipho hropazy lata Thatihpha Chhona Chakaona cha “Foreign Evangelical Mission” tahpa a châ. Rule eihpa hneipa ta a chakao aw.

BO - 3

KHICHHÔH AWNANOPA MISSION BOARD PADUANA

15. Mara Evangelical Church: Local Church nata Preaching Station âduana maih ta Mission Board paduapa a châ aw. Cha Mission Board cha “Khichhôn Awnanopa Mission Board” tahpa a châ aw.
16. Local Mission Board cha he hawhta paduapa a châ aw.
a. Local Standing Committee ta a padua aw (Con: 6:84 (o)).

Mission Chakaona Dâh

- b. Board member zy cha mo 6-12 taih a châ aw. Local Standing Committee ta âbyuh a tahna hawhta a baichha thei aw. Mission hmâsiena nata mission sôh pôh thei nawpa ta mission liata a pahâhpazy hry liata atlypa a châ aw.
 - c. Kô 2 term kha châta atlypa a châ aw.
 - d. Board member ta atlypazy hry liata Office Bearers (6) atlypa a châ.
 - e. Board member châta Machâ tlyma, Khichhôn Machâ tlyma, Awnanopa member tlohpa tlyma tawhta atly theipa a châ.
17. **Mission Board Office Bearers**
MEC local church to liata Mission Board âduana maih ta he hawhta Office Bearers (6) ama hnei aw.
- a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
 - d. Assistant Secretary
 - e. Finance Secretary
 - f. Treasurer
18. **Chairperson** : Biehneina nata Tao awpazy cha:
- 1. Local Mission Board liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
 - 2. Awnanopa Machâzy hry tawhtapa atlypa a châ aw.
 - 3. Local Standing Committee liata Office Bearers member a châ aw (Ministry Rule 7:44 (10))
 - 4. Local Mission Board Meeting zydua liata Chairperson ta a chakao aw.
 - 5. Local Mission hmâsiena, sôh pôhna nata apôhkhana a pachâ aw.

3. Mission Board Meeting

- a. Achyha chai ta thlakha ei kha meeting tao awpa a châ aw.
- b. Chairperson nata Secretary ta âbyuh ama tahna hawhta meeting ama pahrua thei aw.
- c. A daihti nata su cha Office Bearers ta a pachâ aw.
- d. Quorum cha mebâh 51% a châ aw.
- e. Meeting awna cha noh 7 abyuhpa ta pahruapa a châ aw.
- f. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.
- g. **Adjourned meeting:** Local Board Mission meeting liata quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.

26. **Auditors:** Local Mission Board ta Auditor eihpa hnei leipa awta Local Awnanopa Auditor he âhly lymâ awpa a châ.

BO - 4**PRESBYTERY MISSION BOARD**

27. Presbytery sâkha chhôn liata a ypa Khichhôn Awnanopa (local) zydua tawhta Mission Board nôpawpazy hmaohkha ta Presbytery chhôn Mission Chakaona palôhphao pahra ta Awnanopa Mission mohôn awpa ta paduapa cha Presbytery Mission Board tahpa a châ.

3. Mission Board Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

22. **Finance Secretary:** Biehneina nata Tao awpazy cha:

1. Local Standing Committee ta Awnanopa Machâ tlyma, Khichhôn Machâ hry tawhtapa a tlyh aw.
2. Local Mission sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh lyma aw.
3. Py sôh pôh thei nawpa ta patohtiatuhpa a châ aw.
4. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia lyma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw. Hâtâ ei kha hlâta hluh via py sôh a ku liata a paso awpa châ vei.
5. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duasu report a pie tyh aw.
6. Bank Facility yna su liata Treasurer nata joint ta Bank Account pahy awpa a cha aw.

23. **Treasurer:** Biehneina nata Tao awpazy cha:

1. Local Standing Committee ta Awnanopa Machâ tlyma, Khichhôn Machâ hry tawhtapa a tlyh aw.
2. Finance Secretary tawhta sôh dao tyh aw ta, Cash Book liata roh tyh awta, Py sôh â vao tyh aw.
3. Local Mission Sôh ta Bank Account (Joint) a hnei khiah tala Finance Secretary nata sôh sopa (deposit) nata la papuapa (withdrawal) ama tao tyh aw.
4. Py sôh hmâna zydua Cash Book liata roh lymâ awta, Cash Memo/ Bill zy a sia kawpa ta a paso tyh aw.
5. Ngâchhah kawpa ta py sôh paso aw ta, mohropa hnohta dyu pacheisa aw vei.

Mission Chakaona Dâh

6. Audit thei awpa ta Cash nata Cash Book zy khatino raita a patohpatia tyh awpa a châ.
7. Local Mission sôh he Local Finance Secretary siepahliepa ta Local Treasurer lâ angia aw ta, Headquarters lâta thla kha eikha lyma paphao tyhpa a châ aw.

24. Local Mission Board Office Bearers Meeting nata maophaona

1. Member zy cha Office Bearers (6)zy ama châ aw. He he rai patlapasaona meeting a châ via pachai aw.
2. Local Mission Board, Local Standing Committee nata Assembly Standing Committee a châpa Mission and Evangelism Committee ta rai a pahniehpazy a hria aw.
3. Abyuhna hawhta meeting pahrua theipa a châ aw.
4. Bie chatliepa a y khiah, hriapazih awpa ta, a hriapazihna cha a y tua chaipa Local Mission Board meeting liata a report awpa a châ.

25. Local Mission Board Meeting member nata maophaonazy

- 1. Local Mission Board Meeting memberzy cha Local Standing Committee ta âtlypa**
 - a. Office Bears (6)zy nata member zy ama châ aw.
 - b. Hyutuhpa cha Ex-Officio member
 - c. Pastor-zy cha Ex-Officio member
 - d. Local Church Chairman, Secretary cha Ex-Officio members
- 2. Mission Board Meeting raihriazy**
 - a. MEC Assembly nata Assembly ry ta Committee-zy ta pahniehpa raizy a hria aw.
 - b. Mission sôh pôhna a pachâtuh chaipa a châ aw.

Mission Chakaona Dâh

- c. Beipari sôh zôpha kawpa ta lapakhy aw ta, a mohôh aw ta, a zuah aw.
- d. Khichhoh Awnanopa siepahliepa ta Mission palôhphao a pahra aw.
- e. Khichhoh Awnanopa Ryureina ta a pahniehpa rai a hria aw.
- f. Râthtiehpa Noh, Thâtihipa Tlô Noh nata September Apahrana program-zy ahmâna a pachâ aw.
- g. Awnanopa chhohôhto chakaona nata ahrana lâthlôh Khichhoh Awnanopa nata ama hriapazi aw.
- h. ABeipa noh (Sunday) za Khazohpa achhyna liata chairperson cha Church chairperson ngiapâpa a châ aw. Bie, Hla nata thlahchhana zydua cha Mission lâ aheipa ta hmâpa a châ aw. Awnano Machâ, Khichhoh Machâ, Pastor, Pastor pensioner, Machâ pensioner, khichhoh Machâ pensionerzy nata Mission Board member zy ta daihti ama hmâ tyh aw. Bie phuah byuhpazy a y khiah Chairperson kiapâh liata Mission Board Chairperson chhao âtyu thei hra aw.
- i. Mission Board member zy chhao Mission Apakhyna liata daihti hnei thei aw ei ta, Awnanopa Machâ tlyma, Khichhoh Macha tlyma ama cha leipa khiahta cha Maihsa hma leipa ta daihti ama hmah aw.
- j. Khichhoh Awnanopa mebâhzy lâta Local Standing Committee pahnokheipa ta raihriazy a pie thei aw.
- k. Khichhoh Awnanopa pahnokheipa ta Board mebâh su athla thei aw.
- l. Presbytery Mission Board lâta agendazy a tao aw.

36. Presbytery Mission Board Office Bearers Meeting nata maophaona

1. Member zy cha Office Bearers (6)zy ama châ aw. He he rai patlapasaona meeting a châ via pachai aw.
2. Presbytery Mission Board, Assembly Standing Committee a châpa Mission and Evangelism Committee ta rai a pahniehpazy a hria aw.
3. Abyuhna hawhta meeting pahrua theipa a châ aw.
4. Bie chatliepa a y khiah, hriapazih awpa ta, a hriapazihna cha a y tua chaipa Presbytery Mission Board meeting liata a report awpa a châ.

37. Presbytery Mission Board Meeting member-zy cha:

1. Office Bears (6)zy nata member zy ama châ aw.
2. Presbytery chhoh Local Mission Board Office Bearers zydua
3. Presbytery Chairperson, Secretary zy cha Ex-Officio member
4. Presbytery chhoh Biatuhpa Pastor-zy cha Ex-Officio member
5. Assembly and Awnanopa Nôpawzy cha Ex-Officio member

38. Presbytery Mission Board Meeting biehneina nata raihriazy

1. Presbytery chhoh Mission chakaona liata hmasiena a pachâ aw.
2. Khichhoh Awnanopa Mission Boardzy tawhta agendazy pachia aw ta, âbyuh atahpazy Mission & Evangelism Committee lâta agenda a tao aw.

28. Presbytery Mission Board cha he hawhta paduapa a châ aw.

1. Presbytery Ryureina (Machâ Ryureina) ta a padua khei aw.
2. Local Mission Board Chairperson nata Secretary zy hry liata Awnanopa Machâzy tawhta Presbytery Mission Board Office Bearer châta mo (6) a tlypa a châ aw.
3. Kô 2 term kha châta atlypa a châ aw.

29. Presbytery Mission Board Office Bearerszy raihria

Presbytery Mission Board âduana maih ta he hawhta Office Bearers (6) ama hnei aw.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Finance Secretary
6. Treasurer

30. Chairperson : Biehneina nata Tao awpazy cha:

1. Presbytery Mission Board liata Nôpaw chaipa nata Chhihtuh chaipa a châ.
2. Awnanopa Machâzy hry tawhtapa atlypa a châ aw.
3. Assembly Standing Committee a châpa Mission & Evangelism Committee liata member a châ aw.
4. Presbytery Mission Board Meeting zydua liata Chairperson ta a chakao aw.
5. Presbytery Mission hmâhsiena, sôh pôhna nata apôhkhana a pachâ aw.
6. Py vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.

31. **Vice Chairperson:** Biehneina nata Tao awpazy cha:
1. Chairperson a baotuh chaipa a châ aw.
 2. Chairperson y leina/thei leina daihti liata a maohphaona zydua a hria aw.
32. **Secretary:** Biehneina nata Tao awpazy cha:
1. Presbytery Mission Board ryureina minute a laichadaituhpa a châ aw.
 2. Chairperson asaohiahpa ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuhapanohtuhpa a châ.
 3. Committee biepathlupazy a laichadai tyh aw ta, file, minute book, record a vao aw. Abyuhna hawhta sahlao lâta a pahnosa tyh aw.
 4. Assembly Standing Committee a châpa Mission & Evangelism Committee liata member a châ aw.
 5. Presbytery Mission Board hmohneipa (Property) âvaotuhpa nata mohôh ta pabohsatuhpa a châ aw.
 6. Mission raihria laichadai aw ta, Mission and Evangelism Meeting lâta a report aw.
 7. Presbytery Mission Board hmâhsiena, thatlôna nata apôhkhana a pachâ tyh aw.
 8. Chô lâta Committee nata biehneituhpazy ta rai a pahniehpazy a hria aw.
33. **Assistant Secretary:** Biehneina nata Tao awpazy cha:
1. Secretary baotuhpa chaipa a châ aw.
 2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
 3. Mission Board Meeting liata Minute a roh tyh aw.
 4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

34. **Finance Secretary:** Biehneina nata Tao awpazy cha:
1. Presbytery Mission sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh lyma aw.
 2. Py sôh pôh thei nawpa ta patohtiatuhpa a châ aw.
 3. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia lyma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw. Hâtâ ei kha hlâta hlüh via py sôh a ku liata a paso awpa châ vei.
 4. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duasu report a pie tyh aw.
 5. Bank Facility yna su liata Bank Account Joint ta pahypa châ thei sala, Treasurer nata ama operate tyh aw.
35. **Treasurer:** Biehneina nata Tao awpazy cha:
1. Finance Secretary tawhta sôh dao tyh aw ta, Cash Book liata roh tyh awta, Py sôh â vao tyh aw.
 2. Presbytery Mission Sôh ta Bank Account (Joint) a hnei khiah tala Finance Secretary nata sôh sopa (deposit) nata la papuapa (withdrawal) ama tao tyh aw.
 3. Py sôh hmâna zydua Cash Book liata roh lymâ awta, Cash Memo/ Bill zy a sia kawpa ta a paso tyh aw.
 4. Ngâchhieh kawpa ta py sôh paso aw ta, mohropa hnohta dyu pacheisa aw vei.
 5. Audit thei awpa ta Cash nata Cash Book zy khatino raita a patohpatia tyh awpa a châ.
 6. Presbytery Mission sôh he Presbytery Secretary siepahliepa ta Headquarters lâta paphao tyhpa a châ aw.

Mission Chakaona Dâh

siepahliepata Assembly Executive Committee a tlô khei aw.

10. Assembly, Assembly Executive Committee nata committee hropazy ta a pahniehpa raizy a hria aw.
11. Home Mission hmasiena a pachâ aw.
12. Mission statistics sianopa a tao aw.

43. **Mission & Evangelism Committee Meeting:**

1. Achyh chai ta kô kha ta ei kha, Assembly Executive Committee hlâta hnei tyh awpa a châ. Secretary ta âbyuhpa ta a pahnokhiahta cha Moderator nata General Secretary asaohiahpa ta meeting a pahrua thei aw.
2. A chyh chai ta noh 30 abyuhpa ta meeting awna a tao aw.
3. Quorum cha mebâh zydua 51% a châ aw.
4. Committee daihti liata quorum ama tloh vei khiah, dawhkha khai tawhta, Chairperson ta adjourned meeting a phuah thei aw. Agenda hmopa pyly rei theipa châ aw ta, quorum byuh aw vei.

BO - 6

BIECHHOTUHPA HNEI THEINA (HOME EVANGELIST)

44. **Home Evangelist Hnei theina:**

1. Mara Evangelical Church: Mission & Evangelism (Home Mission) avaona ry liata Assembly ta âbyuh a tahna hawhta Biechhotuhta (Home Evangelist) a hnei thei aw. Home Evangelist rai cha rai a-ipa a châ leipa, â byuhna daihti liata MEC local church nata Mission field-zy liata Thâtihpha chhotuhta ta Assembly ta MEC Constitution Bo 5: 53, 54 hawhta a lapazy ama châ.

Mission Chakaona Dâh

3. Assembly tlyma, Mission & Evangelism Committee tlyma nata Executive Secretary (Mission) tawhta pahniehpa raizy hlaoh awpa ta a hriapazi aw.
4. Kô 2 term kha châta Mission Board Office Bearers a tlyh tyh aw.
5. MEC Mission chakaona liata hmâsiena agenda zy a tao aw.

39. **Presbytery Mission Board Meeting**

1. Ryureina cha achyh chaipa kô kha ei kha hneipa a châ aw. Office bearers zy ta âbyuhpa ta ama tah khiah. Meeting ama pahrua thei aw.
2. Ryureina cha Presbytery Ryureina tlôpakizâ ta a châ aw. Daihtyna a y khiahta cha Presbytery chairman nata secretaryzy a chhoiapa ta ryhpaohna daihti liata ryurei theipa a châ.
3. A daihti nata su cha Office Bearers ta a pachâ aw.
4. Quorum cha mebâh 51% a châ aw.
5. Meeting awna cha noh 30 abyuhpa ta pahruapa a châ aw.
6. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.
7. **Adjourned meeting:** Prebytery Board Mission meeting liata quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.

BO – 5

MISSION AND EVANGELISM COMMITTEE

Reipasiana: Assembly ry liata Mission chakaona kyh hria awpa ta “Mission & Evangelism Committee” paduapa a châ. Cha Committee cha Awnanopa âduana chhâpa miakha a châpa “Thatihpha Chho Chakaona” liata Assembly hmahlana cha Khichhoh Awnanopa Mission Board, Presbytery Mission Board, Home Mission, Râchhoh Mission, Râhro Mission chakaonazy mohohuhpa nata hmasiena pachâuhpa châ ta MEC Constitution BO 11:175-178 na hawhta paduapa a châ.

40. Mission & Evangelism Committee member zy

1. Assembly nôpawpa zydua cha Ex-Officio member
 - a. Moderator
 - b. Deputy Moderator
 - c. Treasurer
2. Awnanopa nôpawpa zydua cha Ex-Officio member
 - a. General Secretary
 - b. Associate General Secretary
 - c. Executive Secretary (Mission & Evangelism)
 - d. Executive Secretary (Christian Education)
 - e. Executive Secretary (Christian Social Concern)
3. Mission Director
4. Presbytery Mission Board miakha tawhta Chairperson nata Secretaryzy (8)
5. Pastoral Ministry Committee vyuhutuapa pastor pa (2) (kô no term kha)
6. Mission Field miakha tawhta Field Secretary zy

41. Dy. Moderator cha Ex-officio Chairperson châ aw ta, Executive Secretary (i/c Mission & Evangelism cha Ex-Officio Secretary a châ aw.

42. Mission & Evangelism Committee Raihria awpazy:

1. Assembly ry liata Khichhoh Awnanopa, Bia, Presbyry zy nata py (department) a ypa zydua mission chakaona liata raihria paraohna a patohpatia aw.
2. Mission Department ry liata full time hriatuhpazy hruana, rai piena, pachusana, pasiena, rai pakiana, furlough, pension, nata rai pachhâsana zy pachhuahpanoh chhielie aw ta, Ministerial & Personnel Committee siepahliepa ta Assembly Executive Committee a tlô khei aw.
3. Assembly ta a hria haipa mission field-zy pahlyhna, râhri pananona, paraona, athiehpahynazy a pachâ chhielie aw.
4. Mission pakhyipi, conference, seminar, training nata abyuh hropazy a pachhuahpanoh aw.
5. Assembly hmâpa Mission Rules hawhta “Evangelical Mission” a mohoh aw.
6. Hriatuhpazy pay scale, allowance, emolument nata abyuhpa sôhzy pachâ chhielie aw ta, Finance & Property Committee siepahliepa ta Assembly Executive Committee a tlô khei aw.
7. Râh chhoh nata râh khôtho lâ mission sôh pôhna lâthlôh a pachâ aw.
8. Mission chakaona raihria liata awnanopa py hropa, missionary societies, agencies, and organizations... etc. nata hriaparaona lâthlôh a thua tyh aw.
9. Mission chakaona châta estimated budget achhuahnoh chhielie aw ta, Finance & Property Committee

Mission Chakaona Dâh

5. Alykheina hlao (honorarium) cha Assembly bie tlyma, Pay Commission ta a paryhsana zie hawhta a châ aw.
6. Assembly ta daihti a thliena chhôn liata hmâpa a châ aw.

50. **Biechhotuhpazy mohôhna**

1. Râhchhôn Biechhotuhpazy cha Executive Secretary (Mission & Evangelism) mohôhna ry liata a y aw.
2. Hrua eihpa Biechhotuhpazy cha Project Concerned Secretary a vaona ry liata ama y aw.

51. **Biechhotuhpazy tao awpa**

1. MEC Assembly nata Mission & Evangelism Department âchhuahpa hlaotloh thei nawpa ta a tei aw.
2. Thlachhana, areisina, palôh pasina, tiamana, chyhsa to nata akaona, mo to châta phana pachâna, hrialahpazy khokhei thaina hrozy ama hnei awpa.
3. Assembly nata ary liata committee-zy, nôpawzy bie zyh awpa, Biatuhpa nata Khichhôn Awnanopa nôpawpazy nata akaona hnei pha awpa a châ.
4. Chakaona awpa su liata chyhsazy hro nata duahmo achu khai awpa.
5. Nohto chakaona Diary hnei awpa
6. Bie nahthliepazy hry liata athaipa nata asopa hluhpi ama ypa pahno awpa.
7. Chanô chapaw kyh liata mody/motlohpa ta y awpa.
8. Chakaona kyh office lâ report lyma awpa

BO - 7

MISSION SÔH

52. **Assembly Mission Sôh hnawhzy:** Assembly ta MEC Awnanopa member zydua tawhta Mission raihriana châta sôh

Mission Chakaona Dâh

2. MEC Awnanopa sahlaozy Khazohpa Bie, Hla nahta Awnanopa hmahsiena awpa châta Mission & Evangelism Committee ta ângiahpa ta pahno sala, Assembly Executive Committee siepahliepa ta Assembly ta â pyh khiah deita la Home Evangelist (Râhchhôn Biechhotuhpa) cha la theipa a châ.
3. Home Evangelist la awpa zie nata lana dâh cha Assembly ta a paryhna hawhta a châ aw.

45. **Home Evangelist châ awpa ta thliena (Qualification)**

1. MEC Awnanopa Machâ a châ aw.
2. Lapa awpa cha Lorrain Bible Correspondence tlyma, achyh chai ta Biehraï kô (3) achu hawpa tlyma cha khokhei viapa a châ aw.
3. Awnanopa ryhpa apakipa, Biechho chakaona talent a hneipa, ahnatlana a phapa a châ aw.
4. Karao, sâdâ, khaini, kuvâ, châhnamei, paritheipa... hpz. A tao leipazy khokhei viapa a châ aw.
5. Chakaona program taopa hawhta ngâchhihpa ta a chakao theipa a châ aw.
6. Local Awnanopa, Biatuhpa nata Presbytery khokheina a hnei aw.

46. **Home Evangelist lana dâh**

1. Mission & Evangelism ta la awpa âbyuhpa ta a pahno khiahta cha Ministerial & Personnel Committee (MPC) lâta tlôkheipa a châ aw ta, Assembly Executive Committee siepahliepa ta la awpa nata la lei awpa kyh liata Assembly ta biechhâna a tao aw.
2. Home Evangelist hneina kô-4 term kha a châ aw.

Mission Chakaona Dâh

3. MEC local to lâta pahnosana (advertisement) cha Executive Secretary (Mission) ta a chyh chaita noh (45) âbyuhpa liata hneipa a châ aw.
4. Assembly tlyma, Assembly ta bieheina a piepa Committee tlyma ta a la aw.
5. Maluh ziepa cha Assembly ta a paryhsana hawhta a châ aw.
6. Deichhyna hlao cha fixation ta piepa châ aw ta, a zie cha Assembly tlyma, Pay Commission tlyma, Finance and Property tlyma paryhsana hawhta a châ aw.
7. Home Evangelist ta lapazy cha hlâna cha alapa Committee tlyma, Office Bearers Committee tlyma ryhraona hawhta ta a châ aw.
8. Moderator ta tlyma, Moderator ta bieheina a piepa tlyma ta a hlâ aw.

47. Home Evangelist-zy raihria

1. Assembly tlyma, Mission and Evangelism Committee tlyma, MEC Nôpawpazy ta chakaona programme ama taopa hawhta ama chakao aw.
2. Chakaona raihriazy Executive Secretary (Mission) lâta ama report tyh aw.
3. Assembly, Seminar nata Mission Committee palôhphaozy MEC râhchhôn liata a phuah lymâ aw.
4. Khazohpa Bie nata Hla ta Awnanopa a pahra lyma aw.
5. MEC Awnanopa ngiapana nata Biezyhpa zy a duakhei lyma aw.

48. Biechho Pasaina Piena

1. MEC mebâh tlyma, MEC kaolah phupy hropa tlyma ta MEC Awnanopa chhôn liata tlyma, khôtho lâta tlyma

Mission Chakaona Dâh

Thâtihpha a chho khoehpa cha Thâtihpha chho pasaina a hiah awpa a châ..

2. Biechho Pasaina cha General Secretary tlyma, ano ta bieheina a piepa Executive Secretary (Mission & Evangelism) tlyma a châ aw. Ahiahtuhpa chyhsa châna, duahmo, ngiapâna nata âchhuahna hiahri pasia khai tawhta Awnanopa châta phahnainawpa a châpa ta pahnopa khiah dei cha “Biechho Pasaina Châ” pie theipa a châ aw.
3. MEC Ngiapâna nata Hmâzie, Constitution nata Rule-zy a chakhia leipa, ngiapâna âlyupa Awnanopa phupy nata kaolah Awnanopa (MCC, CCA, WCRC, WCC, LWF-zy liata mebâh Awnanopazy) luhpazy cha ama châna siapa pahno khai tawhta Biechho pasaina pie theipa a châ aw.
4. Biechho Pasaina Châ liata pasaina daihti chhao palâsapâpa a châ aw.

49. Hrua eihpa Biechhotuhpa lana

1. MEC Assembly ta âchhuahpa sâkha kha hlao tloh thei n’awpa ta adaihti thliena chhôn liata biechhotuhpa châta hmâpa cha “Hrua eihpa Biechhotuhpa” tahpa a châ.
2. MEC Assembly ta a hneipa project/target tlyma, Zubili programme, Mission palôhphao pahrana, Khazohpa Tovyuh sôn target...hpz.) hlaotloh thei n’awpa ta Biechho eihhraha hrua theipa a châ.
3. Cha hawhta hrua eihpa Biechhotuhpa âbyuh khiahta cha, pahruatuhpa department ta Ministerial and Personnel Committee a vaw ngiakhei aw ta, Assembly Executive Committee siepahliepa ta Assembly ta biechhana a tao aw.
4. Assembly tlyma, Assembly ta a pahniehpa Committee tlyma ta taopa programme hawhta chakaopa a châ aw.

Mission Chakaona Dâh

57. **Evangelical Mission Myanmar Office**

Mara Evangelical Church ta, Myanmar râhchhôn Mission a chakaona liata field zydua sypahmaohpa ta chakao nawpa châta Head Office a yna su cha Sittway a châ.

58. **Evangelical Mission Head Office liata Hriatuhpazy**

Evangelical Mission Head Office liata Hriatuhpazy cha he hawhta a châ aw.

1. Mission Director (1)
2. Dy. Director (1)
3. Upper Division Clerk (UDC) (1)
4. Lower Division Clerk (LDC) (1)
5. General Worker (4th Grade) (1)
6. Assembly ta hriatuhpazy papôh thei ta, a pachyh thei hra.

BO - 10

**MISSION FIELD LIATA HRIATUHPAZY KYH
(MISSION WORKERS)**

59. **Evangelical Mission Field hriatuhpazy:**

Mara Evangelical Church ta Mission a chakaona âchhuahpa hawhta pitloh thei nawpa ta Evangelical Mission field liata hriatuhpazy cha he hawhta Category pachhahpa a châ.

1. Missionary (MEC ta a tuapa Thatihpha chhotuhpa)
 - a. Pastor
 - b. Evangelist
 - c. School teacher
2. Native worker (râhchhôn hriatuhpa)
 - a. Pastor
 - b. Evangelist
 - c. School teacher
3. Project Worker

Mission Chakaona Dâh

la pakhy aw ta, Awnanopa châta a hmâh aw. Hezy he Assembly ta a hneipa Mission Sôh hnawhzy a châ.

1. Beiparisôh (BPS)
2. Mission Thapasana Sôh (MTS) : Mission Apakhyna sôh, Hawka sôh, Apahrana sôh, Thapapuana sôh, Mission sahdô, Mission Lôhthai Sôh
3. Thatihpha Alyna Sôh (TAS) : Sep 26 noh eima Missionary-zy ta Thatihpha ama vaw tlôkhei noh ta thyupa)
4. Missionary Sponsor Sôh (MSS)
5. Mission Partners Sôh (MPS)
6. Designated Project (DPS)
7. Donations (Deichhyna)

53. **Hriatuhpazy Hlao** : Mission field liata hriatuhpazy hlao nata allowance zydua cha Assembly ta âpypa Pay Commission ryhraona hawhta châ aw ta, sôh avaona nata hmâna zie awpa ta Finance Rule hawhta a châ aw.

BO - 8

MISSION NOH PEIMAWHPA

54. **Noh Peimawhpazy**

Mara Evangelical Church ta Mission chakaona châta Noh Peimawhpa ahneipazy cha he awhta a châ.

1. **Râhthiepha Noh (September 3):** MEC ta Mission chakao awpa ta a tua hmiatuapa noh cha 1966 August (1) noh a châpa vâta MEC local church to nata Mission field lita local zydua ta ama hmâ khai awpa a châ. Hmâna awpazie cha Assembly tlyma, Mission & Evangelism Committee tlyma, Local Standing Committee tlyma paryhsana hawhta a châ aw. Sôh thyuna chhao a y aw.

2. **Thatihpha Tlô Noh (September 26):** MEC Local church to ta eima Missionary hmiatua chaipa Rev. & Mrs. R. A.Lorrain zy ta Mararah ama vaw tlô tuana noh ta “Thatihpha Tlô Noh” tahpa ta ahmâ khaipa a châ aw. He noh ta a hmâna zie awpa ta Assembly ta aparyhsapa hawhta a châ aw.
3. **Mission Field-zy lata cha Thatihpha Tlô noh** he ama rah liata Missionary-zy ama tlô tua chaina noh ta ama hmâh chyhra awpa a châ aw.
4. **Apahrana Thla (September):** MEC nata Mission Field liata local church zydua ta September thlakha chhôn he Apahrana thla ta hmâ khai awpa a châ aw. Assembly office tawhta ahmâna program a tao tyh aw.

BO – 9

EVANGELICAL MISSION MYANMAR

55. Evangelical Mission Myanmar

Mara Evangelical Church ta Mission a chakaona su cha Myanmar a châpa vâta a chakaona moh cha “Mara Evangelical Mission in Myanmar” tah awpa a châ. Chavâta he Mission Chakaona Moh he “Evangelical Mission Myanmar” (EMM) tahpa a châ.

56. Evangelical Mission Field

1. Mara Evangelical Church ta Myanmar rah liata Evangelical Mission a hriana awpa su atly tita hezy pachâna chô ta a tly awpa a châ.
 - a. Zisu Krista Pachhana Kipa Thatihpha athei beih leipa nata thei taraw ta apy mah leipazy

- b. Marapa a châ leipa chipho asuapa hry liata chakao awpa
 - c. Chakaona moh châta ama Chipho moh tlyma, Assembly ta âpypa moh tlyma hmâ lyma awpa a châ aw.
2. 1966 – 2015 taihta chakao haipa Mission Field-zy cha
 - a. Khumi Evangelical Mission (atahma ta Khumi Evangelical Association)
 - b. Mro Evangelical Mission
 - c. Myo-Khami Evangelical Mission
 - d. Laymyo Evangelical Mission
 - e. Asho Evangelical Mission
 - f. Laytu Evangelical Mission
 - g. Rakhine Evangelical Mission
 3. Assembly ta âbyuh a tahna maih ta he hawhta Mission Field a pakawh thei aw.
 - a. MEC Assembly ta âryh a tahna hawhta Mission and Evangelism Committee hmâpa ta mission field pakawh thei ta, a pabuahsa thei.
 - b. Cha hawhta Field pakawh tita pakawh khohna su, a râh chyhsapa duahmo, pakawh khohna chhâ, râr-rina, field supipa nata cha râh chhôn ta a chakao haipa awnanopa y, y lei liahsa a thatih achu (survey) tao tuapa a châ aw.
 - c. Assembly ta mission field a pakawh tlyma, a pabuah tlyma, a pachhâsa awpa tlyma a châ khihta cha, cha field chhôn liata hriatuhpazy atyuduana thâtih chhao a pachâ chhielie ha aw.

5. Project Worker ta rai ama lapazy châta Executive Secretary (Mission) ta Appointment Order a tao aw.
6. Project ta rai lapazy he rai yzie mopa ta kô 1 tawhta kô 3 taih ta appointment pie theipa a châ aw.
7. Project worker su ruapa a y tlamawh khihta post pahy awpa ta hiana tao âbyuh khao leipa ta Executive Secretary nata Mission Director ta su ruapa pabie theipa a châ aw. A y tua chaipa Mission & Evangelism Committee liata thlai report pie awpa a châ aw.
8. Project worker ta lapa chyhsa he Permanent pie cheingei awpa tahna châ vei.

66. Hriatuhpa a-i leipa châta thliena (Qualification)

1. Raihriana liata thai patluapa âbyuh leipa a châ vei khihta cha, rai ahiatuhpa cha MEC member (Mission Field liata a rah chyhsa) a châ aw.
2. Raihriana yzie mopa ta cha kyh liata thaina a hneipa a châ aw.
3. Hnatlana phapa, chyhsa papyupahly thaipa, tiama ta ngachhihpa a châ aw.
4. Kô thliena chhao cha raihria yzie mopa ta thliepa a châ aw.

BO – 12

EVANGELICAL MISSION HRIATUHPA NATA RAIHRIAZY

67. Mission Director

Mara Evangelical Church ta Evangelical Mission Field raihriana liata nôpaw chaipa châ awpa ta Executive Secretary mohôhna ry liata Mission Director a y aw. A duahmo nata bieheina cha he hawhta a châ.

60. Missionary:

Missionary tahpa cha Assembly ta mission field liata hria awpa ta a tuapa (full time), a râh chyhsa châ leipa ta Marapa a châpazy ama châ. Âmozy he Service Rules nata Pension Rules ahlypazy ama châ. Assembly Office tawhta advertisement tawhpa ta lapa ta mission field liata ama tuapazy ama châ. Chazy hry liata thokha cha Pastor ta chakao aw ei ta, thokha cha Evangelist tlyma, School hyutuhpa ta tlyma, thohna lâta a hriapazy tlyma ama châ aw. Âmo zydua he Missionary ama châpa vâta Missionary Allowance ama hmô khai aw.

61. Native Worker

Native Worker tahpa cha Assembly pahnokheipa ta full time ta hria awpa ta rai piepa a râh chyhsa hriatuhpazy reina a châ. Âmozy he Service Rules nata Pension Rules ahlypazy ama châ. Assembly Office tawhta advertisement tawhpa ta tlyma, Mission and Evangelical Committee pahnokheipa ta Ministerial & Personnel Committee ta rai a pakiapazy tlyma ama châ. Chazy hry liata thokha cha Pastor ta chakao aw ei ta, thokha cha Evangelist tlyma, School hyutuhpa ta tlyma, thohna lâta a hriapazy tlyma ama châ aw. Âmo zydua he a râh chyhsa hriatuhpazy ama châpa vâta Missionary Allowance hmô thei aw vei ei.

62. Project Worker

Project Worker he Assembly ry liata Committee miakha kha pahnokheipa ta lapa hriatuhpa, rai a i-leipazy ama châ. Kô (1) châta rai lapa châ ei ta, a tlâh châpa ta pahnopa cha la chanei heih theipa a châ. Project worker châta a râh chyhsa (native) tlyma, Marapa tlyma, thaipatluana âbyuhpa liata kheihawhta chyhsa chhao rai la theipa a châ. Krizyh leipa deikua cha la theipa châ aw vei.

BO - 11

MISSION FIELD LIATA HRIATUHPAZY LANA

63. Hriatuhpa a-ipa lana dâh

Mission field liata rai a-ipa pahyna nata lana he hawhta a châ aw.

1. Mission & Evangelism Committee ta hriatuhpa lâ awpa âbyuhpa ta a pahno khiakta cha Ministerial & Personnel Committee tlôkhei aw ta, Assembly Executive Committee siepahliepa ta la awpa nata la lei awpa kyh liata Assembly ta biechhana a tao aw.
2. Assembly ta Rai la awpa ta a pasai tawhta Executive Secretary (Mission) ta MEC local church to lâta noh (45) âbyuhpa liata pahnosana (advertisement) tao aw.
3. Rai lana cha Assembly tlyma, Ministerial & Personnel Committee tlyma, Assembly ta a pahniehpa Committee miakha kha ta rai a la aw.
4. General Secretary ta Appointment Order a tao aw.
5. Rai lapazy chahnaona tlyma, pa-ina tlyma, hlâna tlyma cha alapa Committee tlyma, Office Bearers Committee tlyma ryhraona hawhta ta a châ aw.
6. Moderator ta tlyma, Moderator ta bieheina a piepa tlyma ta a hlâ aw.

64. Hriatuhpa a-ipazy châta thliena (Qualification)

Ahyrai, Evangelical Mission liata hriatuhpa a-ipa châta rai ahiapa cha ary liata thliena awhta a tlohpa zy deita hia theipa a châ aw.

1. MEC member tlohpa châ aw ta, ryhpa pakipa a châ aw.
2. Khazohpa awna pahnopasiapa châ aw ta, yna su raopa liata a y theipa a châ aw.
3. Sapa kô 20-35 likawh a châ aw.

4. Raihria awna mopâpa ta Biehraï siku liata achyha chaita kô (3) â chupa tlyma, secular degree a hmôpa tlyma zy cha khokhei viapa a châ. Myanmar reih khodâh hawhta a thaipa a châ aw.
5. Hnatlâ phapa, theina & hmôna phapa nata apilyu phapa a châ aw.
6. Karao, sâdâ, khaini, kuvâ, châhnamei, paritheipa...hpz. atao leipazy khokhei viapa a châ aw.
7. A yna Local church nata Biatuhpa khokheina châ a hneipa a châ aw.
8. Lapinô/vahpa a hnei chiehpa khokhei viapa a châ aw.

65. Hriatuhpa a-i leipa (Project worker) lana dâh

Mission field liata peimawhna vâta project worker (hriatuhpa a-i leipa) lana dâh cha he hawhta a châ aw.

1. Field tawhta tlyma, Central Working Committee tlyma, Mission and Evangelism Committee tlyma project worker la awpa âbyuhpa ta ama pahno khiakta cha âbyuhna zie palasapa ta Mission & Evangelism Committee liata rai pahy awpa ta hiana ama pangia awpa a châ.
2. Mission & Evangelism Committee ta Ministerial & Personnel Committee tlôkhei aw ta, Assembly Executive Committee siepahliepa ta rai pahy, hy lei kyh liata Assembly ta biechhana a tao aw.
3. Assembly ta rai pahy awpa âpy tawhta Executive Secretary (Mission) ta MEC Mission Fieldzy nata MEC local church to lâta pahnosana (advertisement) cha noh (45) âbyuhpa ta a tao aw.
4. Rai lana cha Assembly tlyma, Mission & Evangelism Committee tlyma, Assembly ta a pahniehpa Committee miakha kha ta a la aw.

Mission Chakaona Dâh

3. Portfolio eihhrapa ta a patu awpazy cha:
 - a. Sunday School
 - b. Field chhoh Literature
 - c. Theological Students
 - d. EM Office liata Khichhai Mohohna
4. Daihtyna yna liata cha Field Secretary rai chhao a chakao pabaoh thei aw.
5. A term chhoh field zy a chahlô tyh aw.
6. Assembly nata Assembly ry liata Committee nata chohla luhpazy pahniehpa raizy a hriapazih aw.

72. Field Secretary (FS) duahmo

Evangelical Mission ta a hria haipa Mission Field maih ta a field chhoh mohohhtuh chaipa Field Secretary pakha chy ama hnei aw. A duahmo nata bieheina awpa cha he hawhta a châ aw.

73. Field Secretary châta atly theina

1. Assembly Nomination Committee ta Field chy châta Field Secretary châta nominate a tao aw ta, Assembly ta rai a pie aw.
2. A sapa kô 35 hlâta nawh via leipa, term chhâna daihti liata kô 65 nata kô 65 hlâta machâ via leipa MEC nata EMM tawhta Pastor-zy hry tawhta atlypa a châ aw.
3. Pastor chakaona kô 5 hlâta chyh via leipa; he heta probationary pastor ta chakaona apahly.
4. Biehra Achuna a chyh chai kô (3) a hnei hawpa a châ aw.
5. Kô 4 term-kha châta atlypa a châ aw.
6. Azaopa ta chakaona su (post) hmokha liata term 2 hlâta hlüh via atly pazao theipa châ vei; A chyh chai ta term-kha a paha tawh dei atly heih theipa a châ.
7. Daihti lalaopa liata su a rua tlamaw ha khiah, Officers' Council ta pastor-zy hry tawhtapa pakha kha su ruapa pabie

Mission Chakaona Dâh

68. Mission Director Atly theina: Mission Director châta atly thei awpazy cha:

1. A sapa kô 35 hlâta nawh via leipa, term chhâna daihti liata kô 65 nata kô 65 hlâta machâ via leipa a châ aw.
2. Pastor chakaona kô 10 hlâta chyh via leipa; he heta probationary pastor ta chakaona apahly.
3. Achuna a chyh chai ta B.D/M.Div a patlôpa a châ aw.
4. Kô 4 term-kha châta atlypa a châ aw.
5. Azaopa ta chakaona su (post) hmokha liata term 2 hlâta hlüh via atly pazao theipa châ vei; A chyh chai ta term-kha a paha tawh dei atly heih theipa a châ.
6. Daihti lalaopa liata su a rua tlamaw ha khiah, Officers' Council ta pastor-zy hry tawhtapa pakha kha su ruapa pabie aw ta, a y tua chaipa Assembly Executive Committee apykheina thlai a la awpa a châ. Assembly ta a pyh hlâ via ta cha Acting ta a y chy aw.
7. Mission Director cha Nomination Committee ta candidate tao aw ta, General Assembly a pykheipa ta rai piepa a châ.
8. Mission Director châta rai piepa cha Assembly chhoh ABeipa noh my Khazohpa achhyna daihti liata hlâna hnei awpa a châ.

69. Mission Director raihriazy

1. Evangelical Mission Office, Sittway liata Office a kiah aw.
2. Evangelical Mission raihriana liata chhihtuh chaipa nata nôpaw chaipa a châ.
3. Field chhoh hmahsiena seminar, leadership training, workshop...hpz., a taokhei aw.

Mission Chakaona Dâh

4. Râh chhôn nahta râh khôtho lâta General Secretary nata Executive Secretary (Mission) pahnokheipa ta sôh a thua thei aw.
5. Budget hawhta EM Sôh hmâpupuana, Biehraia a chupazy stipend, Hriatuhpazy hlao nata sôh hmâna a siekhei aw.
6. Evangelical Mission Field agenda zydua Evangelical Mission Central Committee siepahliepa ta Assembly Executive Committee a tlôkhei aw.
7. Thla (3) eikha sôh hmôpa nahta hmâna sianôpa Executive Secretary (Mission) lâta report a pie tyh aw. Office Bearers zydua copy piepa a châ aw.
8. EM budget pachhuahpanoh aw ta, Executive Secretary (Mission) siepahliepa ta Finance & Property Committee a tlôkhei aw.
9. Assembly ta âpypa Field chhôn chiphozy Literature hmahsiena nata Sunday School Achuna maohphaona a la aw.
10. Executive Secretary (Mission) nata Kaolah Awnanopazy lâta âhnawpa hawhta raihriana report a pie tyh aw.
11. Hriatuhpazy achuna nata rai pakianazy pachhuanoh chhielie aw ta, Mission & Evangelism Committee a tlôkhei aw.
12. Hriatuhpa duahmo paryhkheina nata chhoreina cha Executive Secretary (Mission) Mission) a chhohiapa ta a tao tyh aw.
13. A term chhôn field zy a chahlô tyh aw.
14. Assembly nata Assembly ry liata Committee nata chôlâ luhpazy pahniehpa raizy a hriapazih aw.

70. Deputy Director atly theina:

1. A sapa kô 35 hlâta nawh via leipa, term chhâna daihti liata kô 65 nata kô 65 hlâta machâ via leipa MEC, EMM tawhta

Mission Chakaona Dâh

châ atlypa a châ aw. Partner-zy tawhta chhao atly theipa a châ hra aw.

2. Pastor chakaona kô 8 hlâta chyh via leipa; he heta probationary pastor ta chakaona apahly.
3. Achuna a chyh chai ta B.D/M.Div a patlôpa a châ aw.
4. Kô 4 term-kha châta atlypa a châ aw.
5. Azaopa ta chakaona su (post) hmokha liata term 2 hlâta hluh via atly pazao theipa châ vei; A chyh chai ta term-kha a paha tawh dei atly heih theipa a châ.
6. Daihti lalaopa liata su a rua tlamaw ha khiah, Officers' Council ta pastor-zy hry tawhtapa pakha kha su ruapa pabie aw ta, a y tua chaipa Assembly Executive Committee apykheina thlai a la awpa a châ. Assembly ta a pyh hlâ via ta cha Acting ta a y chy aw.
7. Dy. Director cha Nomination Committee ta candidate tao aw ta, General Assembly a pykheipa ta rai piepa a châ.
8. Dy. Director châta rai piepa cha Assembly chhôn ABeipa noh my Khazohpa achhyna daihti liata hlâna hnei awpa a châ.

71. Deputy Director raihriazy:

Myanmar Evangelical Mission cha field-7 nata cha hlâta hluh viapa chhao ta chakao awpa a châ. Chipho nanopa nata field nanopazy yna a châpa vâta nata sawhkha, NGOs nata partners-zy chhao ta raihria awpa a châpa vâta Director Baotuhpa Deputy Director pakha a hnei thei aw.

1. Evangelical Mission Office, Sittway liata Office a kiah aw.
2. Evangelical Mission raihriana liata Director baotuh chaipa châ aw ta, Director tla leina, y lei ta tlyma, Director ta maohphaona a pie no tlyma cha director maohphaona a la aw.

Mission Chakaona Dâh

C. Pastor cha Ryhraokheituhpa (Councillor) châna Raihria

1. A bia chhôn awnanopa chhie noh, pha noh maohphaotuh chaipa châ aw ta, rairuna a pathlâkheituhpa a châ. A pathlâkhei thei leipazy cha Assembly Office la a tlôkhei aw.
2. Rairuna chi nanopa atyhpazy hnohta Khazohpa bie hmâpa ta ryhraokheituhpa a châ aw.
3. Awnanopa liata Ryhraokheina (counseling) peimawh zie pahnosâ ta taozie pachutuhpa a châ aw.
4. A bia chhôn athihpa, yrupa nata pachârôh nôpo atyhpazy chakaona liata azi chaipa a châ aw.

D. Pastor cha Awnanopa achhuahna Pitloh thei nawpa ta chhihthatuhpa a châ.

1. MEC Awnanopa achhuahna pitloh thei awpa ta a chhihtha aw. Chazy cha:
 - a. Khazohpa Achhyna (Worship)
 - b. Akaona (Fellowship)
 - c. Chakaona (Service)
 - d. Pachutuhpa ta taona (Discipleship)
 - e. Thatihpha chhona (Mission)
2. Achyh chaita Thla 2 liata eikha (kô 1 ta ei 6) ABei Tlâhkhai a chakao aw ta Awnanopa sôh thyupa pakhyapa ta Hqrs. lâ a pangia aw.
3. Assembly nata Assembly ry liata committee biepathlupazy pitloh thei nawpa ta sahlaozy nopavâsa aw ta, ano maohphaona hawhta a hria lym aw.
4. Mara Awnanopa ngiapâna nata taozie (Faith and Order) pabohsa aw ta, Constitution and Rules hawhta a bia a chakao aw.
5. A biachhôn Assembly hmâhlana thapatlôpa ta a hriapazi aw.

Mission Chakaona Dâh

aw ta, a y tua chaipa Assembly Executive Committee apykheina thlai a la awpa a châ. Assembly ta a pyh hlâ via ta cha Acting ta a y chy aw.

8. Field Secretary cha Assembly Nomination Committee ta candidate tao aw ta, General Assembly a pykheipa ta rai piepa a châ.
9. Field Secretary châta rai piepa cha Executive Secretary (Mission) tlyma, ano ta bieheina a piepa ta daihti ryhpaoh chaina noh liata a hlâ aw.

74. Field Secretary raihriazy

1. Evangelical Mission ta Field chy ta Field Centre yna su a raopa liata Office a kiah aw.
2. Field chy liata chhihtuh chaipa nata nôpaw chaipa a châ.
3. Field Secretary cha Mission Director pahnokheipa ta he raizy a hria aw.
 - a. Field chhôn administration
 - b. Finance and Property
 - c. Sunday School & Literature
 - d. Evangelism and Revival
 - e. Leadership Training & Retrea
4. Field chhôn hriatuhpa duahmo paryhkheina nata chhoreina cha Mission Director a chhoiapa ta a tao tyh aw.
5. A field chhôn local church, preaching station zydua a chahlô tyh aw.
6. Field chhôn hriatuhpazy tawhta thla kha ta ei kha lyma report a dao tyh aw.
7. “Annual General Meeting” aw tyh aw ta, biepathlupazy a hriatuh chaipa a châ aw. Minute, record nata files zy a vao aw ta, a pabohsa aw. Kô chhôn raihriana report a pie aw.
8. Field agenda zydua Evangelical Mission Central Committee a tlôkhei aw.

Mission Chakaona Dâh

9. Director achhohiapa ta field châta budget estimate achhuahnoh chhielie aw ta, “Evangelical Mission Central Committee” â ngia khe aw.
10. Raihria report achhuahnoh aw ta, Director lâta thla (2) ei khya lyma a report tyh aw.
11. Assembly, Assembly Executive Committee, Awnanopa Nôpawpazy Ryureina Meeting nata committee hropazy ta rai a pahniehpazy a hria aw.
12. Constitutution nata Assembly Dâh hawhta Evangelical Mission Administration a hria aw.

75. **Ordained nata Probationary Pastor duahmo nata raihria**

Evangelical Mission liata ordained pastor nata probationary pastor zydua raihria cha Ministry Rule Bo 2:7-10 hawhta a châ.

Minister hry tawhta Awnanopa local miakha tlyma, Pastor Bia bia kha tlyma mohôh awpa ta raopazy cha “Pastor” tahpa ama châ. Pastor cha a bia chhoh awnanopa mohôhtuh chaipa a châ. Ordained Pastor zy cha chakaona zachhihpa a hriapa ama châpa vata Assembly ta ‘Reverend’ tahpa moh a piepazy ama châ.

76. **Pastor Biehneina nata tao awpazy**

1. Sahlaozy (Mietaku) vaina
2. Thâtihipha chhona (Evangelism)
3. Pachuna (Teaching)
4. Achhyna (Worship)
5. Chahnaona (Ordination)
6. Biehneina Hmâna (Authorization)
7. Pasipa-aona (Discipline)
8. Ryureina

Mission Chakaona Dâh

A. Khazohpa Biechhona nata Pachuna Raihria

1. Kihichhoh Machâ nata Awnanopa Machâzy châta Khazohpa bie achuna- seminary, workshop, leadership training, retreat nata chakaona châta peimawhpa achunazy a pachhuahpanoh aw.
2. Awnanopazy châta ahmâna, campaign, crusade, seminar nata program peimawhpazy tao awpa ta pasaina pietuhpa nata pachhuahpanohtuhpa a châ.
3. A mohoh haipa awnanopazy liata Sunday School hmâhsiena a patohpatia aw.
4. Pachu do leipazy tawhta Awnanopa vaih aw ta, pachuna dopa a pie aw.

B. Pastor (Vaihtuhpa) Chakaona Raihria

1. Bia chhoh liata sacrament (Beipa Tlakhai & Batina), Nôvâh kupatusana, Machâ chahnaona, Kihichhoh Machâ pa-ina, Sawhlana, Athipa Chakaona, Achhyna o pahyna, O thiehpa hlâna, Member thiehpa alypangiana, KTP/KNP/KHP/SDD Office Bearers zy pa-ina (induction) zy a hria aw.
2. A bia chhoh sahlaozy chhie noh, pha noh tlyh ta, vaih ta, mohôhna nata thlahchhana a hnei khe aw.
3. Awnanopa odyh to tlypa ta thlahchha chakaona a hnei aw.
4. Machâ bia chakaona report dao aw ta, âbyuhna hawhta a hriapazi aw.
5. Pastor, Awnanopa Machâ, Kihichhoh Machâzy âma thi nota ri pabutuhpa/chakaotuhpa châ aw. Daihtyna a y khiah, Local Hyutuhpa tlyma, senior viapa Machâ tlyma ta a chakao aw.

Mission Chakaona Dâh

7. Assembly nata Assembly ry liata Committee zy, Awnanopa Nôpawzy nata Biatuhpa Pastor zyta a pahniehpa raizy a hria aw.

79. **Mission Pastor**

Mission Field liata chakaotuhpa thokhazy cha achuna ahnei leipazy ama châ. Thatihpha a vaw ngiapâ ta awnanopa liata moh a roh khohpazy châta Bati pachâsa awpa avaw byuh haw. MEC Assembly ta hriatuhpazy âbyuh/ngiahpa hawhta a tuah thei leipa vata a yna field liata hmâ awpa ta Mission Pastor he piepa a châ aw. Mission Pastor zy cha “Pastor” tahpa moh paphaopa châ aw ei ta, Sacrament ama chakao thei aw. Anodeikua cha “Reverend” tahpa moh phaoh thei aw vei ei.

80. **Mission Pastor ta chahnao thei awpazy**

1. Achyh chaita kô (3) Biehraia achupa a châ aw.
2. Awnanopa liata chakaona achyh chaita kô (10) a tlohpa a châ aw.
3. A sapa kô (40) tawhta a chô lâpa a châ aw.
4. Lapinô/Vâhpa a hneipa a châ aw ta, chhônkhâ paduana a sianopa a châ aw.
5. Thlahchhana hro a hneipa a châ aw.
6. Ngiâpana, Chakaona, Thatihpha Chhona nata Pachuna liata pitlohpa châ aw.
7. Chakaona châta tlokhuh ahlâpa, hrozie siapa, pathaihpa nata ngâchhiihpa a châ aw.
8. Mission Pastor châta chahnao awpa cha sahmei sahmâ adopa, chahnamei pazypa, kuvâ, sadâ, khaini a hmâhpa châ aw vei.

Mission Chakaona Dâh

6. A bia chhôn liata Assembly pasaina hawhta Preaching Station nata Local Church thiehpazy a padua aw.
7. A mohôn haipa awnanopazy liata Committee paryhsana zie hawhta Awnanopa Machâ zy, Khiehchhôn Awnanopa Nôpawzy (Office Bearers), Department chhihthatuhpazy patlysa aw ta, a pa-i aw. Chakaona phapa hnei thei nawpa ta a pachu aw.

E. Pastor cha a bia chhôn Awnanopa papônkhâsatuhpa (Organizer) a châ.

1. A mohônha Awnanopa sahlao apônkhana a tei lyma aw.
2. Local church nata Department (KTP, KNP, KHP, SDD, Mission) chhihthatuhpazy likawh liata akaona, reiraohna nata raihrialâh thaipa ama châ thei nawpa ta a tei lyma aw.
3. Abyuh a tagna hawhta Department zy meeting pahrua thei ta, account zy mopasia thei ta, pasyuna nata padona a tao thei aw.
4. Hrialâh Awnanopa nôpawpazy nata akaona phapa a hnei lymâ aw.
5. Awnanopa Machâ nata Pastor zy likawh liata azaona phapa y lyma thei nawa ta a tei lyma aw.

F. Pastor cha a bia chhôn liata Chôtla hyutuhpa (Manager) a châ.

1. A bia chhôn chakaona record he hawhta a hnei aw.
 - a. Bia chhôn Chakaona Record
 - b. Bia Statistics Record
 - c. Bia Ryureina Minute Bu
 - d. Bia chhôn Office lâta Sôh pangiana Record
 - e. Biatuhpa Pastor Personal Diary
2. Assembly policy nata hmâhla haipazy pahno lyma thei nawpa ta Assembly ry liata Committee, Seminar, Achuna nata Pakhyipi zy âhlao lyma aw.

Mission Chakaona Dâh

3. Sahlaozy Thlahpa hmo piepa (talent) ama hneipa chyuhawhta raihria tovyuh a pie aw.
4. Thlahpa Pathaiha chhithana ry liata rai zydua hria awta, a bia chhoh liata kô kha ta achyh chai ta noh 300 a y aw.
5. Bia chhoh Sunday Siku hmahsiena a pachâ aw.

G. Pastor zy ta atlâhpa ta ama chakao awpa cha:

1. Sacrament (Batina nata Beipa Tlâhkhai Chakaona)
2. Novâh Kupatusana
3. Athipa Chakaona (Pabuna) - Pastor, Machâ, Khichhoh Machâ, KTP, KNP luhpazy thina liata cha pastor ta a y khiah cha ano ta pabu awpa; A y vei khiah Hyutuhpa ta pabu awpa.
4. Vaituhpa Thlahchhana
5. Achhyna o pahyna
6. O thieha Hlana
7. Awnanopa O/Achhyna O otô bôhna
8. Machâ Chahnaona
9. Khichhoh Machâ pa-ina
10. KTP/KNP/Mission/ nata Luhpazy hlâna/pa-ina
11. Saw hlâna
12. Byhna awna

77. **Probationary Pastor**

Probationary Pastor cha Assembly ta ahnawpa Biehraî âchuna apatlôpa, pastor châta pachhuhpanohpa ta Pastoral Ministry Committee chhithana ry liata ahriapa a châ. Assembly ta Probation daihti kô 3 a taihpa a hria tawhta Ordination Exam apatlô tawhta atlâh châpa cha Minister/Pastor châta chahnao theipa a châ aw.

Mission Chakaona Dâh

78. **Probationary Pastor bieheina nata tao awpazy**

1. Probationary pastor cha pastor chahnao awpa ta pachhuhpanoh haipa chakaotuhpa a châ.
2. Probationary pastor cha awnanopa ta hmoziehpa Bâtina nata Beipa Tlâhkhai tah dei leipa ta cha, Pastor chakaona raihria zydua ano mohôhtuhpa pastor a saohiaha ta a chakao thei aw.
3. Pastoral Ministry Committee Chhithana hawhta a chakao aw.
4. Ordination Course kô 3 achu aw ta, a exam aw ta, a pass khai awpa a châ.
5. Assembly ta a ryh a tahna zie hawhta Biatuhpa Pastor ta tlyma, Assistant Biatuhpa ta tlyma, Department Secretary ta tlyma a chakao aw.
6. Hezy a chakao thei aw.
 - a. Nôvâh Kupatusana
 - b. Sacrament-zy chakao no ta Pastor deichhy awpa (kresawti nata viachha rai)
 - c. Athipa Chakaona (Pabuna)
 - d. Vaituhpa Thlahchhana
 - e. Achhyna o pahyna
 - f. O thieha Hlana
 - g. Awnanopa O/Achhyna O otô bôhna
 - h. Khichhoh Machâ pa-ina
 - i. KTP/KNP/Mission/ nata Luhpazy hlâna/pa-ina
 - j. Saw hlâna
 - k. Byhna awna
 - l. Maihsa chakao theina
 - m. Biatuhpa Pastor deichhytuh chaipa
 - n. Tla leipazy vaihta deichhy awpa

4. Chhòhkha chakaona, sòh thyu thaina (Beiparisòh, Suhrawh sukha) piena nata kuriaphapa ta pie hlâ thaina ama pachu aw.
5. Social concern liata hmâhsiena, chicheina, thaina sona, hmotaopazy pabohsana nata chipho pabohsana kyh chhao a pachu aw.
6. Noh to chakaona Diary hnei aw ta, a chakaona Record sianôpa a hnei aw.
7. A chakaona kyh he Report form hawh ta thlakha ta ei kha lyma Field Secretary lâta a report tyh aw.
8. Bia Committee lata agenda phapazy a tlòkhei aw.
9. Committee nata Awnanopa Nôpawpazy pahniehpa raizy a hria aw.

87. **Project Worker nata a raihria**

Project Worker he Assembly ry liata Committee miakha kha pahnokheipa ta lapa hriatuhpa, rai a i-leipazy a châ. Project Worker lana dâh cha “**Mission Rule Bo 9:62-43**” hawhta a châ. A raihria awpa cha a latuhpa ta a lana chhâ pitloh awpa ta hria awpa a châ. Ama lana kao nanopa liata a raihria eihpa chhao palasapa a châ aw.

Eg. School hyutuhpa châta lâpa cha:

1. Pachu awpa ta su raopa nata siku liata a y aw.
2. School hmâhsiena pachâ aw ta, siku hawtizy châ thaina taih a pachu aw.
3. Awnanopa ta a paduapa siku a châpa hawhta Khazohpa bie nata hlâ, thlahchhana chhao daihti ryhpaohpa lapa ta ahnei khei tyh aw ei.
4. Siku hawti nôpawzy lâta education peimawhna a pahnosa tyh aw ta, pachutuhpazy pasòh/za thaina chhao a pachu aw.
5. Rai apieptuhpa ta âhnawpa hawhta a hria aw.

81. **Mission Pastor lana dâh**

1. Ano tlaita khopasana hneipa ta a hiahpa
2. A mohòhtuhpa Mission Director recommendation, a yna Mission Field Secretary recommendation chhao ta, Mission & Evangelism Committee liata a pangia aw. Mission Executive Secretary ta a chakaona evaluation zydua chhaota Ministry & Personnel Committee, Officers’ Council, Assembly Executive Committee nata Assembly liata phuah aw ta, chahnao tlâh a châpa ta pahnopa cha chahnao theipa a châ aw.
3. Office Council ta Chahnaona Programme a tao aw.

82. **Mission Pastor Raihria**

1. Mission Pastor cha Bia hnei aw ta, Biatuhpa tlyma, Assistant Biatuhpa ta a chakao aw.
2. Sacrament a chakao thei aw. Sawhlâma, athipa chakaona, ohlâna, achhyna o pahyna nata pastor-zy ta ama chakaopazy a chakao thei aw.
3. Bia chhòh hmâhsiena pachâ aw ta, seminar, leadership training, workshop, Sunday school, campaign hawhpa nata a hropa Constitution a chakhia leipa program-zy a tao tyh aw.
4. Bia chakaona Report Form hawhta thla kha ei kha lyma Field Secretary lâta a paphao tyh aw.
5. Biachhòh agenda-zy cha a yna Field Annual General Meeting a tlòkhei aw.
6. Chakaona Dâh (Ministry Rule) Bo 2: 8 hawhta a chakao aw.
7. Committee nata biehnituhpa nôpawzy rai pahniehpa a hria aw.

83. **Evangelist**

Mara Evangelical Church ta Evangelical Mission liata Thatih Chhotuupa cha âbyuhna hawhta lapa ta a tuah tyh aw. Evangelist pho (2) a y aw.

1. MEC Assembly ta Marapa hry tawhta tuapa Evangelist
2. Mission Field tawhta lapa Evangelist-zy ama châ.

Ama raihriana nata lana dâh âlyu khai aw ta, mission field tawhta lapa Evangelist cha Missionary Allowance hmô leipa aw ei ta, Mararah tawhta tuapa deikua cha Missionary Allowance ama hmô aw.

84. **Evangelist rai lana dâh**

Evangelist châta hriatuhpa a-ipa lana dâh cha he hawhta a châ aw.

1. Mission & Evangelism Committee ta hriatuhpa lâ awpa âbyuhpa ta a pahno khiakta cha Ministerial & Personnel Committee tlôkhei aw ta, Assembly Executive Committee siepahliepa ta la awpa nata la lei awpa kyh liata Assembly ta biechhana a tao aw.
2. Assembly ta Rai la awpa ta a pasai tawhta Executive Secretary (Mission) ta MEC local church to lâta noh (45) âbyuhpa liata pahnosana (advertisement) tao aw.
3. Rai lana cha Assembly tlyma, Ministerial & Personnel Committee tlyma, Assembly ta a pahniehpa Committee miakha kha ta rai a la aw.
4. General Secretary ta Appointment Order a tao aw.
5. Rai lapazy chahnaona tlyma, pa-ina tlyma, hlâna tlyma cha alapa Committee tlyma, Office Bearers Committee tlyma ryhraona hawhta ta a châ aw.
6. Moderator ta tlyma, Moderator ta bieheina a piepa tlyma ta a hlâ aw.

85. **Evangelist châta rai a-ipazy châta thliena (Qualification)**

Ahyrai, Evangelical Mission liata hriatuhpa a-ipa châta rai ahiapa cha ary liata thliena awhta a tlohpa zy deita hia theipa a châ aw.

1. MEC member tlohpa châ aw ta, ryhpa pakipa a châ aw.
2. Khazohpa awna pahnopasiapa châ aw ta, yna su raopa liata a y theipa a châ aw.
3. Sapa kô 20-35 likawh a châ aw.
4. Raihria awna mopâpa ta Biehraia siku liata achyha chaita kô (3) â chupa tlyma, secular degree a hmôpa tlyma zy cha khokhei viapa a châ. Myanmar reih khodâh hawhta a thaipa a châ aw.
5. Hnatlâ phapa, theina & hmôna phapa nata apilyu phapa a châ aw.
6. Karao, sâdâ, khaini, kuvâ, châhnamei, paritheipa... hpy. atao leipazy khokhei viapa a châ aw.
7. A yna Local church nata Biatuhpa khokheina châ a hneipa a châ aw.
8. Lapinô/vahpa a hnei chiehpa khokhei viapa a châ aw.

86. **Evangelist raihriazy**

1. Evangelist cha Mission & Evangelism Committee, Evangelical Mission Central Committee nata Mission Nôpawzy ta su ama raopa liata ama chhohkha ta ama y aw. Daihti lalaona liata cha Executive Secretary (Mission) nata Director –zy paryhsa hawhta a châ aw.
2. Krista Pachhana kipa cha bie, hrozie nata hmotaona ta ama puah aw.
3. Khazohpa Bie, hla, Sunday School, châ (literature) pachu aw ei ta, âbyuh khiakta cha School liata pachutuhpa rai ama chakao aw.

98. Mission Central Committee Meeting

1. Achyng chai ta kô kha ei kha hneipa a châ aw.
2. Director ta âbyuh a tah khiah cha meeting a pahrua thei aw.
3. Ryureina Quorum cha Member 51% a châ aw.

BO-14

**EVANGELICAL MISSION MYANMAR
CENTRAL COMMITTEE (EMCC)**

99. Evangelical Mission ry liata a ypa field zydua syhpahmaohpa ta yureina cha “Evangelical Mission Central Committee” tahpa a châ.

100. Evangelical Mission Central Committee Member-zy

1. Ex-Officio Members
 - a. MEC Assembly & Church Officers
 - b. Executive Secretary (Mission)
 - c. Mission Director
 - d. Dy. Director
2. Field Secretary zydua
3. Field miakha chyuh tawhta Annual General Meeting Chairperson-zy
4. Co-opted member (2)
5. Mission Director cha Secretary ta a chakao aw.

101. Evangelical Mission Central Committee Biehneina nata raihriazy

1. Mission Director Annual report a saipazih aw.
2. Field Secretary zy Annual report a saipazih aw.
3. Field Annual General Meeting tawhta agenda zy a pachia aw.

88. Evangelical Mission Office Staff-zy raihria

Evangelical Mission Office liata hriatuhpazy ta Assembly ta a ryh a tahna hawhta Staff a pie aw. Cha staff-zy cha “EM Office Staff” tahpa ama châpa chhao ta, Assembly ta a ryh a tahna hawhta a paly theipazy ama châ. Staff hnei theina zie cha Mission Rule Bo : hawhta a châ. Raihria tlâhpipa cha ary liata palasapa hawhta châ aw ta, Job description hmeihsehpa cha ama talent nata châna mopapa ta rai piepa a châ aw.

89. Upper Division Clerk raihria

1. Office Superintendent a châ aw.
2. Accountant (Payment Cashier) châ aw ta, MEC Finance Rule hawhta sôh hmâna, voucher, account nata record nata registration liata pangiana rai a hria aw.
3. Office Property, Stationery, Service book, paybook zy âvao aw.
4. EM chakaona Diary, Record, Minute, File- zy avao aw.
5. Staff-zy raihriana patohpatiatuhpa a châ aw.
6. Office kia chy Devotion Leader a châ aw.
7. Committee nata Awnanopa Nôpawzy ta ama pahniehpa raizy a hria aw.

90. Lower Division Clerk (LDC) raihria

1. Receiving Cashier châ aw ta, MEC Finance Rule hawhta sôh daona, pangiana, record a tao aw.
2. EM Office, Charity Home liata khichhai vaw tlôpa zydua yziana patohpatiatuhpa nata a deichhytuhpa a châ aw.
3. Computer operator rai chakao awpa ta, computer nata accessories zydua âvao aw.
4. EM Compound pasipathaina liata maohphaotuh chaipa a châ aw.

- 5. Committee nata Awnanopa Nôpawzy ta ama pahniehpa raizy a hria aw.

91. **General Worker (4th Grade) raihria**

- 1. Office nata Office compound, iesatlâh nata ti kyh (water tank) zy mohôh ta pasipathaituhpa a châ aw.
- 2. MEC Nôpaw nata Khichhaizy deichhyna nata mohôhna rai a hria aw.
- 3. Director, Dy. Director nata MEC nôpawzy ta Mission Field ama chahlô tita, abyuhna hawhta a pazi tyh aw.
- 4. Committee nata Awnanopa Nôpawzy ta ama pahniehpa raizy a hria aw.

BO- 13

**EVANGELICAL MISSION
CENTRAL EXECUTIVE COMMITTEE
DUAHMO NATA MAOHPHAONAZY**

92. **Evangelical Mission Central Executive Committee Member**

Evangelical Mision raihria liata daihtyna nata raihrai chatliepa a y tita hriapazih tuh awpa ta **Evangelical Mission Central Executive Committee a y aw.** Hezy he member ama châ aw.

- 1. Chairperson (Central Committee chairperson)
- 2. Vice Chairperson (Central Committee chairperson)
- 3. Secretary (MEC: Mission Director a châ aw)
- 4. Assistant Secretary (Central Committee chairperson)
- 5. Field Secretary zydua

93. **Chairperson:** Biehneina nata Tao awpazy cha:

- 1. Evangelical Mission raihria liata Nôpaw chaipa nata Chhihthatuh chaipa a châ aw.

- 2. Central Committee nata Office Bearers Committee meeting zydua liata Chairperson ta a chakao aw.
- 3. Evangelical Mission raihria hmâhsiena, thatlôna nata apôhkhana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.

94. **Vice Chairperson :** Biehneina nata Tao awpazy cha:

- 1. Chairperson baotuh chaipa a châ aw.
- 2. Chairperson leina/thei leina daihti liata Chairperson maohphaona zydua a hria aw.

95. **Secretary:** Secretary Biehneina nata Tao awpazy cha:

Mission Rule Bo 12: 69 hawhta a châ.

96. **Assistant Secretary:** Biehneina nata Tao awpazy cha:

- 1. Secretary baotuhpa chaipa a châ aw.
- 2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
- 3. Evangelical Mission Meeting liata Minute a roh tyh aw.
- 4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

97. **Central Executive Committee Meeting Raihriazy**

- 1. Mission Central Committee miakha nata miakha likawh liata bie peimawhpa a ypa a hriapazih aw.
- 2. Mission Central Committee meeting châta a patohpatia chhielie aw.
- 3. Central Exectutive Committee yna su nata noh thlazy a sai chhielie aw.
- 4. Mission & Evangelism, Mission Central Committee ta a pahniehpa raizy a hria aw.

BO-16
EVANGELICAL MISSION FIELD
ANNUAL GENERAL MEETING

112. Evangelical Mission ry liata a ypa Field zydua ta ama field chyu ta Annual General Meeting ama hnei tyh aw. Cha cha Field Pakhyi liata field sakha chhoh liata a ypa local church zydua syhpahmaohpa ta Pakhyi tao awpa a châ.
113. **Field Annual General Meeting Member-zy**
 1. Ex-Officio Members
 - a. Mission Director
 - b. Dy. Director
 - c. Field Secretary cha Secretary ta a chakao aw.
 2. Field chhoh liata Pastor a ypa zydua
 3. Field chhoh liata Evangelist zydua
 4. Field chhoh liata Awnanopa Machâ zydua
 5. Co-opted 2 (Secretary ta meeting liata pachâna pietheituhpa a hrua aw)
114. **Field Annual General Meeting Biehneina nata raihriazy**
 1. Field secretary Annual report a saipazih aw.
 2. Biatuhpa Pastor zy Annual report a saipazih aw.
 3. Bia ryureina agenda zy a pachia aw.
 4. Field chhoh hmâhsiena, akaona nata apôhkhana he a pachâ aw.
 5. Field Annual Budget estimated saipazih aw ta, sôh hmôna nata hmâna a pachâ chhielie aw.
 6. Missionary nata hriatuhpazy yziana, mohôhna nata deichhyna a pachâ aw.
 7. Annual General Meeting member zy hry tawhta hezy he kô 2 term kha châta â tlyh aw.

4. Evangelical Mission hmâhsiena, akaona nata apôhkhana he a pachâ aw.
 5. Field tawhta Budget estimated saipazih aw ta, sôh hmôna nata hmâna a pachâ chhielie aw ta, Mission & Evangelism Committee a tlôkhei aw.
 6. Missionary nata hriatuhpazy yziana, pasiena, mohôhna nata deichhyna a pachâ aw.
 7. Central Committee member zy hry tawhta hezy he kô 2 term kha châta â tlyh aw.
 - a. Chairman
 - b. Vice Chairman
 - c. Minute Secretary
 8. Assembly Executive Member châta Field sakha tawhta pakha chyu a tlyh aw.
 9. Assembly Member châta kôkha châta member (2) a tlyh aw. Field zydua ama pachhei tyh aw.
 10. Bie pathlupazy cha Mission & Evangelism Committee a tlôkhei aw.
 11. Mission Central Conference ta âbyuhpa ta a pahno khiah, Board padua thei ta, a phie heih thei.
 12. Assembly, Assembly Executive Committee nata Mission & Evangelism Committee ta a pahniehpa raizy a hria aw.
102. **Evangelical Mission Central Committee Meeting**
1. Achyh chai ta kô kha ei kha hneipa a châ aw.
 2. Director ta âbyuhpa ta a pahnoh khiah, meeting a pahrua thei aw.
 3. Ryurei theina quorum cha member 51 % a châ.
 4. Meeting cha noh 30 abyuhpa ta hruapa a châ aw.

BO- 15
EVANGELICAL MISSION FIELD
OFFICE BEARERS
DUAHMO NATA MAOHPHAONAZY

103. Field Office Bearers

Mission Field miakha chhoh raihria liata nôpaw châpa châ awpa ta he hawhta Office Bearers ama hnei aw. Field chhoh Pastor nata Evangelist-zy hry ta kô 2 term kha ta he hawhta atlypa ama cha aw. Secretary deikua cha Assembly ta a rao aw.

1. Chairperson
2. Vice Chairperson
3. Secretary (Field Secretary a châ aw)
4. Assistant Secretary
5. Finance Secretary
6. Treasurer

104. Chairperson: Biehneina nata Tao awpazy cha:

1. Field sakha chhoh liata Nôpaw chaipa nata Chhiththatuh chaipa a châ aw.
2. Field chhoh Office Beas, Exective Committee nata Annual General Meeting zydua liata Chairperson ta a chakao aw.
3. Field chhoh hmâhsiena, thatlôna nata apôhkhana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.

105. Vice Chairperson : Biehneina nata Tao awpazy cha:

1. Chairperson baotuh chaipa a châ aw.
2. Chairperson y leina/thei leina daihti liata Chairperson maohphaona zydua a hria aw.

106. Secretary: Secretary Biehneina nata Tao awpazy cha:

Mission Rule Bo 10:71 hawhta a châ aw.

107. Assistant Secretary: Biehneina nata Tao awpazy cha:

1. Secretary baotuhpa chaipa a châ aw.
2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
3. Field chhoh Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

108. Finance Secretary: Biehneina nata Tao awpazy cha:

1. Field sôh a pôh via thei nawpa ta pachâpazituhpa, patôhpatiatuh chaipa a châ.
2. Committee ta a pahniepa raihriazy hria aw.

109. Treasurer: Biehneina nata Tao awpazy cha:

1. Field Pakhyi Fundzy a vaotuhpa nata pabohsatuhpa a châ aw.

110. Field Office Bearer Meeting Raihriazy

1. Field Annual General meeting châta a patohpatia chhielie aw.
2. Field Pakhyi yna su nata noh thlazy a sai chhielie aw.
3. Annual General meeting ta a pahniehpa raizy a hria aw.

111. Field Office Bearers Meeting

1. Abyuhna hawhta meeting tao awpa a châ aw. He meeting he Coordination meeting (Rai patlapasaona) a châ via chai aw.
2. Ryureina Quoum cha Member 51% a châ aw.

3. Bia Awnanopa ta a hneipa sôh avaotuhpa nata maophaotuh chaipa a châ aw.
4. Bia Awnanopa sôh pôh thei nawpa ta pachâtuh chaipa a châ aw.
5. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.

122. Bia Awnanopa Ryureina Member

1. Mara Evangelical Church Constitution pasaina hawhta Bia Awnanopa Ryureina cha Khichhôn Awnanopa kyh liata pachâtuh chaipa a châ aw.
2. Bia Awnanopa Ryureina mebâh tlohpazy:
 - a. Central Committee Ryureina nôpawpazy cha mebâh chiepa.
 - b. Biatuhpa Pastor zydua.
 - c. Bia chhôn awnanopa machâ zydua nata khichhôn machâ zydua
3. Pastor nata awnanopa machâ pension a la hawpazy cha Bia Awnanopa Ryureina liata bie reih thei aw ei ta, vote deikua hnei thei aw vei.

123. Bia Awnanopa Ryureina bieheina nata raihriazy

1. Constitution nata Assembly ta a pasaina hawhta Bia Awnanopa Ryureina ta a vaona chhôn Khichhôn Awnanopa zy a mohôn aw.
2. Preaching Station nata Khichhôn Awnanopa thiehpâ paduana, a y chiehpâ pahlyhna, pachhahna, nata paraona kyhzy a pachâ chhielie aw ta, Central Committee Ryureina a tlôkhei aw.
3. Bia Awnanopa Ryureina nôpawpazy â tlyh aw.
4. Pastor chakaona nata chakaona raihria hropazy hiana pachâ aw ta, âbyuh a tahna hawhta khokheina a pie aw.

- a. Chairman
- b. Vice Chairman
- c. Secretary (Field Secretary cha kô 4 châta Secretary a châ aw)
- d. Assitant Secretary
- e. Finance Secretary
- f. Treasurer
8. Bie pathlupazy cha EMM Central Committee a tlôkhei aw.
11. Abyuhpa ta a pahno khiah, Board padua thei ta, a phie heih thei.
12. Assembly, Assembly Executive Committee nata Mission & Evangelism Committee nata EMM Central Committee ta a pahniehpa raizy a hria aw.

115. Field Annual General Meeting

1. Achyh chai ta kô kha ei kha hneipa a châ aw.
2. Fied Secretary nata Chairperson ta âbyuhpa ta a pahnoh khiah, meeting a pahrua thei aw.
3. Ryurei theina quorum cha member 51 % a châ.
4. Meeting cha noh 30 abyuhpa ta hruapa a châ aw.

BO-17

PASTOR BIA AWMANOPA

PASTOR BIA NÔPAWPAZY BIEHNEINA NATA TAO AWPA

Reipasiana : Assembly paryhsana zie hawhta Khichhôn Awnanopa mia (3) tawhta mia (5) taih ta mohônna miakha ta y pahmaohpa cha Pastor Bia sâkha ta y aw ta, awnanopa thapatlôna nata hmâhsie nawpa ta kô kha ta achyh chaita ei kha “Pastor Bia Ryureina” hnei awpa a châ.

116. **Pastor Bia Nôpawpazy**

Hezy he Pastor Bia Nôpawpazy ama châ.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer

117. **Chairperson** biehneina nata tao awpa

1. Chairperson cha Bia Awnanopa Ryureina ta pastor tlyma, awnanopa Machâ hry lia tahpa â tlyhpa a châ.
2. Bia Awnanopa Ryureina nôpaw chaipa nata maophaotuh chaipa châ aw ta, bia hmâhsiena a pachâ aw.
3. Kô 2 term-kha a châ aw.
4. Bia Awnanopa Ryureina nata Bia Office Bearers' Committee zy liata Chairperson châ aw ta, Assembly hmâhaipa Ryureina Chhithana Dâh hawhta a chhi aw.
5. Bia Awnanopa vyuhpa ta biereina thei ta, châ a roh thei hra.

118. **Vice Chairperson** biehneina nata raihriazy

1. Chairperson baotuh chaipa châ aw ta, Chairman ta rai a piepazy a hria aw.
2. Chairperson a y leina daihti liata Chairperson maohphaohna a lâ aw.
3. Kô 2 term-kha a châ aw.

119. **Secretary** biehneina nata raihriazy

1. Assembly ta Biatuhpa Pastor châta atlypa a châ. Biatuhpa Pastor cha ano Pastor Bia liata Secretary a châ.

2. Bia Awnanopa Ryureina nata Bia Awnanopa Nôpawzy Ryureina zy a hria papuatuh chaipa châ aw ta, record nata minute orginal zy a vao aw ta, a pabohsa aw.
3. Kô 4 term-kha a châ aw
4. Bia Awnanopa vyuhpa ta châ roh aw ta, châ daoh hra aw ta, Constitution pasaina chhôn liata pahnokheina nata khokheina (recommendation) chhao a roh thei hra aw.
5. Chairperson pahno kheipa ta committee aw aw ta, agenda-zy a patohpatia aw.
6. Bia Awnanopa chhôn duahmo nata maluh rona statistics sianôpa a tao aw.
7. Assembly nata Awnanopa nôpawpazy, Presbytery Awnanopa nôpawpazy nata committee hropazy ta a pahniehpa rai hropazy a hria aw.
8. Secretary biehneina nata raihria cha BIATUHPA PASTOR liata palasapa hawhta a châ.

120. **Assistant Secretary** biehneina nata raihriazy

1. Assistant Secretary cha Bia Ryureina ta Pastor tlyma, Awnanopa Machâ tlyma hry ta a tlypa a châ.
2. Assistant Secretary cha Secretary baotuh chaipa a châ aw ta, Secretary ta rai a pahniehpazy a hria aw.
3. Secretary a y leina daihti liata Secretary maohphaohna a lâ aw.
4. Kô 2 term-kha a châ aw.
5. Bia Awnanopa Ryureina liata minute a roh tyh aw.

121. **Treasurer** biehneina nata raihriazy

1. Treasurer cha Bia Awnanopa Ryureina ta pastor tlyma, awnanopa Machâ hry lia tahpa tlyma âtlypa a châ.
2. Kô 2 term-kha châta â tlyh aw.

Mission Chakaona Dâh

6. Local Church Office raihriana liata he hawhta a hria aw.
 - a. Awnanopa Maluh Rona, Chakaotuhpazy Moh Rona, Finance Summary Account, Local Church History, Chakaona Record nata file zy âdo kawpa nata siano kawpa ta ama vao thei nawpa ta a chhitha aw.
 - b. Awnanopa châta kô chhoh raihria awpa mâsâna (vision)zy pachâ chili aw ta, local standing committee liata ângiakhei aw.
 - c. Local Standing Committee pahnokheipa ta Awnanopa vyuhpa ta châ roh thei aw ta, châ paphaopa dao awta, abyuhna hawhta a hriapazi aw. File liata paso awpa ta Local Secretary hnoh a pie aw.
 - d. Biechhona, Khazohpa bie pachuna, maihsâ hmâh theina rai.
 - e. Local Standing Committee, Local General Meeting nata Office Bearers Meeting zy ta Awnanopa âthlâzi kawpa ta ama chhitha thei nawpa ta a pachhuahpanoh aw.
7. Châbu âvao awpazy
 - a. Awnanopa Sôh Summary Account bu
 - b. Awnanopa History Châbu (Abyuhna mailh local chhituhpa zydua ta ama roh tyh aw)
 - c. Local Chakaotuhpa zydua Moh Rona Châbu

Mission Chakaona Dâh

5. Awnanopa machâ hiana, chhoreina, nata pension hianazy pachâ chhielie aw ta Central Committee Ryureina a tlôkhei aw.
6. Khichhoh Awnanopa Ryureina ta a khokheipa khichhoh machâ hiana, pa-ina nata bieheina pienazy a hria aw.
7. Khichhoh Awnanopa Ryureina tawhta bie pangiapazy pachâ aw ta, âbyuh a tahpazy Central Committee Ryureina a tlô khei aw.
8. Bia Awnanopa ta a vaona chhoh Khichhoh Awnanopa zy hmasiena a pachâ aw.
9. Assembly, Assembly executive committee, Central Committee Ryureina nata committee hropazy ta a pahniehpa raizy a hria aw.

124. **Bia Awnanopa Ryureina Meeting :**

1. A chyh chai ta kôkha eikha, Presbytery Awnanopa Ryureina hlâta a hnei aw.
2. Abyuhna hawhta Bia Awnanopa Ryureina pahrua theipa a châ aw.
3. Bia Awnanopa Ryureina hruana cha a chyh chai ta noh 7 abyuhpa ta papua awpa a châ.
4. Adaihti, su nata program cha Bia Awnanopa Nôpawpazy meeting ta a pachâ aw.
5. Quorum cha mebâh zydua 51% a châ aw.
6. Ryureina siezie cha Assembly ta ahmâpa Ryureina Chhithana Dâh hawhta a châ aw.

BO- 18**LOCAL AWNANOPA NÔPAWZY
DUAHMO NATA CHAKAONA**

Reipasiana: Khihchhôn Awnanopa Assembly paryhsana zie hawhta ngiapâtuha hlaokha tlyma, sahlao khazie tlyma, vaihkha tlyma, awnanopa dâh hawhta hmaohkha ta achhyna sukha nata raopa daihti liata a pakhyapa, a mohôhna phapa ta hnei thei awpa ta paduapa a châ. Khihchhôn Awnanopa miakha siepha lyma thei nawpa ta local church nôpawzy he hawhta paduapa a châ.

125. Khihchhôn Awnanopa Nôpawpazy: Local Church Office Bearers)

1. Biatuhpa Pastor
2. Hyutuhpa
3. Chairperson
4. Vice Chairperson
5. Secretary
6. Assistant Secretary
7. Finance Secretary
8. Treasurer
9. Sunday School Superintendent
10. Khichhôn Mission Board Chairperson
11. Khichhôn Service & Development Board Chairperson

126. Biatuhpa Pastor Biehneina nata tao awpazy
Biatuhpa Pastor biehneina nata tao awpa cha Chakaona Dâh
Articles 7 & 8 hawhta a châ.

127. Hyutuhpa Biehneina nata Tao awpazy

1. Hyutuhpa cha Khihchhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta achyh chai ta Machâ kô (3) a hria hawpazy hry tawhta âtlypa a châ.
2. Khichhôn Awnanopa liata nôpaw chaipa a châ.
3. Kô 4 term-kha a châ.
4. Pastor baotuh chaipa châ aw ta, Pastor y leina liata hezy a chakao aw.
 - a. Saw hlâna
 - b. Athipa Chakaona
 - c. Department Chhihtuhpazy pa-ina nata Church School pachutuhpazy hlâna
 - d. Vaihtuhpa Thlahchhana
 - e. Local church liata avaw pakhyapa khichhai chibaihuna
5. Hezy he Hyutuhpa ta a chakao awpa a cha aw.
 - a. Dyhchâ pathaihpa tlâh awna
 - b. Awnanopa khichhai dao aw ta, a mohôh aw.
 - c. Chhoreipa pathlâna a tao aw.
 - d. Awnanopa mebâh thiehpa alypangiana a tao aw
 - e. Awnanopa odyh to vaina
 - f. Machâ bia tawhta rai peimawhpa vaw puapazy
 - g. Awnanopa noh peimawhpazy hmâ phana a pachâ aw.
 - h. Maihsa liata biereituhpa raona kyh liata pachâna a pie aw.
 - i. Awnanopazy ngiapâna liata ama hra thei nawpa program zy a pachâ aw.
 - j. Awnanopa liata chakaotuhpazy (pastor, machâ, khihchhôn machâ, department luhpazy) apôhkha, azaona phapa tei awpa nata âmozy pasopakatuha a châ.

Mission Chakaona Dâh

4. Estimated budget nata audited statement zy achhuanoh chhielie aw ta, Khichhôn Awnanopa Ryureina a tlô khe aw.
5. Sôh azuathupazy tawhta sôh ahlâh aw ta, receipt piepa ta ano Account bu liata a pangia aw.
6. Ano ku liata sôhzy cha Treasurer lâta thlai a pangia aw.
7. Local Church ta Fund a hneipa cha Sôh Angiahpa (income) nata Hmâna (expenditure) siano kawpa ta palasapa ta Local Committee â ngiakhei aw.
8. Sôh kyh ta zo/ngâ leina a y lei nawpa ta zawpi pahno khe theipa ta finance rule hawhta sôh â vao aw.

133. **Treasurer biehneina nata raihriazy**

1. Treasurer cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Khichhôn Awnanopa ta a hneipa sôh nata property zy registration taopa ta avaotuhpa nata maohphaotuh chaipa a châ aw.
3. Awnanopa sôh pôh thei nawpa ta pachâtuha chaipa a châ aw.
4. Sôh avana account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.
5. Khichhôn Awnanopa sôh zy cha Bank liata Biatuhpa Pastor tlyma, Hyutuhpa tlyma pahnokheipa ta Mara Evangelical Church moh ta a paso aw. Bank y leina su liata cha pastor tlyma, Hyutuhpa pahno kheipa ta a paso aw.
6. Finance rule hawhta Awnanopa sôh â vao aw.
7. Finance Secretary tawhta sôhzy a hlâh aw ta, aziepa sia kawpa ta nuby nata hawrawh sano ta roh aw ta, Finance Secretary a pasign-sa aw.
8. Hyutuhpa nata Finance Secretary Pahnokheipa ta Pastor siepahliepa ta Office lâta sôh a paphao aw. Pastor hnohta

Mission Chakaona Dâh

128. **Chairperson (Local Committee) biehneina nata tao awpazy:**

1. Chairperson cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 1 châta âtlypa a châ.
2. Khichhôn Awnanopa Nôpawpazy Ryureina, Khichhôn Awnanopa Ryureina nata Khichhôn Awnanopa Zawpi Ryureina zy liata maohphaotuh chaipa Chairperson a châ aw.
3. Kôkha term kha a châ aw.
4. Assembly ta ahmâpa Ryureina Chhithana Dâh hawhta a chhitha aw.
5. Pastor nata Hyutuhpa asao hiahpa ta Meeting zy Local Secretary a pahruasa aw.
6. Meeting agenda a pachâtuha nata biepathlupazy hriapazi chatliena awpa ta maophaohtuhpa a châ.

129. **Vice Chairperson (Local Committee) biehneina nata raihriazy**

1. Vice Chairperson cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 1 châta âtlypa a châ.
2. Chairperson baotuh chaipa châ aw ta, Chairperson a y leina daihti liata Chairperson maohphaohna a lâ aw.
3. Chairperson ta rai a piepazy a hria aw.

130. **Local Secretary biehneina nata raihriazy**

1. Secretary cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta âtlypa a châ.
2. Kô 4 term-kha a châ aw.
3. A chakao via awpazy cha
 - a. Khichhôn Awnanopazy lata pahnosu byuhpazy pahnosatuhpa a châ.

- b. Pastor, Hyutuhpa, Chairman pahnokheipa ta Awnanopa vyuhpa ta chârôtuha a châ.
 - c. Meeting biepathlupazy zawpi lâta a phuah aw.
 - d. Maihsa Chairman baotuh chaipa a châ aw.
 - e. Pastor nata Hyutuhpa asaohiahpa ta Maihsa tawhta biereituhpa (daihti) a rai aw.
 - f. Hawsaih apihpazy, su hro la tawhta avaw pasiepazy, athipazy, nôvah kupatusapazy record a tao aw.
 - g. Bati achâpa nata Beipa Tlakhai Chakao theipazy Maluh a la tyh aw.
 - h. Achhyna Diary liata Apakhy theipa maluh, khichhai peimawhpa a vaw pakhypazy moh, speaker moh nata a bietapa pachhohpazy a roh aw.
 - i. Local church châta hmosaipa apiepazy moh roh lyma aw ta, Hyutuhpa nata secretary moh ta alyna biereina châ a pie aw.
4. Local Châbu Peimawpa Avao awpazy
- a. Khichhông Awnanopa Record
 - b. Local Church Ryureina Minute Bu zy
 - c. Châ apuapa nata ângiahpa File
 - d. Daihti Raina Châbu
 - e. Hawsaih apih thiehpâ Rona Châbu
 - f. Nôvah Kupatusana Record Bu
 - g. Bati Pachasapazy Record
 - h. Beipa Tlakhai Chakaona Record Bu
 - i. Local Statistics (Maluh Rona Bu)
 - j. Athipazy Moh Rona Record
 - k. Achhyna Diary
 - l. Hmosaipa piepazy Rona Bu

5. Local Office raihriana liata hezy he a hria aw.
- a. Hyutuhpa tawhta châ dao awpa ta, â laichadai aw ta, file âvao aw.
 - b. Khichhông Awnanopa Chairperson, Hyutuhpa nata Pastor asaohiahpa ta committee a aw tyh aw.
 - c. Pastor, Chairperson nata Hyutuhpa achhohiapa ta agenda a pachhuhpanoh aw.
 - d. Local Annual General Meeting liata Statistics âkichai kawpa ta a report aw.
 - e. Local church liata department Committee zy liata Ex-Officio a châ.

131. Local assistant Secretary biehneina nata raihriazy

1. Secretary cha Khichhông Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Secretary baotuhpa a châ aw ta, Secretary y leina daihti liata ano vyuhpa ta a hria aw.
3. Khichhông Awnanopa Ryureina zy liata minute a roh tyh aw.
4. Secretary ta ano vyuhpa ta rai apahniehpa a hria aw.
5. Meeting achhâ nahta biepathlupa zy zawpi lâta phuah aw ta, zawpi ama pyh tawhta Chairman nata Secretary zy moh a parosa aw.

132. Local Finance Secretary biehneina nata hria awpazy

1. Secretary cha Khichhông Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Assembly ta ahmâpa Sôh Avaona Dâh hawhta sôh a mohôh aw.
3. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.

Mission Chakaona Dâh

10. Khichhôn Awnanopa chhôn liata a ypa department nata board zy raihriana mohôn awpa ta a chhihtha aw.
11. Khazohpa achhyna phana a pachâ aw ta, abyuh khiah sub-committee zy paduapa ta a chhihtha aw.
12. Assembly hmâ haipa Sôh Avaona Dâh hawhta awnanopa sôh mohôn aw ta, sôh pônna lâthlôn pachâ aw ta, auditor-zy â tlyh aw.
13. KTP, KNP nata KHP advisor zy a tuah aw.
14. Sunday School hmasiena pachâ aw ta, Sunday School Manual hawhta a chhihtha aw. Suprintendent a tlyh aw ta, abyuhna hawhta sub-committee zy chhao a padua thei aw.
15. Khichhôn Mission Board padua aw ta, chhihtuhpazy atlyh aw ta, Assembly ta ahmâpa Mission Dâh hawhta a chhihtha aw.
16. Khichhôn Service & Development Board padua aw ta, chhituhpazy atlyh aw ta, Assembly a ahmâpa SDD Chhithana Dâh hawhta a chhitha aw.
17. Khichhôn Awnanopa Zawpi Ryureina su nata daihtizy rao chhielie aw ta, a pachhuahpanoh chhielie aw.
18. Bia Awnanopa Ryureina lâta pachâna phapa agenda zy a ngia khei aw.
19. Awnanopa machâ, khichhôn machâ raihria ua-sa leipa, raihria thei leipa nata hmasiena pakhâpazy thâtih pachâ aw ta, Biatuhpa Pastor pahno kheipa ta Awnanopa Chhoreina Dâh hawhta a hria aw.
20. Constitution nata Assembly Dâhzy a chakhia leipa sub-committee zy a padua thei aw.
21. Khichhôn Awnanopa su hro lâ tawhta a vaw pasiepazy, py hropa tawhta a vaw pasiepazy, ngiapâ thiehpazy, apyna nata aly pangiana a tao aw.

Mission Chakaona Dâh

sôh pie nota aziepa (Amount) âki/ki lei pareisapa ta Treasurer châbu liata moh a parohsa ha aw.

9. Local Church Hmohneipazy Rona Bu a vao aw.

134. **Sunday Superintendent biehneina nata raihriazy**

1. Sunday Superintendent cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Local church liata Sunday School achuna nata hmâhsiena a pachâ aw.
3. Adaihtita liata Achuna Bu hmô thei awpa ta Office nata azao aw.
4. Py to Sunday School Pachutuhpazy patlysana, traing piena a patohpatia aw.
5. Sunday School Achuna Record Bu a vao aw.
 - a. Local Church liata achu theipazy Py
 - b. Py to achu theipa moh
 - c. Py to pachutuhpazy moh
 - d. Py to exam theipa moh nata mark
 - e. Sunday School sôh thyuna nata hmâna rona record hnei aw ta, sôh cha finance secretary siepahliepa ta Treasurer la angiah aw.
6. Krizyhpa Hawti Py (KHP) hmâhsiena a pachâkhei aw.
 - a. KHP zy achuna phapa hnei thei awpa
 - b. Hla nata bieta chhihthana
 - c. Nursery School hnei theina lâthlôn
7. Awnanopa Mini library hneipha awpa

135. **Chairperson, Mission Baord biehneina nata raihriazy**

1. Mission Board Chairperson cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.

Mission Chakaona Dâh

2. Mission Chhithana Dâh hawhta Mission Baord a chhitha aw.
3. Mission sôh target patloh thei awpa ta ârâpasua lymâ aw.
4. Awnanopa zawpi ta mission pahâpa ta missionary palôh ama phao thei awpa ta a tei aw.
5. Mission Noh peimawhpazy a pha chaipa ta ahmâhpa ta Awnanopa âthôh kheh awpa ta a patohpatia aw.
6. Mission ta sôh hnawh a hneipazy hawhta Awnanopazy ta ama thyu pha thein' awpa ta a hria aw.

136. **Chairperson, Service & Development**

1. Chairperson, Service Development cha Khichhôn Awnanopa Zawpi Ryureina ta Awnanopa Machâzy hry tawhta kô 4 term kha châta âtlypa a châ.
2. Local Church Hmâhsiena Seminar pachhuahpanoh aw ta, athaipazy hruapa ta pachuna a hnei tyh aw.
3. Local Church liata potlâna vaw tlôpa (chakâhna, vasuana, thlih, mei, hri chichhihpa)zy hawhta a y khiahta cha local nôpawpazy saohiahpa ta a chatliena hawhta Office lata azaona a hnei aw.
4. Khichhôn liata Hmotaotheina No-âhchhihpa Ahneipazy mohôhna nata HNA noh hmâ phana a pachâ aw.
5. Kô chhôn khichhôn ta kôpavei zie SDD lata a report tyh aw.
6. Raihria kya liata MEC-SDD azao lyma aw.

137. **Local Church Office Bearers Raihriazy:**

1. Khichhôn Awnanopa Ryureina ta a pahniehpa rai zydua a hria aw.
2. Bie pathlupa nata a raihriazy Khichhôn Awnanopa Ryureina a report aw.

Mission Chakaona Dâh

3. Hyutuhpa y leina daihti liata hyutuhpa rai a vao awpa a rao aw.
4. Abyuhpa hmo peimawh chatlie kawpazy a pachâ aw.

138. **Khichhôn Awnanopa Ryureina Mebâhzy:**

1. Hyutuhpa
2. Awnanopa machâ zydua
3. Khichhôn machâ zydua
4. Khichhôn liata a ypa pastors, pastor pensionerzy cha mebâh chiepa ama châ aw.

139. **Local Standing Committee Biehneina nata Raihria zy**

Khichhôn Awnanopa Ryureina biehneina nata raihria zy cha he hawhta a châ.

1. Khichhôn Awnanopa nôpawpazy atlyh chhielie aw ta, Khichhôn Awnanopa Zawpi Ryureina a papyhsa aw.
2. Khichhôn machâ hianazy pachâ aw ta, atlyna nata pa-inazy patohpatia aw.
3. Awnanopa machâ hianazy pachâ aw ta, Bia Awnanopa Ryureina a tlô kheh aw.
4. Maisâh chairperson âtlyh aw.
5. Pastor chakaona, awnanopa liata chakaona raihria hropazy, biehraichu hianazy, nata a hropa khokheina hianazy pachâ aw ta, abyuhna hawhta khokheina (recommendation) zy a pie aw.
6. Khichhôn Awnanopa hmo hneipazy mohôh aw ta, a pabohsa aw.
7. Achhyna o nata maisâhzy hmânazy a pachâ aw.
8. Bâtina nata kupatuna a patohpatia aw.
9. Awnanopa mebâh chhoreina nata pasipa-aona cha Assembly ta ahmâ haipa Awnanopa Chhoreina Dâh hawhta a hria aw.

Mission Chakaona Dâh

10. Zôthaina, raihria thaina pachuna (Skill training)
11. Achhyna-o & Hriatuhpa quarters paduana (Establishment)
12. Aduah chiehpa Awnanopa sasyh âmohôh theina taihta deichhyna
13. Thâtihipha tlâh-awna (Open-air preaching: Krisma, Kôthieh, kyhchhi. . .hpz)
14. Mission Gospel Team (Bie, hla, drama . . .hpz.)
15. Zôthaina nata talent hneina ta chakaona (Achhyna-o sana, solfa pachuna. . .hpz)
16. Deichhy ngiahpazy deichhyna (relief)
17. Hmâsiena (Development) raihriazy

BO-20

MISSION FIELD PATHLIENA

146. MEC Assembly ta mission a chakao haipa chipho nata field duahmo mopa ta pathlie (ochâ pachô) bâ awpa âbyuhpa ta a pahno khiahta cha, he duahmo saina chônâ ta, a pathlie thei aw.
 1. Sasyh Aduapa ta Khazohpa bie ta a chhitha theipa,
 2. A râh chyhsa (native workers) ta a chhitha theipa,
 3. Sasyh sôh ta hriatuhpa hlao a pie theina,
 4. Thatihpha chhopachhuah theipa zy a cha aw.
147. Ochâ pachô thei awpa Awnanopa cha, achyh chaipa ta maluh 2000, Local church 15, trained pastor/hriatuhpa 7 (B.D - 1, B.Th - 3, B. Min - 3) a châ aw. Local miakha liata maluh (50), Machâ (3) nata Khichhôn Machâ (3) ama hnei aw. Chipho châ a hneipa, a châ thei khiah, Hlabu nata Biehai a hneipa ama châ aw. Pathlie awpa Mission field cha Field office building nata quarter zy chhao ama hnei awpa a châ. Field thyuna sôh ta hriatuhpazy hlao a pie khai theipa tlyma, 75 % a pie theipa tlyma a châ aw.

Mission Chakaona Dâh

22. Su hro lâta a pasiepa awnanopa machâ, khichhôn machâ nata awnanopa mebâhzy abyuhna hawhta khokheina châ (recomme- ndation) a pie aw.
23. Khichhôn Awnanopa hmasiena to rai a pachâ aw.

140. Local Standing Committee Meeting

Khichhôn Awnanopa Ryureina meeting cha he hawhta taopa a châ aw.

1. A chyh chai ta thlakha ta eikha tao cheingei awpa a châ.
2. Pastor tlyma, Hyutuhpa tlyma, Chairperson tlyma, Secretary tlyma ta hmo chatliepa kyh liata abyuhpa ta a pahno khiah, meeting a pahrua thei aw.
3. A daihti, su nata program cha Chairperson a saohiahpa ta Secretary ta a pachâ aw.
4. Quorum cha mebâh zydua 51% a châ aw.
5. Ryureina siezie cha Ryureina Chhithana Dâh Assmblly hmâ haipa (Parlimentry Procedure) hawhta a châ aw.
6. Adjourned meeting: kheihawhpa Khichhôn Awnanopa meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.
7. Meeting awna cha a chyh chai ta noh 7 abyuhpa ta hruana tao awpa a châ.

141. Local Annual General Meeting Office Bearers

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary

142. **Local Annual General Meeting Memberzy**

He zy he Khichhoh Awnanopa Zawpi Ryureina mebâh zy ama châ.

1. Mebâh chiepa (Ex-Officio);
 - a. Biatuhpa Pastor nata Hyutuhpa;
 - b. Khichhoh Awnanopa nôpawpa zydua;
2. Awnanopa machâ zydua;
3. Khichhoh machâ zydua;
4. Pastor, awnanopa machâ nata khichhoh machâ pension zydua;
5. Bâti chiehpa awnanopa mebâh zydua;
6. Akaolâh mebâh zydua;

143. **Local Annual General Meeting Raihria**

Khichhoh awnanopa zawpi ryureina raihria cha he hawhta a châ.

1. Hyutuhpa nata awnanopa machâ a tly aw.
2. Achhyna o sana kyh a pachâ aw.
3. Ahmâna kyh a pachâ aw.
4. Pakhyipi kyh a pachâ aw.
5. Awnanopa hmasiena torai pachâ aw ta, abyuhna hawhta Board padua thei ta a pachhâsa thei hrâ aw.
6. Khichhoh Awnanopa Ryureina tawhta agenda-zy a pachâ aw.
7. Khichhoh Awnanopa Ryureina nata department-zy tawhta report adao tyh aw.

144. **Local Annual General Meeting**

Khichhoh Awnanopa Zawpi Ryureina meeting cha he hawhta taopa a châ aw.

1. A chyh chai ta kôkha ta eikha, kôthiepa liata hnei awpa a châ aw.

2. Khichhoh Awnanopa Ryureina ta abyuhpa ta a pahno khiah, Khichhoh Awnanopa Zawpi Ryureina a pahrua thei aw.
3. A daihti, su nata program cha Khichhoh Awnanopa Ryureina ta a pachâ aw.
4. Quorum cha mebâh zydua 33% (1/3) a châ aw.
5. Meeting awna cha a chyh chai ta noh 14 âbyuhpa ta hruana tao awpa a châ. Peimawhpa vâta pahruapa meeting (special zawpi meeting) cha noh 7 âbyuhpa ta hruana tao awpa a châ.
6. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.

BO-19

MISSION CHAKAONA ZIE (MISSION STRATEGY)

145. Mara Evangelical Church ta Mission chakaona liata atlâhpipta ta a ry liata palâsapa chakaona zie (lâthlôh) zy a hmâh.

1. Mission Station paduana
2. Thâtihpa chhona (Evangelization/preaching)
 - a. Mo pakha hnohta chhona
 - b. Chhoh to chareipa ta chhona
 - c. Zawpi liata chhona
3. Awnanopa paduana (Church planting)
4. Châ nahta reih pachuna (Literacy Mission)
5. Siku châ pachuna (Educational Mission)
6. Hnatlana ta chakaona (Health & Medical Mission)
7. Biehraia nata Training nanopazy Pakiasana (Leadership promotion)
8. Sunday Siku pachuna
9. Seminar, workshop, Bible study (Nurturing/Disciple making) hneina

BO-4

CHHOREINA CHINANOPA AHMÂHTUHPAZY

Vatlâh Awnanopazy Chhoreina

- 7. Vâtlâh Awnanopa ahyrai moleina tlohpa a chapia hawpa cha, he Chhoreina Dâh hawhta pasipa-ao awpa a châ.
 - 1. Vâtlâh Awnanopa Chhoreina cha Khihchhôn Awnanopa Ryureina ta he dâh hmâpa ta a pasipa-ao aw.
 - 2. Bati a châ mah leipa awnanopa sahlaozy cha pasipa-aona ryhpa heta ô aw vei.
 - 3. Vatlâh Awnanopa Chhorei haipa cha Awnanopa liata Pastor rai chakao awpa ta khokheina châ pie theipa châ aw vei.

Khichhôn Machâzy Chhoreina

- 8. Khichhôn Machâzy Chhoreina cha Khichhôn Awnanopa Ryureina ta he dâh hmâpa ta pasipa-ao aw ta, Bia Ryureina ta biechhâna a tao aw. Presbytery Ryureina lâta a report aw.
 - 1. Chhoreipa Khichhôn Machâ cha chhorei noh tawhta a chakaona pabâpa a châ.
 - 2. Chhoreipa ama châ chhôn ta bierei pachuna hmâh thei aw vei.
 - 3. Dâh tawhta âthlâ tawhta chhao Khichhôn Machâ chakao pasaipa châ khao vei.

Awnanopa Machâzy Chhoreina

- 9. Awnanopa Machâzy Chhoreina cha Khichhôn Awnanopa Ryureina ta he dâh hmâpa ta a pasipa-ao aw ta, Bia Ryureina siepahliepa ta Presbytery Ryureina ta biechhâna a tao aw. General Secretary lâta a report aw. He chhoreina he Awnanopa Machâ nata Pastor zy deita ta ama chhorei thei aw.
 - 1. Chhoreipa Awnanopa Machâ cha chhorei noh tawhta a chakaona pabâpa a châ.

- 148. MEC Assembly ta a pathliepa Mission Field cha he hawhta a duahmo a châ aw.
 - 1. MEC cha ano châta Mother church a châ aw.
 - 2. Evangelical Awnanopa moh a phaoh lyma aw.
 - 3. Constitution nata rules eihpa a hnei aw.
 - 4. MEC Assembly liata delegation a tuah raihriepa a châ aw.
- 149. MEC Assembly ta pathliepa field peimawhna hawhta ta âduakhei lyma aw. Awnanopa cha chhithana kyh liata rairuna âtyh khiahta cha, MEC ta âbyuhna hawhta chhithatuhpa a pachhuahtpanoh khei lyma aw. Ano ta ta âdua thei khao leipa duahmo atlô haw mission field cha a parohpa hawhta field miakha ta apy heih theipa a châ aw.

B0 - 21

DÂH TAOPATHI THEINA (AMENDMENT)

- 150. He Mission Dâh taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

**MARA EVANGELICAL CHURCH
AWNANOPA CHHOREINA DÂH
(DISCIPLINARY RULES)**

**BO -1
DÂH MOH NATA TAONA CHHÂPA**

Reipasiana: He Dâ he MEC member zydua a pahlypa ta chhoreina nata pasipa-aona dâh a châ. Awnanopa Ryhpa a chapiapa ahyrai he Dâh heta chhorei ta pasipa-ao awpa a châ. Awnanopa member ryhpa pakipa nata paki leipa, chahnaopa nata chahnao leipazy MEC Assembly ry liata hriatuhpa nata hriana a hnei leipa Awnanopa member zydua a pahly khai aw.

1. **Dâh Moh:** He dâh he MEC Awnanopa chyhsazy Chhoreina” tahpa châ aw ta, a pachhohna zie ta “Awnanopa Chhoreina Dâh” (Church Disciplinary Rules) tahpa a châ aw.
2. **Dâh hmâ pathaona:** He Dâh he November 5, 2015 noh tawhta hmâpa châ aw ta, he Dâh heta Dâh Parohpa athlâ aw.
3. **Chhoreina dâh taona chhâ:** Awnanopa cha a pathaihpa a châpa vâta molei hmoparaona liata a pao hawpa MEC Awnanopa chyhsa zydua ama hmoparaona a pahnopasiapa ta, moleina ropa ta, Krizyha hrozie pathaihpa liata ama vaw ngia heih thei nawpa ta, Krista Zisu lâta ama vaw kua heih thei nawpa ta taopa a châ. Ryhpa a paraopa nata a chapiapa ahyrai chhorei awpa a châ (Mathai 18:15-17; Hebrai 12:5-21; I Kor 5:1-5).
4. **Dâh ta a ôpa :** He Dâh he Bati a châ chiehpa MEC Awnanopa sahlao zydua a ô aw.

**BO - 2
CHHOREINA DÂH HMÂH THEITUHPAZY**

5. Chhoreina nata Pasipa-aona Dâh hmâhtuhpa awpazy cha:
 1. Khihchhôn Awnanopa Ryureina
 2. Bia Awnanopa Ryureina
 3. Presbytery Awnanopa Ryureina
 4. Assembly Standing Committee-zy
 5. Assembly Executive Committee nata
 6. Assembly Ryureinazy ama châ.

**BO - 3
PASIPA-AONA TLOHPA MOLEINAZY**

6. MEC Awnanopa ta ary liata paraopana a taopazy he chhoreina/ pasipa-aona tlohpa moleina ta â pyh.
 1. Trinity (Paw, Sawchapawpa, Thlahpa Pathaihpa Doctrine) chakhiapa ta pachuna.
 2. MEC Awnanopa pachuna âdyuhpa nata pachuna do leipazy a pachuna
 3. Awnanopa âdyuhpa ta patypamana a taopa
 4. Apheina (adultery) nata apatlana (fornication)
 5. Chanô nata chanô, chapaw nata chapaw ahneina (homosexual)
 6. Novâh achhaihna (divorce)
 7. Nôtho hneina nata nôtho ta yna
 8. Nawh paraona (abortion)
 9. Lianycheina
 10. Paruna, Taka nieparuna (corruption)
 11. Pari theipa (sahmei, bei, drugs) zy niena nata zuana
 12. Phusa/taka akhaina chi nanopazy (Gambling)
 13. Pachao a hmâhpa nata a pachaosapazy
 14. Dyu a thaipa nata a hmâhpazy

Nôvâh Ahneina Dâh

**MARA EVANGELICAL CHURCH
NÔVÂH AHNEINA DÂH
(MARRIAGE RULES)**

BO - 1

DÂH MOH NATA CHHOPASIANA

Reipasiana: Mara Evangelical Church ta Ahneina he Khazohpa raopa a châ, tahpa a pyh. Nôvâh cha sapa pôhkha ta ataona nata Krizyha Chhôhkha paduana a châ. Chavâta ngiapâtuhpazy cha Khazohpa nata Awnanopa pahnokheipa ta Awnanopa Ryhpa hawhta ama hnei thei nawpa ta MEC Constitution Bo 17:243 (h) pasaina hawhta he Ahneina Ryhpa he taopa a châ.

1. **Dâh moh:** He Dâh he “Mara Evangelical Church : Nôvâh Ahneina Dâh” tahpa châ aw ta, a pachhohna zie ta MEC “Ahneina Dâh (Marriage Rules)” tahpa a châ.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaona châ aw. He dâh heta Dâh parohpa a thla aw.
3. **Dâh ta a ôpa chhoh:** MEC Awnanopa member zy ahneina maih liata hmâ awpa a châ aw.
4. **Dâh ta â chhuahpa:** Nôvâh ahneina he Biehraih pachuna hawhta Pathaihpa a châpa vâta Awnanopa liata ahneina chhao cha Khazohpa Bie hawhta Pathaihpa ta ahnei awpa he a châ. Chavâta:
 1. Chanô nata Chapaw hrochhoh châta pôhkha ta ataopa ta ahnei lyma awpa;
 2. Krizyha chhohkha padua thei awpa
 3. Ahneina he zachhihpa nata palyupalih tlâh a châ thei nawpa.

Chhoreina Dâh

2. Chhoreipa ama châ chhoh ta bierei pachuna hmâh thei vei.
3. Dâh chahryna tawhta a vaw thlâ tita, ngiabâhpa a châ khihta cha, ‘Khhichhoh Machâ’ ta pa-i theipa châ aw ta, Awnanopa Machâ ta atly theipa châ khao aw vei.

Pastor-zy Chhoreina

10. Pastor ahyrai moleina tlohpa a chapia ta khihta cha Khihchhoh Awnanopa Ryureina ta Ryhpa hawhta hriapazi aw ta, Pastoral Ministry avaotuhpa lâta a report aw. A vaotuhpa ta Service Rule Bo 14 hawhta a hriapazih aw.
 1. Chhoreina Dâh liata a ngia noh tawhta Chakaona hnei thei khao aw vei.
 2. Dâh tawhta âthlâ tawhta cha Khihchhoh Awnanopa Ryureina ta a ryh a tah khihta cha Awnano Machâ taihta chakaona a hnei heih thei aw.

Chakaotuhpazy Chhoreina nata rai pabâna

11. Chakaotuhpa Chhoreina liata pangia hawpazy rai pabâna cha he hawhta a châ aw.
 1. Chakaotuhpa ahyrai he Chhoreina Dâh liata pangia hawpa cha ano sasyh ta chakaona rai tawh â pabâ sai hawpa ta apypa a châ.
 2. Sawhkha Court ta thai lei a pachâsa hawhta Chakaotuhpa cha ano sasy ta chakaona rai tawh â pabâ sai hawpa ta apypa a châ. Awnanopa aduakheina vâta sawhkha ta thai lei a pachâpa pahly vei.
 3. Taotlamawpa (accident) nata zonga leina (suspect) vâta sawhkha ta thai lei a pachâsapa cha, he Dâh heta thai a pachâsa aw.

BO - 5

CHHOREINA DÂH LIATA PANGIANA ZIE

12. Awnanopa Chyhsa cha moleina tlohpa â vaw chapia haw khiahta cha, he hawhta Dâh liata pangia awpa a châ aw.
 1. Awnanopa chyhsa ahyrai moleina tlohpa âchapia haw khiahta cha, ano palôh khopasana zieta Khihchhoh Awnanopa liata Pastor tlyma, Hyutuhpa tlyma, Awnano Machâ pakha kha liata tlyma âpalâhapa ta a chho awpa a châ.
 2. Cha awnanopa chhihtuhpa cha ta Khihchhoh Awnano Ryureina liata a tlô khe aw ta, ryureina ta paryhsana zie hawhta pasipa-ao awpa a châ aw. Chhoreina noh a sia kawpa ta record tao awpa a châ.
 3. Awnanopa Hyutuhpa ta Achhyna O liata cha chyhsa cha Dâh liata pangia hawpa a châ zie a phuah aw. A daihti akipa ta Pathlâna chhao Achhyna O zawpi hmiakô liata pathlâ awpa a châ aw.
13. Dâh liata a y chhoh ta athipa cha Chakaona Bu hawhta pabu theipa a châ aw.

BO – 6

CHHOREINA ZIE

14. Moleina tlohpa a chapia hawpa Awnanopa vâtlâhzy cha he hawhta chhorei awpa a châ aw.
 1. Awnanopa ahyrai a pheipa cha kô 1 chhorei awpa a châ aw.
 2. Nôvâh âchhaihpa cha he hawhta chhorei awpa a châ aw.
 - a. Lahpi tlyma, a vâhpa tlyma a mâpa cha kô 2 chhoh chhoreipa a châ aw.
 - b. Lahpi tlyma, Vâhpa tlyma a mâtuhpa a sia leipa kyh liata cha dyh hro a châ tuapa cha a mâtuhpa hawhta pachâ awpa a châ.

- c. Nôvâh ku deita a patu ta, chapaw tloh leipa a siapa pahnopâ cha ama chhaihpa chhao ta chhoreipa châ aw vei.

3. Satlia nata laisa apatlapa ta Awnanopa Ahneina Dâh hawhta châ leipa ta apahlyhpa cha thla 6 chhoreipa a châ aw.
4. Liany a cheih raruapa cha kô 3 chhoreipa a châ aw.
5. MEC Doctrine chakhiapa ta pachupa cha pasipa-ao ta chhoreipa a châ aw.
6. Paritheipa a taopa nata a zuapa cha pasipa-ao ta chhoreipa a châ a
7. Dawty pasaina y leipa ta Nawh a paraopa (abortion) cha pasipa-ao ta chhoreipa a châ aw.
8. Phaosa ta akhaipa (Gambling)zy, pachaona a hmâhpazy, dyu thai ta a hmâhpazy cha pasipa-ao ta chhoreipa a châ aw.
9. Awnanopa apôhkhana parao awpa ta, akhaihpa nata patypamatuhpa pasipa-aopa ta chhoreipa a châ aw.

BO – 7

**CHHOREINA DÂH CHHOPASIANA
(INTERPRETATION OF DISCIPLINARY RULES)**

15. He Chhoreina Dâh Chhopasiana cha Assembly Officers’ Council liata a y. Officers’ Council ta âkhophie hlâta hluh via ta a chhopasiana hawhta châ aw ta, Assembly Executive Committee lâta a report aw.

BO – 8

**DÂH TAOPATHI THEINA
(AMENDMENT)**

16. He Chhoreina Dâh panano ta taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

3. Chapaw cha MEC member a châpa chhao ta, Py hropa a châpa Chanô yna Awnanopa Ahneina Dâh hawhta a tao khoh khiahta cha, Local Standing Committee paryhsana zie hawhta a châ aw.
4. He hawhta MEC member a châ leipazy nata ahneina kyh liata cha ama yna Khihchhoh Awnanopa Ryureina chy ta ama chhohia awpa a châ aw.
5. Pathaihpa ta Ahneipa cha, MEC Pathaihpa Ahneina Dâh hawhta tao awpa châ aw ta, Paryhpa ta Ahneipa cha Paryhna ta Ahneina Dâh hawhta chakao awpa a châ aw.

Krizyh leina nata Ahneina

11. **Krizyh leipa nata Ahneina cha he hawhta tao awpa a châ.**
 1. MEC member ahyrai Krizyh leipa nata ahnei awpa pasaipa châ vei. Chavâta MEC pastor ta ku a patusa awpa châ vei.
 2. Cha hawhta ahneipazy cha Myanmar Sawhkha Dâh hawhta nôvâh ama châ aw.

BO – 4

NÔVÂH CHÂ AWPÀ TA PASAI LEIPAZY

12. MEC Awnanopa a pathaih lyma thei nawpa ta Nôvâh châ awpa ta pasai leipazy cha a ry liata palasapazy hawhta a châ.
 1. Chapaw châta
 - a. Asatuhpa a nô
 - b. A paw lapinô
 - c. A paw sietanô
 - d. Asapa sawchanô
 - e. Apilahpa sietanô
 - f. Apilahpa sawchanô
 - g. A sawchapaw sawchanô (samoh)
 - h. A sawchanô sawchanô (samoh)
 - i. A lahpinô ta a vaw chhipa sawchanô

BO - 2

NOVÂH AHNEINA CHAKAO THEITUHPA

5. MEC Constitution hawhta Nôvâh ahneina chakaona ahnei thei awpazy cha, a ry liata palasapa hawhta a châ.
 1. **Ordained Minister:** MEC Assembly paryhsana ta Pastor châta chahnaopazy cha Nôvâh Ahneina chakaona ama hnei thei aw.
 2. **Probationary Pastor:** MEC Assembly paryhsana ta Pastor châta chahnao awpa ta pachhuhpanoh haipa Probationary Pastor zy ta Nôvâh Ahneina chakaona ama hnei thei aw.
 3. MEC Awnanopa bieheina chhoh liata cha MEC Ordained Minister nata Probationary Pastor zy deita cha Nôvâh Ahneina Chakaona he ama hnei thei awpa a châ.
6. MEC Pastor ahyrai ta Awnanopa Ahneina Dâh ta a pasaina khô lâta Ahneina Bietaihna pataosa thei aw vei.

BO - 3

AHNEINA CHI NANOPAZY

Ahneina Chi nanopazy

7. Mara Evangelical Church Awnanopa ta Nôvah Ahneina he chi nano a hneipazy cha ary liata palasa hawha a châ.
 1. Pathaihpa ta ahneina
 2. Paryhpa ta ahneina
 3. Awnanopa Py hropa nata ahneina
 4. Krizyh leipazy nata Ahneina

Pathaihpa ta Ahneina

8. Pathaihpa ta Ahneina cha a ry liata palasapa hawhta tao awpa a châ:

Nôvâh Ahneina Dâh

1. Awnanopa chyhsa, member pitlohpa (bati achâ chiehpa), dyhchâna kô bitaipa atlohpa, Awnanopa liata mohchhiena (reipasipaswana) ahnei leipa ama châ aw.
2. Nôvâh ta ahnei theina kô cha, chapaw kô 20, chanô kô 18 a tlohpa a châ.
3. Ahnei awpazy cha nô nata pawzy khokheina ahlaopa a châ.
4. Ahnei awpazy cha ama yna Kihchhôn Awnanopa Ryureina pasaina ama la tua awpa a châ.
5. Ahnei awpazy cha Achhyna O lia Abeipa Noh Zawpi Apakhyna liata Local Hyutuhpa ta Dychâ Kupatu Tlâh-awna ei kha a hnei aw.
6. Tlâh-awna ei kha hnei khai tawhta Nôh 7 (hâtâ ei kha) mopasiapa châ aw ei ta, âryh leina a y leipa khiahta cha, Ahneina Kyhchhi tao theipa a châ aw.
7. Ahneina Pathaihpa cha Biatuhpa Pastor tlyma, ano ta tovyuh a piepa tlyma ta Chakaona Bu hawhta a chakao aw.
8. Ahneina Kyhchhi tao hlâta chhônkhâ lâta mâ tlyma, aparyh awpa âbyuhpazy ama paryh khai ha awpa a châ.
9. Ahneina Pathaihpa Kyhchhi program cha Local Standing Committee ta maohphana a la aw.
10. Ahneina Pathaihpa cha Achhyna o liata kupatusa awpa a cha.

Paryhpa ta Ahneina

9. Paryhpa ta Ahneina cha a ry liata palasapa hawhta tao awpa a châ aw.
 1. Ahnei awpazy cha Awnanopa chyhsa, member pitlohpa (bati achâ chiehpa), dyhchâna kô bitaihpa atlohpa ama châ aw.
 2. Paryh awpa Nôvâhzy cha ama nô nata paw zy khokheina ahlaopa a châ.
 3. Paryhpa ta kupatusana hnei hlâta chhônkhâ lâta mâchhao tlyma, aparyh awpa âbyuhpazy ama paryh khai ha awpa a châ.

Nôvâh Ahneina Dâh

4. Chhônkhâ ama paryh khai tawhta Awnanopa Hyutuhpa/ Secretary pahnosapa ta ama yna Kihchhôn Awnanopa Ryureina pasaina ama la tua awpa a châ.
5. Achhyna O liata ku patusa theipa châ leipa aw ta, O pathaihpa ta raopa Pastor Quarter tlyma, Awnanopa Hall tlyma, Local Hyutuhpa O tlyma liata kupatusa a châ aw.
6. Kupatusana cha Biatuhpa Pastor tlyma, ano ta tovyuh a piepa Pastor pakha kha tlyma ta Chakaona Bu hawhta a chakao aw.
7. Kupatusana liata he chakaotuhpa nata chhônkhazy ama hlao aw.
 - a. Awnanopa Hyutuhpa nata Local Secretary zy (aryhpaoh khiah, Local Standing Committee member zydua nata KTP/ KNP president nata secretary zy ama hlao aw.
 - b. Kupatusa nôpawzy nata chanô nata chapaw pahnokheihpazy ama hlao cheingei aw.
8. Machâpa saw ahnei ha chiehpa dyh achâheihpazy cha Paryhpa ta Ahneina hawhta chakao awpa a châ aw.
9. Chhorei chhôn ta kupatusa pasaipa a châ. Awnanopa palyupalihna deikua hlao thei aw vei.

Py hropa nata Ahneina

10. Py hropa nata Ahneina kyh liata cha a ry liata palasapa hawhta chakao awpa a châ aw.
 1. Chapaw cha MEC member châ sala, chanô cha py hropa a châ khiahtala, MEC Dâh hawhta ahneina tao awpa a châ aw.
 2. Chanô cha MEC member châ sala, chapaw cha py hropa a châpa khiahtala, py hropa chakaona Dâh hawhta tao theipa a châ aw. Anodeikua cha, Chapaw cha py hropa a châpa chhao ta, MEC Dâh hawhta ahneina tao awpa ama khoh khiahta cha tao theipa a châ aw.

**MARA EVANGELICAL CHURCH
HMOBAOH AVAONA DÂH
PROPERTY RULES**

**BO - 1
DÂH MOH NATA REIPASIANA**

Reipasiana: MEC Assembly ta hmo a hneipa (property) chi nanopa Pasie theipa nata Pasie thei leipa zydua (Movable & immovable) hnei ta, chazy mohôhna, hmôna nata zuana kyh a siapa ta avaopa a cha thei nawpa ta Constitution Bo 17na pasaina hawhta he Dâh (rules) he taopa a châ.

1. **Dâh moh:** He dâh he Mara Evangelical Church Hmobaoh Avaona Dâh (Mara Evangelical Church Property rules) tahpa a châ.
2. **Dâh ta a ôpa:** Mara Evangelical Church Assembly ta a hneipa Headquarters, Sub. Headquarters, Presbytery, Bia nata Local Church to ta a hneipa hmobaoh zydua, Assembly ry liata Department Service & Development, Krizyhpa Nô Py, Krizyhpa Thyutlia Py, Krizyhpa Hawti Py, Lorrain Theological College ta a vaopa hmobaoh zydua nata Evangelical Mission Field liata hmobaoh zydua zydua a ô khai.
3. **Dâh hmâ pathao noh:** November 6, 2015 tawhta hmâ pathaopa a châ aw. He dâh heta dâh parahpa zydua a thla khai aw.

2. Chanô châta
 - a. Asatuhpa apaw
 - b. A sawchapaw
 - c. Anô rilahpa
 - d. Apilahpa rilahpa
 - e. Apilahpa narô sawchapaw
 - f. A sawchapaw sawchapaw

**BO – 5
DYHCHÂ HEINA ZIE**

13. MEC Awnanona Ahneina Dâh hawhta kupatusa chiehpazy kheihawpa vâta tlyma Dyhchâ heihna kyh liata he hawhta tao awpa a châ aw.
 1. Awnanopa Ahneina Dâh hawhta kupatu chiehpazy chapaw tlyma, chanô tlyma ama mâ hawpa asiapa local church ta a pahnopâ cha, dyh a châ heih tita, Pathaihpa Ahneina liata pahlao theipa a châ aw.
 2. Chhoreina Dâh liata ângiapa awnanopa memer ahyrai, dâh tawhta pathlâpa a châ tita, dyh a châpa cha Pathaihpa Ahneina liata pahlao theipa a châ aw.
 3. Chapaw tloh leipa nata nôvâh ku deita patu ta achhaih hâpa chanô cha dyh a châ heih tita, Pathaihpa Ahneina liata pahlao theipa a châ aw.

**BO – 6
AHNEINA KYH LIATA PAHNO BYUHPAZY**

14. **Pathaihpa ta Ahneina Kyhchhi chôchâh liata**
 1. Nôvâh Ahneina Kyhchhi palyupalihna zachhi kawpa a châ thei nawpa ta, ama yna Khihchhoh Awnanopa Ryureina ta program a tao aw.

2. Pastor ta nôvah zy ku a patusa hlâta Nôvâh Chhosina (Marriage Counseling) a hnei khei aw.
3. Local Standing Committee ta Chairperson pakha raopa aw ta, Biatuhpa Pastor ta a chakao aw.
4. Pastor ta nôvah ahnei awpa nata a viasazy rehearsal a hneikhei aw.
5. Achhyna o liata ku patusapa châ aw ta, alykheina deikua cha nôvâhpa chhôhkhazy ta ama patohpatiana su (local church pahnokheipa) liata a châ aw.
6. Kupatusana cha my dawh 6 – za dawh 6 likawh liata a châ aw.
7. Myuhneituhpa o lâta myu a kia nawpa daihti cha a zo hlâta a châ aw.
8. Nôvâh Ahneina Kyhchhi he chhôhkha duahmo mopâpa ta amâ nao thei chaina ta tao awpa a châ aw.

15. Apakiana chysia

1. Apakiana chysia cha zachhihpa a châ thei nawpa ta a râhpa châ thei sala a pha. A khohpa cha chipho chysia (cultural dress) hmâ theipa a châ aw.
2. Kusadi he pakiana liata a khohpa ta hmâh thei aw ta, hmâ cheingei awpa tahna châ hlei vei.

16. Pahnokheituhpa viasa hruana

1. Myu nata Myuhneituhpazy ta pahnokheituhpa viasa pakha rairie ama hnei aw.
2. Chhoreina chhôh liata a ypazy cha pahnokheituhpa châta hrua theipa châ aw vei.

BO – 7
AHNEINA DÂH CHHOPASIANA
(INTERPRETATION OF MARRIAGE RULES)

17. He Ahneina Dâh Chhopasiana cha Pastoral Committee liata a y. Committee member âkhophie hlâta hluh via ta a chhopasiana hawhta châ aw ta, Assembly Executive Committee lâta a report aw.

BO – 8
DÂH TAOPATHI THEINA
(AMENDMENT)

18. He Ahneina Dâh panano ta taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

cha MEC Property ta apypa a châ. Ama Chhihthana Dâh hawhta Assembly Vyuhpa ta ama mohôhpa a châ.

Department Property zydua Assembly eih a châ

9. MEC Assembly ry liata Department to ta ama hneipa Property zydua (SDD, KNP, KTP, KHP, EM, LTC) ta a hneipa zydua cha Assembly Property a châpa vâta Property Rule hawhta avao awpa a châ aw.

Department property zua theina/pahleipalô theina

10. Department Property zuana/pahleipalô theina cha he awhta a châ aw.
 1. Department hmo hneipa mâ Ks. 500,000/- nata ary lâta cha paraih awpa tlyma, zua awpa tlyma âbyuh khiahta cha ama Concerned Committee ta âryh a tahna zie hawhta a châ aw.
 2. Hmobao mâ cha Ks. 500000/- chô lâpa deikua Finance & Property Committee sie pahliepa ta Assembly Executive Committee paryhsana zie nata Assembly ta â pykheipa bie hawhta a châ aw.
 3. Department to ta hmo a hneipa zydua list cha Assembly Property Avaotuhpa ta ta a pahnokhei awpa a châ.

Department Pachhâsapa Property

11. MEC Assembly ry liata department miakha cha kheihawpa vâta tlyma a raihria pazao khao lei awpa ta pachhâsa awpa ta Assembly ta a paryhsa haw khiahta cha, cha Department hmo hneipa zydua cha MEC property a châpa hawhta, Finance Property Committee lâta hlâ khai awpa châ aw, cha Committee ta âbyuhna hawhta a hriapazi aw.

**BO - 2
ASSEMBLY HMO HNEIPA**

4. MEC Property cha MEC Assembly budget ta tlyma, Assembly moh ta Committee miakha kha ta patohpatiapa ta tlyma, local church miakha kha tlyma, mo pakha kha tlyma, phu/py sâkha kha tlyma, sawhkha tlyma, MEC Awnanopa moh ta piepa nata chaleipa cha MEC proprety hneipa liata a pahly khai a châ.

Assembly Hmo hneipa chi no

5. Assembly ta hmo a hneipazy cha chi no ta pachhailh theipa châ ta, Pasie theipa hmobao (Movable Property) nata Pasie thei leipa Hmobao (Immovable Property) zy a châ.
 1. **Pasie theipa hmobao:** He he khaw chi nanopa, computer & accessories, châ rohna chhaichhi, motor hawhpa vehicles, motorbike, châbu, file, records, safety box nata Awnanopa raihriana liata hmâpa chhaichhi didiahpa hawhpazy hawhpa a châ.
 2. **Pasie thei leipa hmobao:** He MEC moh ta chaleipa, registration tao chiehpa nata tao mah leipa chhao, a hneipa Râh, o (building), quarters, o hmo, sahdô, local church to liata achhyna o zy hawhpa a pahly khai.

**BO - 3
HMOHNEIPA MOHOHNA NATA PAHLEIPALÔNA**

6. **Awnanopa hmo chaleina nata mohôhna:**
 1. Assembly hmo hneipa zydua mohôhna, pabohsana, chaleina, zuana liata maohphaona ahnei chaipa Finance & Property Committee a châ aw. MEC Property châta âbyuhpa patohpatia nawpa ta âbyuhna hawhta budget tao tyh aw ta,

Hmobaoh Avaona Dâh

Assembly Executive Committee siepahliepa ta Assemmbly a papysa aw.

2. Finance & Property avaotuhpa ta Awnanopa hmo hneipa Pasié theipa nata Pasié thei leipazy avaona register bu a hnei aw. Register bu chhòh liata, hmodâh moh, amâ, alai achyh, aziépa, chaleituhpa moh, apietuhpa moh zy a y aw. Zua haw khiah cha, zuana mâ zie, zua awpa ta Committee biepathluna nawhbawzy roh khai pa a châ aw. Auditors-zy ta kôkha eikha mohpasia lymâpa a châ aw.
3. MEC Assembly ry liata Local Church ta a hneipa nata a mohôhpa zydua chhao he Assembly property a châ. Achhyna O, Pastor quarters-zy Assembly pasaina ta MEC local church avaona ry liata a y aw. Avaotuhpa ta abyuhna hawhta Assembly Property avaotuhpa lâta report a pie tyh aw.
4. Assembly ry liata o tlyma, building tlyma sa awpa a chakhiahta cha concerned Committee ta blue print liahsa sa aw ta, Finance & Property pahnokheipa “Construction Committee” paduapa ta sa awpa a châ aw.

7. Hmohneipazy Registration taona

1. MEC hmo hneipa zydua he abyuhna maih liata Sawhkha dâh hawhta register tao khai awpa a châ aw. Original copy zydua cha Headquarters liata safety box liata paso awpa châ aw ta, true copy he mohôhtuhpazy ku liata pavaosa awpa a châ aw.
2. MEC hmo hneipa zydua sawhkha liata register tao tita, Concerned Secretary (Finance & Property) Avaotuhpa moh tlyma, Pastor pakha kha moh ta tlyma tao khai awpa a châ aw. Phu/py moh ta tlyma, Mo pakha ta tao theipa a châ leina liata F/P Committee ta Awnanopa moh vyuhpa ta chyhsa hropa moh chhao a pahlao thei hra aw.

Hmobaoh Avaona Dâh

3. MEC Property Avaotuhpa ta ano Maohphaona daihti liata Awnanopa Property ano moh ta a tao hawpa zydua kha, ano ta Awnanopa liata maohphaona a hnei khao lei tita, ano a thlatuhpa ta ano moh ta pathlai awpa tlyma, Assembly nata ano likawh liata bietaihna tlyma tao awpa a châ aw.

8. Assembly Property zuana/pahleipalôna

1. MEC Assembly hmo hneipa he pahleipadia awpa/ zua awpa âbyuh hâ khiahta cha he hawhta tao awpa a châ aw.
 - a. Ks. 500,000/-(Kyat Five Lakh) mâpa tawhta ary lapazy cha Assembly Officers’ Council Meeting biechhawhna ta tao theipa a châ aw.
 - b. Ks. 100,000/-(Kyat Ten Lakh) mâpa property zuana, pahleipalôna kyh liata cha Finance and Property Committee ta a tao thei aw.
 - c. Ks. 100,000 mâpa khôlâ ta property zydua cha Assembly biechhawhna deita ta zuah ta pahleipalô theipa a châ aw.
2. Assembly Property châta hmo laipa chalei chatlie awpa tlyma, hnei chiehpa zua awpa tlyma âbyuh khiahta cha Finance and Property Committee ta pachâ tua aw ta, Assembly Executive Committee pasaina a la tua awpa a châ.

BO - 4

DEPARTMENT (EM/SDD/KTP/KNP/KHP) HMOBAO DEPARTMENT PROPERTY

Reipasiana: MEC Assembly ry liata paduapa Department (EM, SDD, KTP, KNP, KHP, LTC) ta a hneipa hmobaoyy

3. Full pension hmô thei awpa ta a service kô 33 a hria hapa a châ aw.
4. Kô Utheipa vâta pension pie theina (Superannuation)
 - a. MEC Pastor zydua Kô 65
 - b. Mission field liata pastor nata hriatuhpazy kô 60
 - c. Assembly ry liata staff zydua a sapa kô 60

Service nata kô reipatina

6. Pi noh (Date of birth) laichadaina

Hriatuhpazy pina noh cha Sawhlâna Certificate hawhta Service Book liata record tao awpa a châ aw. Sawhlâna true copy chhao Service Book liata chathipâpa a châ aw. Sawhlâna certificate a y leipa cha **Bâtina certificate** hnei cheingei awpa a châ. Sawhlâna, Batina nata National Registration Card liata pina noh âlyu leipazy kyh cha Officers Council ta ryhraopa hawhta Pina noh reipatipa a châ aw.

Pension theina chi nanopazy

7. Hriatuhpa cha a sapa kô 60/65 atloh leipa chhao, he a ry liata palasapa duahmo tawhta pension pie theipa a châ aw.
 1. Kô 15 a hria hâpa Staff cha kô 60 a tloh mah leipa chhao ta, ano khotlyna ta pension pie theipa a châ.
 2. Kô 20 a hria hâpa Pastor/Minister cha a sapa kô 65 a tloh mah leipa chhao ta, ano khotlyna ta pension pie theipa a châ.
 3. Kô 30 a hria hâpa minister/pastor/staff chiehpâh leipa cha pension kô a tloh mah leipa chhao ta, ano khotlyna ta pension pie theipa a châ.
 4. Kô 10 a hria hâpa Assembly ry liata hriatuhpa a-ipa ahyrai a sapa chiehleina/palôhrupa chiehleina vâta raihria thei khao lei awpazy cha Dawty Pahnokheina Châ ta Invaliad pension pie theipa a châ aw.

**BO - 4
KHIHCHHÔH AWNANOPA HMOBAO
LOCAL CHURCH PROPERTY**

Reipasiana: MEC Assembly ta a paduapa local church to ta a hneipa hmobaogy cha MEC Property ta apypa a châ. Constitution Bo 6:83 hawhta Assembly Vyuha ta Local Standing Committee mohôhna ry liata Local Treasurer ta âvao awpa a châ.

Local Church property avaona

12. MEC Assembly liata Local Church moh/liata hmo a hneipa zydua cha Local Standing Committee Mohôhna ry liata a y aw. Local Church Committee ta a hmâ zie nata a mohôhna zie a pachâ aw.
13. Local Church ta Achhyna O nata a hmo hneipazy ha abyuhna hawhta mohôh aw ta, hmo thiehpa hnei nawpa ta hmâhlâna nata taopathi (repair) byuhpazy kyh a pachâ aw.
14. Local Church liata Property Avaotuhpa ta Property hneipa zydua record, registration nata document hropazy âvao aw.

Property zuana/pahleipalô theina

15. Khiehchhoh Awnanopa Property zuana/pahleipal6ô theina cha he hawhta a châ aw.
 1. Local Church liata MEC hmo hneipa mâ Ks. 500,000/- nata ary lâtapa cha pariah awpa tlyma, zua awpa tlyma âbyuh khihta cha Local Standing Committee ta âryh a tahna zie hawhta a châ aw.
 2. Hmobaog mâ cha Ks. 500000/- chô lâpa deikua Finance & Property Committee sie pahleipa ta Assembly Executive Committee paryhsana zie nata Assembly ta â pykheipa bie hawhta a châ aw.

3. MEC ta Local church moh ta hmo a hneipa zydua list cha Biatuhpa pastor ta a pahnokhei awpa a châ.

Py hro lâta pasiepa local church Property kyh

16. MEC Local Church miakha cha, kheihawhpa kyh vâta tlyma member zydua MEC puasaipa ta Phu/py hro lâta ama pasie sai hâ khiakta cha, local church ta âvaohpa property zydua cha MEC Assembly Property ta y aw ta, Finance & Property Committee hnohta hlâ khai ha awpa a châ aw. Finance & Property Committee ta âbyuhna hawhta a hriapazi aw.

BO - 5

**HMO HNEIPA MOHOHNA DÂH CHHOPASIANA
(INTERPRETATION OF PROPERTY RULES)**

17. He Property Rules Chhopasiana cha Finance & Property Committee liata a y. Committee member âkhophie hlâta hluh via ta a chhopasiana hawhta châ aw ta, Assembly Executive Committee lâta a report aw.

BO – 6

**DÂH TAOPATHI THEINA
(AMENDMENT)**

18. He Property Rules panano ta taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

**HRIATUHPAZY PESAW DÂH
PENSION RULES**

BO – 1

DÂH MOH NATA CHHOPASIANA

Reipasiana: Assembly ry liata hriatuhpa a i-pazy ama pension tita pension sôh nata sôh ama hmâ awpa zydua mohôhna nata papôhsana, ama pension tita a la thei awpa sôh zydua a siapa ta siekheipa a châ thei nawpa ta Constitution Bo 17: Articles 243 (f) ta pasaipa hawhta taopa a châ.

1. **Dâh moh :** He Dâh he Mara Evangelical Church: Hriatuhpa rai a pahâna Dâh (Pension Rules) tahpa a châ.
2. **Dâh hmâ pathaona daihti :** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa cha aw ta, he heta Dâh parohpa athla aw.
3. **Dâh ta a ôpa:** MEC Assembly ry liata rai a-ipa liata hriatuhpa zyuda a ô aw. Cha cha MEC Assembly tawhta hlao a piepa zydua tahna a châ.

BO – 2

PENSION PIE THEINA NATA HLAO

4. **Pension pie theina kô**
 1. Raihriatuhpa cha rai i-pa (regular post) a ngiah noh tawhta a service rei pathaopa châ aw ta, temporary/probation period achhâ tawhta pa-ipazy (conformed) cha châ daihti chhoh service ta rei theipa a châ aw.
 2. Hriatuhpa pension theina service bi tunazie cha kô 10 tawhta a chô lâ a châ aw.

**MARA EVANGELICAL CHURCH
RYUREINA CHHIHTHANA DÂH
(PARLIAMENTARY PROCEDURE)**

Reipasiana: He rules he Mara Evangelical Church General Assembly Ryureina nata Assembly ry liata Awnanopa Ryureina maih liata liata ârypaohnazie hawhta hmâpa a châ aw.

**RYUREINA CHHIHTHANA ZIE
(BUSINESS MEETINGS)**

Ryureina hlâta atyuduana su patohpatiana

1. MEC Assembly nata Assembly ry liata Ryureina zy pathao hlâta, Ryureina chhithatuhpazy nata member-zy atyuduana patohpatia chhielie awpa a châ aw.
 1. Ryureina atyuduana dâh ngiaryh chhith kawpa ta patohpatia khai tuapa a châ aw.
 2. Chairman nata Secretary zy atyuna he zawpizy hmô thaina liata a y aw. Chairman chavei lâta Secretary âtyuh aw.
 3. Ryureina alai achyh mopâpa ta atyuduana patohpatia awpa a châ aw.

Ryureina siezie awpa

2. MEC Assembly nata Assembly ry liata Ryureina siezie awpa cha adâhtlâhpipa ta he hawhta a châ aw. Ryureina yzie mopâpa ta âbyuh leipa a y khiakta cha, âbyuh leipa cha hmâ lei awpa tlâ a châ aw.
 1. Ryureina cha Biehra rei, hlasana nata thlahchhana ta pathao ta, pachha awpa a châ aw. Âbyuhpa khiah, bietana pachhohpa reih awpa ta ngiabâhpa pakha kha hrua theipa a châ aw.

8. Family Pension

1. **Hria ngano ta athipa:** Kô 10 achyh chaipa ta a hria ngano ta athipa a châ khiakta cha a chhônkhah hnoh ta family pension piepa a châ aw. Family Pension Formular hawhta a hmô aw.
2. **Pension khai tawhta athipa:** Hriatuhpa pension hlao a la hai nota a thi khiaktala, pension la thei awpa ta a raopazy ta family pension a lapazao thei aw. Family Pension Formular tawhta a hmô aw.
3. **Hriatuhpa athi hawpa chhônkhah pension** a hmô thei awpazy cha he hawhta a châ aw.
 - a. Hriatuhpa vahpa tlyma, lapinô tlyma ta a hmô aw. Awnanopa pahnokheipa ta ku âpatuhpa vahpa/lapinô a châ cheingei aw.
 - b. A vahpa/lapinô a y khao leipazy châ ama sawzy hry liata mo pakha ta a sapa kô 18 a tlohna taih a hmô thei aw. Saw hmeihseih leipa, saw ta ama lapazy ta hmô thei aw vei ei.
 - c. Vâhpa tlyma, Lapi tlyma a hnei leipa hriatuhpa cha a paw tlyma, a nô tlyma ta family pension a hmô aw. Anô tlyma, a paw tlyma a y vei khiakta cha a unawh/sietanô hry ta pakha kha ta kô 10 chhôn a hmô thei aw.

Pension pachhâsa theina

9. Pension a nie haipa cha hezy vâta pension pachhâsa awpa a cha.
 1. Family pension a hmô ngâhaipa ta dyh a châ hawpa.
 2. Pension a hmô haipa ahyrai Awnanopa py hro lâta apuapa.
 3. Pension a hmô haipa ahyrai meithe chhaichhi chabapa ta sawkhah adyuhpa.
 4. Pension a nie haipa ahyrai Awnanopa dâh/ryh a chapiapa (chhoreina)

10. Pensionzy hlao Formular

1. Hriatuhpa Pension = $\frac{\text{Last pay (Basic)} \times \text{service}}{70}$
2. Family Pension = $\frac{\text{Last Pay (basic)} \times \text{Service}}{70 \times 2}$
3. EM Native Pension = $\frac{\text{Last pay (Basic)} \times \text{Service}}{80}$
4. Native Family pension = $\frac{\text{Last Pay (Basic)} \times \text{Service}}{80}$
5. Hriatuhpa Medical Pension = $\frac{\text{Last Pay (Basic)} \times \text{Service}}{70 \times 2}$

BO – 3

GRATUITY NATA PENSION FUND

11. Gratuity Hmôna

1. Hriatuhpa regular post rai a i-pa liata a hriapazy ama pension tita tlyma, ama thi tita tlyma ary liata palasapa hawhta gratuity hmô theipa a châ aw. Hmônazie cha:
 - a. Service kô 10 nata a chô la zy cha he formula hawhta piepa ama châ aw.

$$\text{Gratuity} = \frac{\text{Basic} \times \text{Service}}{2}$$

- b. Pension theina kô atloh mâh leipazy cha he formula hawhta piepa a châ aw.

$$\text{Gratuity} = \text{Basic} \times \text{Service} \times \frac{2}{3}$$

12. Pension Fund

1. Pension Fund pachôna & piena cha Finance & Property paryhsana zie hawhta a châ aw.

2. Hriatuhpa a-ipa ahyrai Pension & Provident Fund châta thla ta tota ta Basic Pay tawhta 5% a pachô lyma aw ta, pension a la tita â pachôpa zydua cha a la heih aw. PPF a pachô leipa cha pension hlao piepa châ aw vei.
3. Assembly ta rai a i-pa ta a pahriasapa zydua kô kha ta thla 13 hlao pie aw ta, thla 13na Basic pay he Gratuity & Pension Fund (GPF) tahpa châ aw ta, Bank liata paso awpa a châ aw.

BO – 4

DÂH TAOPATHI THEINA

13. MEC Pension Rules taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

Ryureina Chhithana Dâh

2. Biereituhpa maih ta aduahpa ta chairperson lâ aheihpa ta bie ama rei awpa a châ. Bierei tita, “Puhpa/Pi Chairperson” tahpa aw tua lymâpa a châ.
3. Member pakha ta agenda miakha liata ei thôh hlâta a hlulh via reipasaipa châ vei.
4. Ryureina liata a eichhiana a y tita, member-zy palôh pasa tu awpa reikah cha hmâ lei awpa a châ. A eichhiana bie chhao khôtho lâ rei papua awpa châ hra vei.
5. Ryureina âthaona tawhta a chhâna taihta a hlao awpa a châ aw.

7. Agenda (bie pahruana) taona dâh

1. Ryureina liata Chairperson ta agenda cha pangiatuhpenawhzy pareisa tua aw ta, cha khai tawhta zawpi lâta reina daihti a pahy aw.
2. Cha khai tawhta cha kyh liata pahruana a tao khothpa maih ta ama tao aw. Cha pahruana cha a pykheituhpa ama y leipa khihta cha bietloh leipa hawhta pachâpa a châ aw.
3. Member ahyrai ta agenda (pahruapa) cha a taopathi khoh khihtala, pahruana a taotuhpa hnoh ta hiah aw ta, ano ta a paryhsa khihtala agenda taopathi/baichha/paryh/thy theipa a châ aw. Pahruatuhpa ta a vaw paryhsa leipa khihtala agenda eihpa ta tao theipa a châ aw.
4. Apykheituhpa a ypa biepahruana (agenda) taotuhpa ta a pahruapa (agenda) cha phie/su heih awpa a khoh khih, vote la hlâta phie/su theipa a châ. Chyhsa hropa ta pahrua chanei heih sala, apykheituhpa ama y leipa khihtala phie/su hâ chiehpahrua heihna cha a py chanei theipa châ aw vei.
5. Apykheituhpa a ypa pahruana (agenda) yzie âlyupa miakha hlâta hlulh via a y khihta la, chairperson ta pahlyhpakhyapa ta a kheihawhpa hema vote awpa tahpa a tlyh thei aw. Chairperson ta cha hawhta a tao khihtala, vote leipa

Ryureina Chhithana Dâh

2. Ryurei thei, thei lei pahno n'awpa ta Maluh pakina hnei awpa a châ. Secretary ta maluh pakina hnei aw ta, meeting tao thei, thei leina kyh cha Chairman ta a puah awpa a châ.
3. Ryureina liata report pie awpa a y khihta, report piena a y aw. Report chô liata hiahrynazy, reipahmaohna chhao a y aw.
4. Ryureina hnôh chaipa minute reina a y aw. Minute he Secretary ta a reih aw. Minute hriapazihna chhao a chhopasia aw. Cha kyh liata zawpi lâ tawhta hiahriana a y khih, a chhy aw.
5. Ryureina agenda reina a y aw.
6. Agenda zydua rei khai tawhta Minute puahna hneipa a châ aw. Chairman ta paryh awpa âbyuh. Byuh lei zawpi lâta a hiahri aw. Paryh byuhpa zydua paryh khai tawhta apyna hnei awpa a châ. Apykheina châta ku chaluah awpa a châ aw.
7. Minute puah khai tawhta daihti pachhana châta hlasana nata thlahchhana hnei awpa a châ aw.

3. Chairperson duahmo nata tao awpazy

MEC Awnanopa Ryureina maih liata Chairperson (Chairman) duahmo nata tao awpazy cha he hawhta a châ aw.

1. MEC Assembly ta a hmâ haipa Constitution nata Bye-laws hawhta ryureina a chhitha aw.
2. Ryureina chhôn liata hmo yzie ado leipa tlyma, a eichhiana tlyma a vaw y khihta la, Chairman cha tao padotuhpa nata pachhaituhpa a châ aw.
3. Chyhsa pano âraohpa ta a vaw duah ei sala, Chairperson tawhta ahlâ viapa cha bie pareisa tua aw ta, cha khai tawhta â viasa âdua raohlahpa cha a pareisa aw.
4. Bie pachâ haipa agenda bie member-zy ta ama pahno thai lei khihtala, Chairperson ta zawpi thei thai awpa ta a reihpasia aw.
5. Chairman cha zawpi lâta agedâ khokheina a reih awpa châ vei. Agenda nata azaopa ta bie pahruatuhpa khohna cha

reihpasia thei aw ta, apykheina areituhpa deikua châ thei aw vei. Agenda chôchâh liata apykhei thei awpa ta, reipasiana a hnei khoh khiahta cha, Chairperson chakaona dyuchhai cha Vice Chairperson hnohta buakha a pavaosa awpa a châ aw. Cha agenda achha tawhta âtyuna su a la thei heih aw.

6. Chairperson cha biepathlu awpa ta vote palasatuhpa deita châ aw ta, vote pie aw vei. Vote â vaw kho haw khiah, biepathlu na'wpa ta casting vote a hmâh thei aw. Casting vote hmâh thei ta, a hmâh lei thei hra.
7. Ryureina liata member pakha kha ta, chairperson pachâ ta âdo lei kawpa ta a y khiahtala, Chairperson ta a pha a tah chhôn daihti cha ryureina tawhta a papua thei aw. Ryurei thei lei awpa taihta tymana a y khiahtala âryh a tahna daihti taihta ryureina a chalihsa thei aw.
8. Chairperson châna daihti cha Constitution hawhta nata Assembly ryureina ta a paryhsana zie hawhta a châ aw.
9. Ryureina Minute liata a moh â sign lymâ aw.

4. Vice Chairperson duahmo nata tao awpazy

MEC Awnanopa Ryureina maih liata Vice Chairperson/Chairman duahmo nata tao awpazy cha he hawhta a châ aw.

1. Chairperson tla leina tlyma, y leina tlyma, ano vyuhpa ta chairman chakao awpa ta raopa daihti liata ryureina chhithatuhpa a châ aw.
2. Chairperson ta bie pachâ haipa rei awpa tlyma, pahruana tao awpa tlyma, apykheituh awpa tlyma châ awpa akhoh khiahtala cha, ano vyuhpa ta Vice Chairperson ta ryureina a chhitha aw. Cha hawhpa daihti lia deileipa ta cha member hropa hawhta bie pachâtuhpa, reituhpa, pahruatuhpa, apykheituhpa nata vote chhao a hnei thei aw.

3. Chairperson su âthlana maihta Chairperson duahmo nata tao awpa zydua cha a tao khai aw.

5. Secretary duahmo nata tao awpazy

MEC Awnanopa Ryureina maih liata Secretary duahmo nata tao awpazy cha he hawhta a châ aw.

1. Ryureina su, noh nata daihti, atyuduana nata peimawhpazy a patohpatia chhielietuhpa a châ aw.
2. Chairperson kiahpâh chawei lâta âtyuh aw ta, âbyuh khiah Minute Secretary a châpâh aw. A eihpa ta Minute atly theipa a châ hra aw.
3. Chairperson asaohiaha ta agenda pachhuahpanohtuhpa châ aw ta, agenda biezy areihpasiatuhpa a châ aw.
4. Ryureina liata quorum alaichadaituhpa châ aw ta, quorum tloh / tloh lei Chairperson hnoh ta duahmo siapa a pahnosa aw.
5. Minute a mohpasiatuhpa châ aw ta, Minute parohpa alaichadai aw ta, hriapazihna zy, hria haipazy nata hria awpa ta pachhuah haipa biepathlupa zydua a vaotuhpa a châ aw.
6. Bie pachâ haipa cha kha hlata pachâ chiehpa a châ/ châ lei zy, hmâ haipa ryhpa nata âchakhia, chakhia lei zy liata Chairperson pasopakatuhpa a châ aw.
7. Ministers/member hropazy hawhta bie pachâ haipa areituhpa, pahruana taotuhpa, apykheituhpa, vote a pie theipa a châ khai thei aw.

6. Member zy duahmo nata tao awpazy

1. Ryureina maihta member zydua ta Chairperson bie nata chhithana ama zyh awpa a châ. Chairperson âdua thlâh nota bie rei awpa ta âdua pasaipa châ vei.

Atlyna Dâh

MARA EVANGELICAL CHURCH

ATLYNA DAH

GENERAL ELECTION RULES

Reipasiana:

1. **Dâh Moh:** He Dâh he “Mara Evangelical Church Atlyna Dâh (The Election Rule of the Mara Evangelical Church) tahpa a châ. Apachhona lâta Atlyna Dâh (Election Rule) tah awpa a châ.
2. **Dâh Hmâ pathaona :** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa châ aw. He Dâh heta Dâh Parohpa a thlâ aw.
3. **Dâh ta a ôpa:** He dâh hmâna heta MEC Assembly Offices, Presbytery, Pastor Bia, Khiehchhôn Awnanopa, Departments nata Assembly ry liata Department nanopazy chhôn liata atlyna a yna zydua a ô khai aw.

BO – 2

ASSEMBLY NÔPAWPAZY ATLYNA

Assembly Election Nomination Committee

4. Mara Evangelical Church, Assembly Officers nata Church Officers (General Election) hnei awpa daihti liata Election Nomination Committee padua awpa a châ aw. Nomination Committee cha he hawhta padua awpa a châ aw.
 1. Assembly Executive Committee ta member Election Nomination Committee a padua aw.
 2. Member-zy cha:
 - a. Moderator nata General Secretary-zy (2)
 - b. Presbytery vuytuapa (Presbytery Chairman)zy (4)
 - c. Pastoral Committee vuytuapa (1)
 - d. AEC ta angiabâhpa Awnanopa Machâ (2)

Ryureina Chhithana Dâh

pahruana (agenda) zy cha phie/su chiehpa hawhta pachâ awpa a châ.

6. Ryureina agendazy cha Concerned Secretary-zy ta ama patohpatia awpa a châ. Zawpi tawhta chhao agenda tao theipa châ aw ta, cha cha AOB (Any Other Business) tahpa a châ aw.
 7. Biepathluna cha ryureina ahlaopa member 51% hlâta hluh via paryhsana ta taopa a châ aw.
8. **Ryureina tao theina (Quorum)**
 1. Ryureina taotheina zie cha Constitution ta âhnawpa maluh hawhta a châ aw.
 2. A eihpa ta palasa leipa a chakhiahtala, Ryureina tao theina Quorum cha committee member 51% a châ aw.
 3. Meeting thokha cha Constitution liata palasapa hawhta Adjourned meeting pahrua theipa a châ aw. kheihawhpa meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum abyuh vei.
 9. **Biepathluna taona dah (Decision-making)**
 1. Ryureina liata bie pachâpa maih cha vote ta biechhawhpa a châ tyh aw. Vote lana dâh cha bah chaluahpa ta tlyma, pakah ta aryh/ ryh vei tahpa ta tlyma, châ ropa (secret ballot) ta tlyma tao theipa a châ aw.
 2. Ryureina bie pachâ haipa cha he hawhta biechhawhna tao thei awpa a châ aw.
 - a. Constitution taopathina kyh liata cha member suthôn pachhah suno ($\frac{2}{3}$) ta biechhawh awpa a châ.

- b. Constitution a châ leipa ryureina hropazy cha member 51% ta biechhawpa a châ aw.
3. Apykheituhpa ahneipa biepahruapa (agenda) miano tlyma, cha hlâta hluh via tlyma, a y khihtala ahnôh chaipa tawhta âpazi lymapa ta vote la awpa a châ. Agenda miano hlâta hluh viapa liata vote la tita, 51% atloh leipa khihta cha vote chyh chaipa thy ta, ahluk viapazy vote la heih awpa a châ. Ei no vote la khai tawhta vote âkho hâ heih khihta cha chairperson ta casting vote piepa ta biechhawna a tao aw.
4. Châ rohpa (Secret ballot) ta taopa vote cha reipasia khai ha tita Chairman ta phuah haw chiehpâ cha, ahyhmah ta sei theipa châ aw vei.

10. Minute Rona Yzie

1. Awnanopa ryureina heta Minute Bu hnei chyu aw ta, cha liana chata he hawhta ropa a châ aw.
 - a. Ryureina moh,
 - b. Ryureina noh,
 - c. Ryureina su,
 - d. Ryureina kiah theipa moh (maluh)
 1. Member tlohpa
 2. Vyuha ta akiahpa (Proxy)
 3. Delegates
 4. Hrua eihpa (Special Invitees)
 5. Saituhpa (Observers)
 6. Akiah thei leipa (Absentees)
 7. Biepachiapazy ropa a châ aw.
2. Minute cha Secretary tlyma, Minute Secretary tlyma ta a roh pangia tyh aw. Minute bu liata bie ropa cha ku ropa tlai a châ aw.

3. Bie pathlupa hawhta ropa châ aw ta, vote lapa a châ khihtala vote zie chhao liahsa ropa a châ aw.
 4. Minute roe khai tawhta Chairman, Secretary nata Minute Secretary-zy ama moh sign awpa a châ.
11. **Vote hnei theina yzie (Right of voting)**
Mara Awnanopa Ryureinazy liata vote a hnei thei awpazy cha he hawhta ama cha aw.
1. Assembly nata Assembly ry liata Committee ta member châta ta âpypa zydua
 2. MEC ta âkaolahpa awnanopa py hropa ta a vaw tuapa delegate zy
 3. Ryureina ta âpypa vyuhthuapa (Proxy) member zydua
 4. Assembly liata Moderator ta a hruapa co-opted member zydua
 5. Constitution nata By-law zy ta Ex-Officio member ta araopazy

12. Vote ahnei leipazy

- Hezy he Ryureina liata bie deita reih thei ei ta, vote a hnei leipazy ama châ aw.
1. Ryureina liata pachâna pie awpa ta hrua-eihpa (advisor) zy
 2. Ryureina saituhpa (observer)zy
 3. Pastor nata Awnanopa Machâ Pensioner-zy

Atlyna Dâh

- a. Zawpi ta a hnôh chaipa ta ama vaw candidate-pa cha pa (1)na
 - b. Zawpi ta a hmiatua chaipa ta ama vaw candidate-pa cha pa (2)na
 - c. Nomination Committee ta a vaw candidate-pa cha Pa (3)na
14. Ballot paper chatyna cha Commission member zy nata Assembly Ryureina hmiakô liata pahypa a châ aw. Secret ballot ta vote piepa a châ aw. Vote a pietuhpa zydua 51% nata chôlâ hmô hluh chaipa cha atly patlohpa a châ aw. Pakha ta chhao 51% vote ama hmô leipa khiah vote hmô chyh chaipa moh paraopa châ aw ta, pathla chaneipa a châ heih aw.
15. Atly chaneina liata pakha ta chhao 50% vote ama hmô heih leipa khiah, vote chyh chai a hmôpa moh paraopa châ heih aw ta, chatanachata chyhsa pakha vote 51% a hmôna taihta atly chaneipa a châ aw.
16. Pakha kha vote hluh via hmô sala, a hropazy cha a chyhna lâta vote hmôpa âkho haw khiah, a hluh viapa cha paso chypa ta, a chyh via a hmôpazy châta pathla chaneipa a châ aw. Vote chyh via chai a hmôpa moh paraopa châ heih aw ta, a hluh via a hmôpa moh atly patluapa a châ aw. He a tlyna liata 51% chô lâ hmô sala, a tly patlohpa ta phuah theipa châ aw vei. Atly tuana liata a hluh chaipa a hmôpa chyhsa nata atlyna tao heihpa a châ tua aw.
17. Chyhsa pano ta 50% vote saita ama hmô ha khiah, eino chaneipa ta vote pathlapa a châ aw. 50% vote pyly a châ heih khiah, Assembly Chairman ta pano hryta pakha cha a tlohpa ta a phuah aw.
18. Secretary (Election Commission) ta raihriana zydua cha a siapa ta a roh aw. Atly patlopa chyhsazy moh chhao rohpa ta Presiding

Atlyna Dâh

5. Nomination Committee ta **Assembly Office Bearers** châta a nominate-pa Candidates-zy cha Assembly Executive Committee ta â pypa moh rona form liata ropa ta Assembly Chairman ta atlyna daihti hlâta Election Commission Presiding Officer hnohta a pie aw. He zydua he hâ pazo leipa (confidential) ta taopa a châ aw.
6. Nomination Committee ta Assembly Office Bearers-zy châta he Constitution hawhta Candidate a tao aw.
1. Kô (4) term kha Church Officer-zy châta nominate awpazy
 - a. General Secretary
 - b. Associate General Secretary
 - c. Executive Secretary (Mission)
 - d. Executive Secretary (Education)
 - e. Executive Secretary (Social Concern)
- He hawhta atly thei awpazy cha:
- a. A sapa kô 35 hlâta nawh via leipa, a term chhâna daihti liata kô 65 nata kô 65 hlâta machâ via leipa.
 - b. Pastor chakaona kô (10) hlâta chyh via leipa, he heta probationary pastor ta a chakaona chhao a pahly.
 - c. Post miakha liata term (2) a pazaopa ta a hria leipa
2. Kô (2) term kha Assembly Officer châta nominate tao awpazy
 - a. Moderator
 - b. Dy. Moderator
 - c. Treasurer

He hawhta atly thei awpazy cha:

1. A sapa kô 45 hlâta nawh via leipa, kô 65 hlâta machâ via leipa
2. Pastor chakaona kô (15) hlâta chyh via leipa, he heta probationary pastor ta a chakaona chhao a pahly.

Atlyna Dâh

3. Post miakha liata term (2) a pazaopa ta a hria leipa
4. Treasurer cha Pastor tlyma, awnanopa Machâ tlyma hry tawhtapa a châ aw.

General Election liata Chairman (Moderator) maohphaona

7. General Election pathao hlâta Moderator ta election châta thlachhana program a pachhuhpanoh aw. Zawpi thlahchhana tlyma, zawpi vyuhpa ta mo pakha kha tlyma thlahchhana a rao thei aw.
8. Assembly Executive Committee ta a paduapa Election Nomination Committee ta Office Bearers-zy châta a vaw candidate-pazy moh rona form cha Moderator hnoh ta piepa a châ. Moderator ta cha candidate-pazy moh rona châhna cha Assembly Ryureina hmiakô liata General Election Commission Presiding Office ku liata a pie aw. Cha tawhta Election Commission ta atlyna a chhitha aw.

Assembly Election Commission raihria

9. Mara Evangelical Church Assembly Officers nata Church Officers (General Election) hnei awpa daihti liata atlyna chhithatuh awpa ta Assembly Election Commission cha he hawhta paduapa a châ aw.
 - a. General Assembly Ryureina noh khana liata Election Commission padua a châ aw.
 - b. Assembly ta Pastor nata Awnanopa Machâzy hry tawhta mo (7) a tlyh aw.
 - c. Chazy hry liata Assembly ta Presiding Officer pakha nata Secretary pakha a tlyh aw.
 - d. Officer châta candidate-pazy cha Election Commission liata pahlao theipa châ aw vei; Candidate-pa a vaw y pathlei ha khiahta cha Election Commission member châna pahlei aw ta, Assembly ta ano vyuhpa ta su ruapa thlai a pabie aw.

Atlyna Dâh

10. Election Presiding Officer ta nominated candidate-zy moh cha ao paropa ta Assembly ryureina liata a phuah aw. Assembly member-zy tawhta hiahnazzy, eina zy a y khiah ta cha Nomination Committee Chairman hnoh ta reipasiana hnei awpa ta a hrua aw. Assembly ryureina ta biechhâna a tao aw. Atlyna pathaona rakha tawhta ahy hmâh khâpa kyh liata chhao reina hnei thei khao aw veih ei.
11. Nomination Committee ta a candidate-pa thota, Assembly Member-zy tawhta a tly awpa ta ama khopa moh pa (2) ama chaluah thei hra aw. Bie pahruatuhpa (proposer) nata apykheituhpa (seconder) a y leipa pahruana cha apyh theipa châ aw vei. Assembly member-zy tawhta chaluahpa candidates mohzy chhao form liata rohpa ta Presiding Officer ta ao paropa ta a phuah aw. Moh chaluahpazy ama tlon (qualification) Assembly member chhoh liata pahno ama khoh khiah Presiding Officer ta daihti thliepa ta reipahmaohna a pahneisa aw. Cha daihti liata Candidates moh chaluahpa (candidate) zy cha Assembly ryureina chhoh tawhta ama pua chy awpa a châ.
12. Reipasia byuhpa zydua reipasiana hnei khai tawhta Presiding officer ta vote pathlana a chhitha aw. Ballot paper a do leipazy pathlua aw ta, vote a pathla hawpa member-zy chhao moh rona liata pahnona tao chhyhpa a châ hra aw. Pôhpa cheingei a ypa deita vote a pathla aw. Vote pathlana daihti liata candidate-pazy thâtih reina rai y khao aw vei. Vote pathla awpa ta ama awna daihti liata y tlamaw vei hra sala, vote pathla haina daihti chhoh liata a vaw tlô khiah vote a pie thei aw.
13. Candidate-pazy vote piena cha he hawhta paziah ta patlysa awpa a châ.

BO – 4
LOCAL HYUTUHPAATLYNA

Nomination Committee

- 24. Khihchhôn Awnanopa Hyutuhpa atlyna a y tita, Local Standing Committee tlyma, Local Standing Committee ta âbyuhpa ta a pahno khiah, Nomination Committee paduapa ta nominate (candidate) a tao awpa a châ aw.
- 25. Local Standing Committee ta Awnanopa Machâzy hry tawhta achyh chai ta Machâ kô (3) a hria hawpazy hry tawhtapa candidate (nominate) a tao aw.

Election Commission

- 26. Local Hyutuhpa atlyna liata Election Commission ta a chakao awpazy cha Biatuhpa pastor nata Biachhôn local liata Awnanopa Machâ pa (2)zy ama châ aw. Biatuhpa cha Presiding Officer a châ aw.
- 27. Awnanopa Machâ pa (2)zy cha Bia Ryureina ta a rao aw.

Atlyna dâh

- 28. Atlyna cha Local Annual General Meeting liata tao awpa a châ. Khihchhôn Awnanopa chyhsa ryhpa pakipa âkhophie hlâta hlüh via ama y leipa ta atlyna tao theipa châ aw vei.
- 29. Election Presiding Officer ta Local Standing Committee (Nomination Committee) ta Hyutuhpa châta ama candidate-pa moh cha Zawpi ryureina liata a phuah aw. Member-zy tawhta hiahrinazy, eina zy a y khiah ta cha Nomination Committee Chairman hnoh ta reipasiana hnei awpa ta a hrua aw. General ryureina ta biechhâna a tao aw. Atlyna pathaona rakha tawhta ahy hmâh khâpa kyh liata chhao reina hnei thei khao aw veih ei.

Officer nata ama moh sign-pa ta Assembly Chairman hnohta ama pie aw. Assembly Chairman ta a tlypatlohpa result cha zachhieh kawpa ao ta a phuah aw.

- 19. Election Commission, Secretary ta raihriana zydua cha châ ta roh (record) aw ta, raihria a pangoh tita châ zy, Minute nata record zydua cha Assembly Chairman hnohta pie khai aw ta, chatawhta Election Commission raihria chalihsapa a châ aw.

Atlypatlohpazy hlâna (pa-ina)

- 20. Assembly/Church Officers châta atlypatlohpazy cha he hawhta hlâna (pa-ina) hnei awpa a châ aw.
 - a. Assembly/ Church Officers châta atlypatlohpazy cha Khazohpa nata Assembly member-zy hmiakô ta, Assembly chhôn ABeipa noh my Khazohpa Achhyna daihti liata he hawhta Ngâchhiehna Bietaih (Oath of Affirmation) Moderator ta a pataosa aw.

Form A

Atlypatlohpa Assembly Office Bearer zy Biephuahna

Mara Evangelical Church châta atlypatlohpa keima ta bie ei taihpa cha ABeipa Zisu Krista pachuna, ngiapâna nata hrona, Mara Evangelical Church ta a pypa ngiapâna nata hmazie zy pabohsa aw nata, ei pachu lymâ aw. Mara Evangelical Church ta a hmâ haipa Constitution nata By-laws zy cha pabohsa aw na ta, ei zi lymâ aw. Assembly nata biehnaituhpazy ta keima chô ta mopasiana hnei ei sala, pachiana ama taopa kheihawhparai khatinorai ta ei pyh aw. Cha kyh liata palôhtlâh leina ei hneiipa chhaota, Assembly ta

Atlyna Dâh

Atlyna Dâh

pasaina ei na pie khiah deita ei reih aw, tahpa hmeihseihna kyh ta bie ei taih.

Date Sign
Moh

21. Assembly/Church Officer-zy ta Ngâchhihna bie liahsa ama taih khai tawhta Moderator ta he hawhta pa-ina (hlâna) a hnei aw.

**Form B
Pa-ina**

Mara Evangelical Church, Moderator keima ta awnanopa hmâ ngâ haipa Constitution nata bye-laws zy ta biehneina eina piepa hawhta Krista liata ei khoh ngaitapa cha Mara Evangelical Church châta thla noh, Assembly liata a tlypatlohpa a châ tahpa ei pahnopasia.

Mara Evangelical Church hmâ haipa Constitution nata ryhpazy hawh tlaita a tlypatlohpa a châpa vâta he raihria châta a tlypa a châpa pa-ina ta thla noh ta Khazohpa nata nâmo Awnanopa hmiakô liata liata ei moh ropa ta chakaona seal ta ei chahnao.

Date Sign
Moh

**BO – 3
DEPARTMENT LUHPAZY ATLYNA**

Department nanopa liata luhpazy rai atlyna (rai piena)

- 22. Ary liata hriatuhpazy he kô 4 term kha châta Officers’ Council Meeting ta rao chhielie aw ta, Assembly a tlôkhei aw.
 - a. Principal, Lorrain Theological College
 - b. Director, Lorrain Bible Correspondence
 - c. Director, Evangelical Mission, Myanmar
 - d. Dy. Director, Evangelical Mission, Myanmar
 - e. Director, Board of Theological Education
 - f. Secretary, Presbytery
 - g. Secretary, Service and Development
 - h. Secretary, Krizyhpa Nô Py
 - i. Secretary, Krizyhpa Thyutlia Py
 - j. Secretary, Krizyhpa Hawti Py
 - k. Secretary, Krizyhpa Paw Py

**BO – 3
IN-CHARGE PIENA**

In-Charge a piena

- 23. Assembly/Church Office Bearers-zy châta atlypatlohpa zy he hawhta raihriana in-charge a piepa a châ aw.
 - a. In-charge a piena Officers Council Meeting liata tlyma, Executive Committee meeting liata tlyma a châ aw.
 - b. In-charge piena cha pakah ta a piena châ aw vei. Atlypatlohpa hnoh ta record, files nata raihriana zydua cha charge atlypatlohpa ama châ tawhta noh 30 chhôn liata thlai piepa a châ aw. Office Bearers zydua hnohta copy pie khaipa a châ aw.

Atlyna Dâh

40. Hyutuhpa châta atlypatohpazy ta Ngâchhihna bie liahsa ama taih khai tawhta Moderator tlyma, Biatuhpa Pastor tlyma ta he hawhta pa-ina (hlâna) a hnei aw.

**Form - B
Pa-ina**

Mara Evangelical Church, Moderator/Biatuhpa keima ta awnanopa hmâ haipa Constitution nata bye-laws zy ta bieheina eina piepa hawhta Krista liata ei khoh ngaitapa cha MEC Local Church liata Hyutuhpa châta/...../..... noh ta a tlypatlohpa a châ tahpa ei pahnopasia.

Mara Evangelical Church hmâ haipa Constitution nata ryhpazy hawh tlaita a tlypatlohpa a châpa vâta he raihria châta a tlypa a châpa pa-ina ta thla noh ta Khazohpa nata nâmo Awnanopa hmiakô liata liata ei moh ropa ta chakaona seal ta ei chahnao.

Date Sign
Moh

**BO – 5
DÂH TAOPATHI THEINA (AMENDMENT)**

41. He Election Rule taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

Atlyna Dâh

30. Nomination Committee ta a candidate-pa thota, Annual General Meeting member zy tawhta a tly awpa ta ama khopa moh pa (2) ama chaluah thei hra aw. Bie pahruatuhpa (proposer) nata apykheituhpa (seconder) a y leipa pahruana cha apyh theipa châ aw vei. Member-zy tawhta chaluahpa candidates mohzy cha Presiding Officer ta ao paropa ta a phuah aw. Moh chaluahpazy ama tlonâ (qualification) cha member chhoh liata pahno ama khoh khiah Presiding Officer ta daihti thliepa ta reipahmaohna a pahneisa aw. Cha daihti liata Candidates moh chaluahpa (candidate) zy cha ryureina chhoh tawhta ama pua chy awpa a châ.

31. Reipasiasia byuhpa zydua reipasiana hnei khai tawhta Presiding officer ta vote pathlana a chhihtha aw. Ballot paper a do leipazy pathlua aw ta, vote a pathla hawpa member-zy chhao moh rona liata pahnona tao chhyhpa a châ hra aw. Pôhpa cheingei a ypa deita vote a pathla aw. Vote pathlana daihti liata candidate-pazy thâtih reina rai y khao aw vei. Vote pathla awpa ta ama awna daihti liata y tlamaw vei hra sala, vote pathla haina daihti chhoh liata a vaw tlô khiah vote a pie thei aw.

32. Candidate-pazy vote piena cha he hawhta paziah ta patlysa awpa a châ.
a. Zawpi ta a hnôh chaipa ta ama vaw candidate-pa cha pa (1)na
b. Zawpi ta a hmiatua chaipa ta ama vaw candidate-pa cha pa (2)na
c. Nomination Committee ta a vaw candidate-pa cha Pa (3)na

33. Ballot paper chatyna cha Election Commission member zy nata Zawpi Ryureina hmiakô liata pahypa a châ aw. Secret ballot ta tlyma, ku chaluahpa ta tlyma, châhna liata moh ropa tlyma ta vote piepa a châ aw. Vote a pietuhpa zydua 51% nata chôlâ hmô hlul

Atlyna Dâh

chaipa cha atly patlohpa a châ aw. Pakha ta chhao 51% vote ama hmô leipa khiah vote hmô chyh chaipa moh paraopa châ aw ta, pathla chaneipa a châ heih aw.

34. Atly chaneina liata pakha ta chhao 50% vote ama hmô heih leipa khiah, vote chyh chai a hmôpa moh paraopa châ heih aw ta, chatanachata chyhsa pakha vote 51% a hmôna taihta atly chaneipa a châ aw.

35. Pakha kha vote hluh via hmô sala, a hropazy cha a chyhna lâta vote hmôpa âkho haw khiah, a hluh viapa cha paso chypa ta, a chyh via a hmôpazy châta pathla chaneipa a châ aw. Vote chyh via chai a hmôpa moh paraopa châ heih aw ta, a hluh via a hmôpa moh atly patluapa a châ aw. He a tlyna liata 51% chô lâ hmô sala, a tly patlohpa ta phuah theipa châ aw vei. Atly tuana liata a hluh chaipa a hmôpa chyhsa nata atlyna tao heihpa a châ tua aw.

36. Chyhsa pano ta 50% vote saita ama hmô ha khiah, eino chaneipa ta vote pathlapa a châ aw. 50% vote pyly a châ heih khiah, Annual General Meeting Chairman ta pano hryta pakha cha a tlohpa ta a phuah aw.

37. Secretary (Election Commission) ta raihriana zydua cha a siapa ta a roh aw. Atly patlopa chyhsazy moh chhao rohpa ta presiding Officer nata ama moh sign-pa ta Annual Meeting Chairman hnohta ama pie aw. Annual General Meeting Chairman ta a tlypatlohpa result cha zachhih kawpa ao ta a phuah aw.

38. Election Commission, Secretary ta raihriana zydua cha châ ta roh (record) aw ta, raihria a pangoh tita châ zy, Minute nata record zydua cha Annual General Meeting Chairman hnohta pie khai aw ta, chatawhta Election Commission raihria chalhsapa a châ aw.

Atlyna Dâh

Atlypatlohpa zy hlâna (pa-ina)

39. Local Hyutuhpa châta atlypatlohpa zy cha he hawhta hlâna (pa-ina) hnei awpa a châ aw.

a. Hyutuhpa châta atlypatlohpa zy cha Khazohpa nata Assembly member-zy hmiakô ta, Assembly chhôn ABeipa noh za lâ Khazohpa Achhyna daihti liata he hawhta Ngâchhihna Bietaih (Oath of Affirmation) Moderator ta a pataosa aw.

b. A cha vei khiah, Assembly paryhsana zie hawhta Biatuhpa Pastor ta Pahnokheituhpa Awnanopa Machâ pa (2) chhao ta, ama chakaona awpa local church liata ABeipa noh my Khazohpa Achhyna daihti liata he hawhta Ngâchhihna bietaih (Oath of Affirmation) a pataosa aw.

Form - A

Awnanopa Hyutuhpa Biephuahna

Mara Evangelical Church châta atlypatlohpa keima ta bie ei taihpa cha ABeipa Zisu Krista pachuna, ngiapâna nata hrona, Mara Evangelical Church ta a pypa ngiapâna nata hmazie zy pabohsa aw nata, ei pachu lymâ aw. Mara Evangelical Church ta a hmâ haipa Constitution nata By-laws zy cha pabohsa aw na ta, ei zi lymâ aw. Assembly nata biehneituhpazy ta keima chô ta mopasiana hnei ei sala, pachiana ama taopa kheihawhparai khatinorai ta ei pyh aw. Cha kyh liata palôhtlâh leina ei hneipa chhaota, Assembly ta pasaina ei na pie khiah deita ei reih aw, tahpa hmeihseihna kyh ta bie ei taih.

Date

Sign

Moh

5. Chhōkhka arao hawpazy paduapathina liata deichhyna
6. Sawzy nôvah pathaihpa ama hnei thei nawpa ta pachuna
7. Awnanopa nata khihtlâh liata chakaona âbyuhpazy chakaona

BO-3

**LOCAL KNP CHHIHTHATUHPAZY
(OFFICE BEARERS) MAOHPHAONAZY**

14. **Local KNP Nôpawpazy (Office Bearers):** Local KNP âduana maih ta Office Bearers (6) he hawhta ama hnei awpa a châ aw. Hezy he kô 4 term kha châta atlypa a châ aw.

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Finance Secretary
6. Treasurer

15. **President:** Biehneina nata Tao awpazy cha:

1. Local KNP liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
2. Local KNP member hry tawhta kô 4 term kha ta châta atlypa a châ.
3. Local KNP Committee zydua liata Chairperson ta a chakao aw.
4. Local KNP hmâhsiena, thatlôna nata apôkhkana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.
5. Local KNP hmohneipa (Property) âvaotuhpa nata mohôh ta pabohsatuhpa a châ aw.
6. Py vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.

**KRIZYHPA NÔ PY
CHHIHTHANA DÂH**

BO - 1

REI PASIANA NATA DÂH MOH

Reipasiana: Mara Evangelical Church Krizyha Nô Py (KNP) he Constitution Bo. 6, Articles 90 (b) yzie hawhta paduapa a châ. He dâh he MEC Constitution Bo. 17 Articles 243 (q) ta a hneipa chhithana dâh ta a châ.

1. **Dâh moh:** He Dâh he “Krizyha Nô Py Chhithana Dâh” tahpa châ aw ta, a pachhohna zie ta “KNP Chhithana Dâh” tahpa a châ aw.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ.
3. **Paduana Noh** : Mara Evangelical Church, Krizyha Nô Py cha Missionary Pinô Vailinô ta 1951 May 17 noh ta a paduapa a châpa vâta May 17 noh ta KNP adua noh ta hmâpa a châ.
4. **Bievaopa (Motto):** KNP bievaopa cha “Kei nata ei chhōkhkazy heta la ABeipa eima chakao aw” (Zawsua 24:15) tahpa a châ.

5. **Dâh ta a ôpa chhoh:** MEC Awnanopa liata KNP âduana maih liata he Dâh he hmâ awpa a châ.
6. **Dâh ta â chhuahpa:** KNP paduana chhâpa nata âchhuahna
 1. Awnanopa chakaona liata chanôzy ama hlao lyma awpa
 2. Krizyha chhohkha phapa padua awpa
 3. Awnanopa achhuahna pitloh thei nawpa ta Assembly kuphei châ lymâ awpa
 4. Nôzy ta hârâ nôhmei nata mâchhiesapazy thlah palôh awpa
 5. Awnanopa khichhaizy mohôh awpa
7. **Ngiana (Logo) chhopsiana:** KNP ngiana cha âhlôpa (circle) chhoh liata Biehai y ta, Biehai hnoh kyh liata Kraws he arôh saiha ta a y. Biehai nata Kraw chô liata py bievaopa ropa a châ aw. Biehai ry liata Estd: 1951 tahpa ropa a châ. Âhlôpa khôtho lâta a hlôpa patho heihpa châ aw ta, a chhoh liata a chôla tawhta Mara Evangelical Church, a rylâ ta Krizyha Nô Py tahpa ropa a châ.
8. **Pahniena Poh (Banner) chhopsiana:** He py ta Banner a hneipa cha pohthâ 2:3 pa, a roh cha a sâhphaohpa (blue) châ aw ta, a chhoh liata ngiana (logo) a y aw.
9. **Seal :** KNP seal cha 2 inches âhlôpa châ aw ta, achô lâta Mara Evangelical Church tahpa ropa châ aw ta, ary lâta Krizyha Nô Py tahpa ropa a châ aw. Âhlôpa chhoh liata No... nata ary liata Date ... tahpa ropa a châ aw.
10. **Mission Statement:** MEC Awnanopa ngiapâna, taozie nata KNP Bievaopa hawhta Chhohkha ta ABeipa a chakaopa châ thei nawpa ta sasyh hro apakypa ta Krizyha Nô zydua akaona pathaiha nata apôhkhana chô ta, tlokhuh eima hria lyma aw. v

BO - 2

KNP PADUANA NATA RAIHRIA

11. **Local Church liata KNP cha he hawhta padua theipa a châ.**
 1. MEC local church âduana maih ta KNP padua theipa a châ.
 2. Local church liata paduapa Krizyha Nô Py cha “Local KNP” tahpa a châ.
 3. Local Committee pahnokheipa ta paduapa châ aw ta, Biatuhpa Pastor, Local Hyutuhpa nata Awnano Machâ pano chhaota padua kheipa a châ aw.
 4. Local KNP padua thiehpazy cha Central KNP Secretary lata thlai pahnosa awpa a châ aw ta, Assembly lâta report awpa a châ.
12. **KNP member châna cha he hawhta a châ aw.**
 1. MEC ngiapâna nata biezyhpazy, KNP chhithana Ryha a pyha Nô ahyrai ta Member châ theipa a châ.
 2. MEC local church chhoh liata nô zydua
 3. Dyh a châ leipa chhao ta Chanô kô 40 tawh a chôlâpa zydua
 4. Local church liata Khichhoh Machâ a châpa chhao ta KNP member a châ aw.
 5. Local liata Awnanopa Machâ ta atly hawpazy chhao KNP member châ thei aw ei ta, Local Standing Committee liata full ta a chakao awpa ama châpa vata KNP chhithatuhpa châ deikua atly theipa châ aw vei.
13. **Local KNP ta rai a hria awpa cha he hawhta a châ aw.**
 1. He Py ta âchhuahpazy pitloh thei nawpa ta a hria aw.
 2. Krizyha chhohkha maisâh padua ta chakaona
 3. Kyhpachâ Hawtazy Deichhyna
 4. Machâpazy, nôhmei, pawhmeipazy nata thina-nôpona atyhpazy, chieh leipazy deichhy ta thlahpalôhna

2. Local KNP Executive Committee member-zy
 - a. KNP member 20-50 taihta cha EC member 7
 - b. Member 50 tawhta Maluh 20 pôhna maih ta EC member pakha baichha lyma awpa
 - c. Local KNP miakha liata Executive Committee member (OB nata EC member) zydua mo 20 hlata hluh via hnei theipa châ aw vei).
3. Local Standing Committee ta a tuapa Awnanopa Machâ nata Khichhôn Machâzy hry tawhta Advisor (2)
4. Biatuhpa Pastor nata Hyutuhpa cha Ex-officio member ama châ.

26. Local KNP Executive Committee Biehneina nata raihriazy

1. Local KNP chhituhpazy atlyh chhili (nominate) aw ta, General committee a tlôkhei aw.
2. KNP aduanoh hmâ pha via theina a pachâ aw. Abyuhpa ta a pahno khiah, General Meeting a tlôkhei aw.
3. Local KNP hmo hneipazy mohôh aw ta, a pabohsa aw.
4. KHD mohôh pha viana lâthlôh a pachâ lymâ aw.
5. KNP target patloh theina a pachâ lymâ aw.
6. Assembly hmâ haipa sôh avaona dâh hawhta KNP sôh mohôhna nata apôhna lâthlôh a pachâ aw.
7. KNP General Committee, daihti, su nata program zy a pachâ aw.
8. Term chhâ hlâta chhihtuhpazy su ruapa a y khiah pabiena pachâ aw ta, Local Standing Committee a report aw.
9. Presbytery KNP ryureina lâta pachâna phapa agendazy a patôhpatia aw.
10. General Committee ta bie a pathluhpazy nata rai a pahniehpazy a hria aw.
11. General Committee miano likawh liata hmo chatliepazy a hria aw.

16. Vice President: Biehneina nata Tao awpazy cha:

1. President a baotuh chaipa a châ aw.
2. Local KNP member hry tawhta kô 4 term kha ta atlypa a châ. Atlynoh ta ano pôhpa a y leipa chhao ngiabâhpa cha atly theipa a châ.
3. President y leina/thei leina daihti liata President maohphaona zydua a hria aw.

17. Secretary: Biehneina nata Tao awpazy cha:

1. Local KNP member hry tawhta kô 4 term kha châta atlypa a châ.
2. President asaohiaha ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuahpanohtuhpa a châ.
3. Committee biepathluhpazy a laichadai tyh aw ta, file, minute book, record a vao aw. Abyuhna hawhta sahlao lâta a pahnosa tyh aw.
4. Kô chhâna General Meeting liata kôkha chhôn report nata KNP Statistics a report a pie tyh aw.
5. Local KNP hmâhsiena, thatlôna nata apôhkhana a pachâ tyh aw.
6. KNP Committee nata chô lata biehteituhpazy ta rai a pahniehpazy a hria aw.

18. Assistant Secretary: Biehneina nata Tao awpazy cha:

1. Secretary a baotuh chaipa a châ aw.
2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
3. KNP Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

19. **Finance Secretary:** Biehneina nata Tao awpazy cha:

1. Local KNP sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh lyma aw.
2. Py sôh pôh thei nawpa ta patohpatiatuhpa a châ aw.
3. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia lyma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw. Hâtâ ei no hluphi py sôh a ku liata a paso awpa châ vei.
4. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duahmo report a pie tyh aw.
5. Bank Facility yna su liata Treasurer nata Joint ta Bank account ama pahy aw.
6. Local KNP chhaichhi (Property) zydua Record rohna “Register” tao awta, a phapa nata a raopa zy chhao a sia kawpa ta a roh tyh aw.

20. **Treasurer:** Biehneina nata Tao awpazy cha:

1. Finance Secretary tawhta sôh dao tyh aw ta, Cash Book liata roh tyh awta, Py sôh â vao tyh aw.
2. Local KNP ta Bank Account (Joint) a hnei khiah tala Finance Secretary nata sôh sopa (deposit) nata la papuapa (withdrawal) ama tao tyh aw.
3. Py sôh hmâna zydua Cash Book liata roh lymâ awta, Cash Memo/ Bill zy a sia kawpa ta a paso tyh aw.
4. Ngâchhih kawpa ta py sôh paso aw ta, mohropa hnohta dyu pacheisa aw vei.
5. Abyuhna maih ta sôh mohpasia (audit) thei awpa ta Cash nata Cash Book zy khatino raita a patohpatia tyh aw.
6. Local KNP sôh he Local Church Finance Secretary siepahliepa ta Local Church Treasurer lâ angia aw ta, Headquarters lâta thla kha eikha lyma paphaopa a châ aw.

21. **Local KNP Office Bearers Meeting nata maophaona**

1. Member zy cha Office Bearers (6)zy ama châ aw. Abyuhpa ta ama pahno khiah, Local church ta a tuapa advisor chhao a hrua thei aw. He he rai patlapasaona meeting a châ via pachai aw.
2. KNP General Meeting nata Local KNP (EC) meeting biepathlupazy a hriapazih aw.
3. Abyuhna hawhta meeting pahrua theipa a châ aw.
4. Bie chatliepa a y khiah, hriapazih aw ta, a hriapazihna cha a y tua chaipa EC meeting liata a report awpa a châ.

22. **Advisors:** Local KNP meetingzy liata pasopakâtuh awpa nata ama saohiah via pachai awpa ta Local Awnanopa committee ta Advisor pano (Machâ nata Khichhôn Machâzy hry tawhta kô 2) term kha châta a tuah tyh aw.

23. **Auditors:** Local KNP ta Auditor eihpa hnei leipa awta, Local Awnanopa Auditor he âhly lymâ awpa a châ.

BO-4

**LOCAL KNP EXECUTIVE COMMITTEE
MAOPHAONAZY**

24. Local KNP ta raihriana nata mohôhna raihriana liata hmâsie via lyma thei nawpa ta LOCAL KNP COMMITTEE a hnei aw. Cha cha Local KNP Executive Committee Meeting tahpa a châ

25. **Local KNP Executive Committee Member :**

Hezy he Local KNP Committee memberzy ama châ aw.

1. Local KNP Office Bearers- (6) (Kô 4 term kha châta atlypatlohpazy)

30. **Presbytery KNP Ryureina: Office Bearers**

Presbytery KNP chyua ta Office Bearers (6) ama hnei aw. Chazy cha Local KNP Office Bearers member-zy hry tawhta kô 2 term kha ta atly awpa a châ.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Finance Secretary
6. Treasurer

31. **Presbytery KNP Office Bearers cha** term 2 (kô 4) taih a pazao thei aw. Term 2 a pazao hawpa cha achyh chai ta kô 2 (term kha) a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.

32. **Chairperson: A duahmo nata raihriazy**

1. Presbytery KNP Ryureina nôpaw chaipa nata chhithatuh chaipa a châ.
2. Ryureina liata chairperson a châ aw, casting vote a hnei thei aw.
3. Presbytery KNP hmohneipazy avaotuhpa a châ aw.

33. **Vice Chairperson: A duahmo nata raihriazy**

1. Chairperson baotuh chaipa a châ aw.
2. Chairperson a yvei chhôn ta a vyuhpa ta maohphaona a latuhpa a châ aw.
3. Ryureina ta raihria a pahniehpazy a hria aw.
4. Elect chairperson hawhta châ aw vei.

34. **Secretary: A duahmo nata raihriazy**

1. Presbytery KNP Ryureina minutezy a lai Chadaituhpa, Record nata Filezy a vaotuhpa a châ aw.

12. General Committee lata agenda tao awpazy, Presbytery KNP lâta bie pangiah awpazy a pachâ chhilie aw.

27. **Local KNP Executive Committee Meeting**

1. Achyh chai ta thlakha ei kha meeting tao awpa a châ aw.
2. President nata Secretary ta âbyuhpa ta ama pahnokhiah, meeting ama pahrua thei aw.
3. A daihti nata su cha Office Bearers ta a pachâ aw.
4. Quorum cha mebâh 51% a châ aw.
5. Meeting awna cha noh 7 abyuhpa ta pahruapa a châ aw.
6. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.
7. **Adjourned meeting:** kheihawhpa Local KNP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.

**BO- 5
GENERAL COMMITTEE NATA
MAOHPHAONAZY**

28. **General Committee nata Biehneina**

1. Local KNP liata Member zydua ôpa ypakhyapa he “**General Committee**” tahpa châ aw ta, cha meeting cha “**General Meeting**” a châ. Local KNP President ta Chairperson ta chakao aw ta, Local KNP Secretary cha Secretary ta a chakao aw.
2. Hezy he **Local KNP General Meeting member** zy cha:
 - a. Local KNP Office Bearers (6)
 - b. Local KNP Executive Committee member zydua
 - c. Local KNP member zydua

- d. Local Standing ta a tuapa Advisors (2)
- e. Biatuhpa pastor nata Hyutuhpa cha Ex-Officio member ama châ.

3. General Committee biehneina nata raihriazy:-

- a. General Meeting he Local KNP liata biehnei chaipa a châ aw.
- b. Local KNP hmâhsiena, apôkhkana nata Awnanopa achhuahna pitloh thei nawpa ta hmâh a la hra aw.
- c. General Meeting lia ngâlâh ta Local KNP General Election nata By-Election hnei awpa a châ aw. Cha cha Local Standing Committee chihthana ta election taopa a châ aw.
- d. Local KNP Executive Committee ta a pachhuahpanohpa agendazy a pachia aw.
- e. Kô chhoh KNP report dao aw ta, Presbytery KNP lâta raihria awpazy agenda taotuhpa a châ aw.
- f. KNP aduana ahmâ phana a pachâ aw.
- g. Âbyuhna kyh liata raihria awpa ta Board a padua thei aw.
- h. Local Standing nata Central KNP ta a pahniehpa raizy a hria aw.

4. General Committee Meeting

- a. A chyh chai ta kôkha ta eikha, kô chhâna liata hnei awpa a châ aw.
- b. KNP: EC ta abyuhpa ta a pahno khiah, Local KNP Zawpi Ryureina a pahrua thei aw.
- c. A daihti, su nata program cha KNP: EC Ryureina ta a pachâ aw.
- d. Quorum cha mebâh zydua 31% a châ aw.

- e. Meeting awna cha a chyh chai ta noh 14 âbyuhpa ta hruana tao awpa a châ. Peimawhpa vâta pahruapa meeting (special zawpi meeting) cha noh 7 âbyuhpa ta hruana tao awpa a châ.
- f. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.
- g. **Adjourned meeting:** kheihawhpa Local KNP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum abyuh vei.

**BO- 6
PRESBYTERY NÔ PY RYUREINA (PKNPR)
OFFICE BEARERS-ZY
DUAHMO NATA MAOHPHAONAZY**

29. Presbytery KNP Ryureina (PKNPR) yzie nata pachhahna

- 1. MEC Awnanopa Presbytery Ryureina pachhahnazie hawhta Presbytery chhoh KNP sahlaozy syhpakhypa ta ryureina hneipa châ ta, cha cha Presbytery KNP Ryureina tahpa a châ.
- 2. Presbytery KNP Ryureina he MEC ta Presbytery ryureina a pachhahna zie hawhta pachhahpa a châ.
 - a. No. I Presbytery KNP Ryureina
 - b. No. II Presbytery KNP Ryureina
 - c. No. III Presbytery KNP Ryureina
 - d. Nov. IV Presbytery KNP Ryureina

KNP Chhithana Dâh

3. Secretary (MEC: KTP Secretary a châ aw)
 4. Assistant Secretary
 5. Finance Secretary
 6. Treasurer
42. **KNP Central Office Bearers cha** term 2 (kô 4) taih a pazao thei aw. Term 2 a pazao hawpa cha achyh chai ta kô 2 a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.
43. **Chairperson:** Biehneina nata Tao awpazy cha:
1. Central KNP liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
 2. Central Conference nata Office Bearers Committee meeting zydua liata Chairperson ta a chakao aw.
 3. MEC- KNP hmâhsiena, thatlôna nata apôhkhana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.
44. **Vice Chairperson :** Biehneina nata Tao awpazy cha:
1. Chairperson baotuh chaipa a châ aw.
 2. Chairperson y leina/tlah leina daihti liata Chairperson maohphaona zydua a hria aw.
45. **Secretary:** Secretary Biehneina nata Tao awpazy cha:
1. MEC General Assembly ta kô (4) term kha châta a rao aw. MEC Headquarters, Krizypa Nô Py Department Office liata â tyuh aw.
 2. KNP hmo hneipazy, recordzy, filezy, minutezy a vaotuhpa nata pabohsatuhpa nata a laichadai ta a hriazihtuh chaipa a châ aw.
 3. KNP vyuhpa ta châ rohtuhpa nata daotuhpa, KNP hmâhsiena a pachâtuh chaipa a châ aw.

KNP Chhithana Dâh

2. Chairperson a saohiahpa ta Meeting a pahruatuhpa, châ rotuhpa, pasotuhpa a châ aw.
 3. Presbytery KNP raihriazy cha Central KNP Conference lâ report pietuhpa nata Meeting châta agendazy a patohpatiahtuhpa a châ aw.
 4. PKNPR ta a pahniepa raizy a hria aw.
35. **Assistant Secretary: A duahmo nata raihriazy**
1. Secretary baotuhpa a châ aw.
 2. Secretary y vei nota vyuhpa ta maohphaotuhpa a châ aw.
 3. Committee-zy liata minute rotuhpa a châ aw.
 4. Committee ta a pahniepa raizy a hria aw.
36. **Finance Secretary: A duahmo nata raihriazy**
1. PKNPR apakhyna sôh a pôh via thei nawpa ta pachâpazituhpa, patôhpatiatuh chaipa a châ.
 2. Committee ta a pahniepa raihriazy hria aw.
37. **Treasurer: A duahmo nata raihriazy**
1. Presbytery KNP Ryureina sôh a vaotuhpa nata pabohsatuhpa a châ aw.
 2. Assembly rule hawhta sôh âvao aw. Sôh hmâpa zydua voucher chhao ta a roh lyra aw.
 3. Ryureina liata PKNPR fund kyh report a pie aw.
38. **PKNP Office Bearers Meeting**
1. **PKNP Office Bearers Members**
 - a. PKNP Office Bearers member (6) zy
 - b. Presbytery chhoh Pastor zy cha Ex-Officio member
 - c. Presbytery chhoh Hyutuhpa cha Ex-Officio member
 - d. Presbytery Ryureina ta ta a tuapa Advisor-zy Ex-Officio member

2. Meetings

- a. Achyh chai ta kô kha ta ei kha tao awpa a châ.
- b. Chairperson nata Secretary ta âbyuhpa ta ama pahno khiah meeting ama aw thei aw.

3. Raihria awpa

- a. Local KNP tawhta âvypa agenda-zy pakhy aw ei ta, PKNP Ryureina ama ngiakhei aw.
- b. Presbytery chhoh KNP duahmo pasâhna nata chakaona kyh sai chhili aw ei ta, agenda chhao ama pachhuahpanoh aw.
- c. Presbytery KNP ryureina, abyuhpa nata hriapazih awpa zydua a pachâtuh chaipazy ama châ aw.

BO- 7

PRESBYTERY

**KRIZYHPA NÔ PY RYUREINA (PKNPR)
DUAHMO NATA MAOHPHAONAZY**

39. Presbytery KNP Ryureina Member-zy

1. Hezy he PKNP Ryureina member-zy ama châ.

- a. PKNP Office Bearers (6)zy
- b. Local KNP Chhihtuhpa (EC memember) zydua
- c. KNP Central Office Bearers zy cha Ex-Officio member
- d. Presbytery ta a tuapa Advisor 2 (Awnanopa Machâ 1, Pastor 1)
- e. Presbytery chhoh Biatuhpa Pastor zy cha Ex-officio members

2. PKNP Ryureina Biehneina nata raihria zy

- a. Presbytery miakha chhoh liata KNP ryureina a sâh chaipa a châ.

- b. Presbytery chhoh nata râhpohpa KNP zydua apôhkhana nata hmahsiena a pachâ aw.
- c. Local KNP tawhta agendazy pachia aw ta, Central Conference châta a pahrua aw ta report a pachhuahpanoh aw.
- d. PKNP nata Central KNP Ryureina ta a pahniehpa raizy a hria aw.
- e. Presbytery KNP Ryureina châta Office Bearer nata Central KNP Conference Memberzy â tlyh aw.

3. Presbytery KNP Meeting

- a. Kôkha eikha tao tyhpa a châ aw.
- b. Ryurei theina Quorum cha member 31% a châ aw.

- 40. **Advisorzy:** Presbytery KNP ryureina liata pachâna pie ta, pasopakatuh awpa ta Presbytery Awnano Machâ ryureina ta member hry tawh tahpa Pastor pakha nata Awnano Machâ pakha kô 2 châta advisor a tuah aw.

BO- 8

KRIZYHPA NÔ PY

**CENTRAL CONFERENCE (KNP-CC)
OFFICE BEARERS
DUAHMO NATA MAOHPHAONAZY**

41. KNP Central Conference Office Bearers

KNP raihria liata nôpaw chaipa châ awpa ta he hawhta Office Bearers ama hnei aw. Presbytery KNP Office Bearers zy hry ta kô 2 term kha ta he hawhta atlypa ama cha aw. Secretary deikua cha Assembly ta arao aw.

- 1. Chairperson
- 2. Vice Chairperson

56. **KNP Central Conference Member-zy**

1. KNP Central Office Bearers (6)
2. Central Executive Committee (4)
3. Presbytery KNP Ryureina Chairperson nata Secretary (8)
4. Local KNP Executive Committee tawhta atlypa member 40%
5. Presbytery KNP Conference ta local KNP liata EC member zy hry tawhta Central Conference member châta 40% a tlyh aw.
6. Assembly tuapa Advisor (2)
7. MEC Pastor-zy cha Ex-Officio member (Vote chhao ama hnei thei aw)
8. Official ta a tuapa delegate (Vote chhao a hnei aw).

57. **KNP Central Conference Biehneina nata raihriazy**

1. KNP Department Secretary Annual report a saipazih aw.
2. Presbytery KNP Conference report nata agenda zy a pachia aw.
3. KNP hmâhsiena, akaona nata apôhkhana a pachâ aw.
4. Kô kha chhoh KNP sôh hmôna nata hmâna Budget a pachâ aw.
5. KNP Central Office Bearer (6) nata Central EC member (4) châta, Presbytery KNP Office Bearers zy hry tawhtapa kô 2 term kha châta a tlyh aw.
6. Assembly Executive Member châta KNP vyuhtuapa mo 2 (KNP Secretary nata Chairperson) â tlyh aw.
7. Assembly Member châta KNP vyuhtuapa mo 4 (KNP Secretary a hlao leipa ta) Central Office Bearer hry tawhtapa kô 2 châta â tlyh aw.
8. KNP Central Conference tlô heih nawpa su a pachâ aw.
9. Bie pathlupazy cha Assembly EC a tlôkhei aw.

4. Annual report (budget, raihria, statistics hp..) a chhuanoh aw ta KNP Central Conference nata Assembly EC-zy a tlôkhei aw.
5. Chairperson asaohiahpa ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuhpanohtuhpa a châ.
6. Committee biepathlupazy a laichadai tyh aw ta, âbyuhna hawhta sahlao lâta a pahnosa tyh aw.
7. Kô chhâna Central Conferene Meeting liata kôkha chhoh report nata KNP Statistics a report a pie tyh aw.
8. KNP Committee nata chô lata biehnepathlupazy ta rai a pahniehpazy a hria aw.
9. Assembly, Asembly ECzy ta raihria a pahniehpazy a hriatuhpa a châ aw.

46. **Assistant Secretary:** Biehneina nata Tao awpazy cha:

1. Secretary a baotuh chaipa a châ aw.
2. Secretary ylei/thei leina daihti liata Secretary raizy a hria tyh aw.
3. KNP Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

47. **Finance Secretary:** Biehneina nata Tao awpazy cha:

1. Central Conference sôh a pôh via thei nawpa ta pachâpazituhpa, patôhpatiatuh chaipa a châ.
2. Committee ta a pahniepa raihriazy hria aw.

48. **Treasurer:** Biehneina nata Tao awpazy cha:

1. KNP Central Conference Pakhyi sôh nata Conference Fundzy a vaotuhpa nata pabohsatuhpa a châ aw.

49. Central Office Bearer Meeting Raihria zy

1. KNP Central Executive Committee meeting châta a patohpatia chhielie aw.
2. Central Executive Committee yna su nata noh thlazy a sai chhielie aw.
3. KNP Central EC ta a pahniehpa raizy a hria aw.

50. Central Office Bearers Meeting

1. Abyuhna hawhta meeting tao awpa a châ aw. He meeting he Coordination meeting (Rai patlapasaona) a châ via chai aw.
2. Ryureina Quorum cha Member 51% a châ aw.

BO- 9

KRIZYHPANÔ PY

**CENTRAL EXECUTIVE COMMITTEE (KNP-CEC)
DUAHMO NATA MAOHPHAONAZY**

51. KNP hmasie via lyma thei nawpa nata Central Conference Ryureina hlaotloh thei nawpa ta KNP ta Central Executive Committee a hnei aw.

52. KNP Central Executive Committee member: He hawhta member ama châ aw.

1. KNP Central Office Bearers member (6)
2. Executive Committee member (4) :
Presbytery KNP Office Bearers-zy hry tawhta kô 2 term kha châta mo 4 atlypa châ aw ta, Presbytery miakha tawhta mo pakha chyu atlypa a châ aw. KNP Central EC member cha term 2 (kô 4) taih a pazao thei aw. Term 2 a pazao hawpa cha achyh chai ta kô 2 (term kha) a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.

3. Assembly Advisor (2)

4. MEC Nôpawpazy cha member chiehpa (Ex-Officio) châ.

53. KNP Central Executive Committee Biehneina nata raihriazy

1. Central Conference miakha nata miakha likawh liata bie chatliepazy a hria aw.
2. KNP Central Conference vyuhpa ta rai a hria aw.
3. KNP Central Conference châta abyuhpa a patohpatia aw.
4. Presbytery KNP tawhta agenda-zy pahmaoh aw ta, Central Conference a tlôkhei aw.
5. KNP hmâsiena agendazy Central Conference a tlôkhei aw.
6. KNP hmahsie nata sie leina saipazih awta, âbyuhna hawhta sôhnawh thiehpa tao awpa ta abyuh khiah Central Conference lâ bie pangia aw ta, Assembly a papysa aw.

54. KNP Central Executive Committee Meeting

1. Achyh chai ta kô kha ei kha hnei tyhpa awpa a châ.
2. Chairperson nata Secretary ta âbyuhpa ta ama pahno khiah, meeting ama pahrua thei aw.
3. Meeting taotheina Quorum cha 51% a châ.
4. Meeting he thla kha abyupa ta awpa a châ aw.

BO - 10

KRIZYHPANÔ PY

**CENTRAL CONFERENCE (KNP-CC)
DUAHMO NATA MAOHPHAONAZY**

55. Krizyhpa Nô Py Central Conference

MEC Râhpôhpa liata KNP zydua syhpakhypa ta paduapa a châpa vâta KNP châta biehneina nata ryureina a sâh chaipa a châpa vâta KNP Central Conference (MEC/ KNP-CC) tahpa a châ.

KNP Chhithana Dâh

moh thyu (phie) châ a châ aw. Cha tawhta 51% nata hlâta hluh viapa hmôna taihta atlyna tao awpa a châ.

5. Presiding Officer ta zawpi hmiakô liata vote pareisa awpa a châ. Vote hmôpa zie he zawpi hmô thai nawpa ta blackboard tlyma, whiteboard liata a roh lyma awpa a châ.

64. Atly lei awpazy

- a. Atly awpa local liata KNP member a châ leipa cha atlyna liata pahlao pasaipa châ vei.
- b. KNP member ahyrai Awnanopa chhoreina dâh liata a y haipazy Nôpaw châta atly pasaipa châ vei.
- c. Awnanopa Machâ châta atly hawpazy cha KNP Nôpaw châta atly pasaipa châ vei.
- d. Member ahyrai atlyna daihti liata a y leipa cha KNP Chhihtuhpa châta atly theipa châ vei. Local KNP level liata deikua cha member ngâchhahpa nata ngiâbâh tlâhpa ta pahnopa chyhsa, chieh leina vâta tlyma, atlyna daihti pahno leipa vâta khihtlyhpa tlyma kyh liata cha meeting member 51% ta pahlao awpa ama khoh khiahta cha atly theipa a châ aw.
- e. Presbytery KNP nata Central Conference liata cha ano pôhpa a y leipa cha atly theipa châ aw vei.

65. Atlypatlohpazy hlâna (pa-ina)

KNP Office Bearers nata EC member-zy châta atlypatlohpazy cha he hawhta hlâna (pa-ina) hnei awpa a châ aw.

1. Local KNP Chhihtuhpazy hlâna cha Biatuhpa Pastor tlyma, Biatuhpa Pastor ta biehneina a piepa (Pastor, Hyutuhpa, Machâ) tlyma ta daihti ryhpaoh chaina liata hlâna a hnei aw.
2. Presbytery KNP Chhihtuhpazy hlâna cha Presbytery Secretary tlyma, Presbytery Secretary ta biehneina a piepa

KNP Chhithana Dâh

10. Central Conference ta âbyuhpa ta a pahno khiah, Board padua thei ta, a phie heih thei.
11. Abyuh tita Assembly KNP Steward âtlyh aw.
12. Assembly, Assembly EC ta a pahniehpazy a hria aw.

58. KNP Central Conference Meeting

1. MEC Assembly ta daihti a raopa liata kôkha ta eikha hnei tyhpa awpa a châ.
2. Ryurei theina quarum cha member 33 % a châ.
3. Meeting cha noh 30 abyuhpa ta hruapa a châ aw.

59. Advisors

MEC Assembly ta KNP Central Conference pasopakatuha nata pachâna pietuhpa châta kô 2 term kha châta, Pastor (1) nata Awnano Machâ (1) a tlyh aw.

BO - 11

ATLYNA DAH (ELECTION RULES)

60. Atlyna Nomination Committee

1. KNP Nôpawzy (Office Bearers) atlyna a yna maih ta, Nomination Committee paduapa ta atlyna tao awpa a châ aw. Nomination Committee a paduatuh awpa cha Local KNP level liata Local KNP General Meeting, Presbytery level liata Presbytery KNP Meeting, nata Central level liata Central Conference Ryureinazy ama châ aw.
2. Nomination Committee member châ 5 taih atly theipa a châ aw.
3. Atly awpa chyhsa cha Nomination Committee liata pahlao awpa châ vei. Nomination Committee member hry liatapa Nôpaw châta atly awpa ama khoh khiahta cha, member

KNP Chhithana Dâh

châna a pahlei aw ta, ano vyuhpa ta Concerned Executive Committee tlyma, Office Bearers tlyma ta member a pathlai aw.

4. Atlyna cha General Meeting liata tao awpa a châ aw. He hawhta:
 - a. Local KNP Nôpawzy cha Local KNP General Meeting
 - b. Presbytery KNP Nôpawpazy cha Presbytery KNP Ryureina
 - c. KNP Central Nôpawpazy cha Central Conference liata atly awpa a châ.

61. Election Commission

Nomination Committee cha patlysatuhpa châ leipa aw ta, ama tly awpa nominate a taotuhpa deita a châ. Atlyna chhithatuh awpa ta MEC Constitution hawhta Election Commission a châ aw. He hawhta Election Commission padua a châ aw.

1. Local KNP Nôpawpazy patlysa awpa ta, ama Local Standing Committee ta Biatuhpa Pastor, Local Hyutuhpa nata Awnanopa Machâ (2)zy ahlaopa ta Election Commission ama padua aw. Cha cha Local KNP Election Commission a cha aw. Biatuhpa pastor cha Presiding Officer a châ aw.
2. Presbytery KNP Nôpawzy patlysa awpa ta, Presbytery Ryureina ta Presbytery Secretary (1), Pastor (1), Awnanopa Machâ (2) ahlaopa Election Commission a padua aw. Cha cha Presbytery KNP Election Commission a châ aw. Presbytery Secretary cha Presiding Officer châ aw.
3. KNP Central Office Bearers-zy patlysa awpa ta, Central Conference ta Assembly tuapa Senior advisor (2), KNP Secretary nata Central Conference member (2) ahlaopa

KNP Chhithana Dâh

Election Commission a padua aw. Cha cha KNP Central Election Commission a châ aw. Assembly ta advisor ta a tuapa Pastor cha Presiding Officer a châ aw.

62. Candidate taona

1. Nomination Committee ta Nôpawzy châta candidate a taopazy cha ahâzoh leipa ta Election Commission lâta châ ta rohpa ta pie awpa a châ.
2. Election Commission ta candidate padua thei aw vei.
3. Nomination Committee ta a nominate-pa hleikhô ta, Election Commission ta zawpi (floor) lâta candidate pano (2) a paduasa thei aw. Cha chhao cha biephôpa y sala, apykheituhpa ama y khiah deita apypa a châ aw.
4. Candidate (Nominee)pazy cha he hawhta paziah ta patlysa awpa a châ.
 - a. Zawpi ta a hnôh chaipa ta ama vaw candidate-pa cha pa (1)na
 - b. Zawpi ta a hmiatua chaipa ta ama vaw candidate-pa cha pa (2)na
 - c. Nomination Committee ta a vaw candidate-pa cha Pa (3)na

63. Atlyna dâh (patlysa dâh)

1. Atlyna a pathao hlata Committee member-zy pakhazie tlaime ama châ tahpa laichadai ha tua awpa a châ.
2. Atlyna Committee cha Quorum tlopa Meeting a châ aw.
3. Atlyna zie cha Secret Ballot ta tlyma, ku chaluasapa ta tlyma a châ aw.
4. Atlyna liata 51% nata a hlukh via vote a hmôpa deita patloh awpa a châ. Ei kha atlyna liata 51% vote a hmôpa ama y leipa khiakta cha, candidate-zy hry liata vote a chyh chaipa

72. **Noh Peimawhpazy**

KNP ta Noh Peimawhpa a hneipa, Assembly ta pahnokheipa ta Awnanopa Calendar liata pahlao tyh awpazy cha, hezy a châ.

1. **KNP Adua Noh:** KNP he eima Missionary Pinô Vailinô ta 1951 May 17 noh ta paduapa a châpa vâta May 17 noh he kô chareih ta KNP Aduanoh ta hmâ awpa a châ.

2. **Kyhpacha Hawtizy Deichhyna Noh (KHD Noh):** MEC Assembly pahnokheipa ta KNP ta 2003 March 11 noh ta KHD a vaw padua hawpa vata March 11 noh he kô chareih ta KHD noh ta hmâ awpa a châ.

73. **KNP Sôhnawh**

1. KNP Sôhnawh hneina he Assembly apykheina deita ta sôhnawh hnei theipa a châ aw.

2. KNP hmahsie nawpa nata a mohôh nawpa châta Assembly pahnokheipa ta he hawhta sôhnawh hnei aw ta, Assembly Office la pangia a châ aw.

- a. Local KNP Target Sôh (LTS) : Office lâ paphao awpa
- b. Noh Peimawhpa Sôh (NPS) : KNP Aduanoh Sôh (Office lâta paphao awpa)
- c. KHD sôh: KHD noh ta sôh thyupa nata KNP Central Committee ta KHD châta sôh thyu awpa a raopa zydua Office lata pangia awpa a châ.
- d. Central Conference Sôh (CCS): Central Pakhyipi noh ta sôh thyupa zydua Office lata pangia awpa a châ.
- e. Thapapuana Sôh (TPS): 25% he Office lâta pangia awpa châ aw ta, 75% he Local KNP fund châta a châ aw.
- f. Apakhyna Sôh (APS): Local KNP Fund a châ aw. (Target eima rai hawpa vata)

Pastor ta Presbytery Ryureina chhoh Abeipa noh my apakhyna liata tlyma, za lâ apakhyna liata tlyma hlâna a hnei aw.

3. Central KNP Chhithatuhpazy hlâna cha Executive Secretary (i/c KNP) ta tlyma, Executive Secretary (i/c KNP) ta biehneina a piepa pastor pakha kha ta tlyma, Central Pakhyipi chhoh Abeipa noh my apakhyna liata tlyma, za lâ apakhyna liata tlyma hlâna a hnei aw.

66. **In-charge a piena**

KNP Chhithatuhpazy atlyna a y khai tawhta, atlypatlohpazy lâta he hawhta in-charge piepa a châ aw.

- 1. In-charge a piena Office Bearers Meeting liata tlyma, Executive Committee meeting liata tlyma a châ aw.
- 2. In-charge piena cha pakah ta a piena deita châ leipa aw ta, châ ropa ta in-charge a piepa a châ aw. Cha incharge piena châ liata raihria chiehpazy, raihria chabâhpazy, KNP nata KNP khôtho lâta azaona tao hawpa, tao haipa nata tao laih lyma awpazy, nata khokheina biezy pahlao awpa a châ aw.
- 3. In-charge piena cha atlypatlohpa ama châ tawhta noh 30 chhoh liata thlai piepa a châ aw. Kô 4 term kha châta atlypa Local KNP chhithatuhpazy in-charge piena cha Assembly khai noh 30 chhoh liata a châ aw.

67. **By-Election**

Local KNP, Presbytery KNP nata Central KNP chhithatuhpazy rai bâna nata atly heihna dah cha he hawhta a châ aw. He hawhpa chhihtuhpazy cha ama rai pabâh theipa a cha.

- 1. Chhithatuhpa ahyrai Awnanopa chhoreina liata â aopazy
- 2. Khihsana vâta khih hro lata âpaihpa local KNP chhihtuhpazy
- 3. Diathlana vâta meeting ei (3) hlâta hlüh via a hlao leipa, a thâtih pachiapa châ aw ta, deichhyna dâh pachâ aw ei ta,

KNP Chhithana Dâh

deichhy thai lei awpa chi a châ khiah rai pabâ theipa a châ aw.

4. MEC Awnanopa pachuna nata doctrine a pyh leipa nata âdyuhpazy cha ama chôchâh pachâ theipa nata pabâ theipa ama châ aw.
5. Chiehleina vâta rai chakao thei lei awpa a chakhiahta cha ama khotlyna hmâpa ta bâna a pangiasa thei aw.
6. Local KNP: EC ta rai a pabâ hawpazy cha General Meeting hmiatua chaipa liata apykhei awpa ta a tlô khei aw ta, ano vyuhpa ta ama tlyh aw.
7. Chhithathupazy cha rairuna tlyma, thina vâta tlyma a chakaona rai a pazao thei khao leipa a y khiah tala By-Election hnei awpa a châ aw
8. By- Election cha General Meeting liata hnei awpa a châ.

68. **Local KNP Nôpawpazy Atly awpa**

Local KNP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

1. President (1)
2. Vice President (1)
3. Secretary (1)
4. Assistant Secretary (1)
5. Finance Secretary (1)
6. Treasurer (1)
7. EC Member (7) nata maluh pôhna zie hawhta

69. **Presbytery KNP Nôpawpa atly awpazy**

Presbytery KNP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

1. President (1)
2. Vice President (1)
3. Secretary (1)

KNP Chhithana Dâh

4. Assistant Secretary (1)
5. Finance Secretary (1)
6. Treasurer (1)

70. **Central KNP Nôpawpazy Atly awpazy**

Central KNP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

1. President (1)
2. Vice President (1)
3. Secretary (1)
4. Assistant Secretary (1)
5. Finance Secretary (1)
6. Treasurer (1)
7. EC Member (4)

BO - 12

**APAKHYNA, NOH PEIMAWHPA
NATA SÔHNAWH KYH**

71. **Apakhyna**

Krizyha Nô Py (KNP) ta a bievaopa “Chhohkha ta ABeipa chakao thei nawpa (Zawsua 25:15) palâhâh ta Khazohpa bie nata reithaina ta a chakao thei nawpa ta Hâta eikha chhoh liata daihti su (1) a hnei. Cha cha;

1. Pohbiehnoh (Thursday) zâ la Khazohpa achhyna pakhyina hnei awpa
2. He apakhyna liata daihti a hmâh thei awpazy cha KNP Office Bearerzy, KNP:EC member zy châ aw ei ta, Officer Bearers zy ta aryh ama tahna hawhta KNP nôpaw parohpazy, local nôpawzy nata KNP khôtho la chakaona a hneipazy chhao ama hrua thei aw.

BO - 2

KTP PADUANA NATA RAIHRIA

11. Local KTP cha he hawhta padua theipa a châ aw.

1. MEC local church âduana maih ta KTP padua theipa a châ.
2. Local church liata paduapa Krizyha Thyutlia Py cha “Local KTP” tahpa a châ.
3. Local Committee pahnokheipa ta paduapa châ aw ta, Biatuha Pastor tlyma, Local Hyutuha tlyma pahnokheipa ta, Awnano Machâ pano chhaota padua kheipa a châ aw.
4. Local KTP padua thiehpazy cha Central KTP Secretary lata thlai pahnosa awpa a châ aw ta, Assembly lâta report awpa a châ.

12. KTP member châna cha arylâ hawhta a châ aw.

1. MEC ngiapâna nata biezyhpazy, KTP chhithana Ryhpa a pyhpa Thyutlia ahyrai ta Member châ theipa a châ.
2. Ahyrai Bâti a châ chiehpâ chano kô 15-39 taih (dyh a châ hawpa rei leipa ta) tawh achô lâ, chapaw kô 17-45 likawh chhôn Thyutlia zydua member ama châ khai aw.
3. Local church liata Khiehchôn Machâ châ sala, kô 45 ry lâ tahpazy cha KTP member ama châ thei aw.
4. Local liata Awnanopa Machâ ta atly hawpazy cha Local Standing Committee liata full ta a chakao awpa ama châpa vata Machâ ta ama chahnaona noh tawhta KTP member tawhta ama pahlei aw.

13. Local KTP ta rai a hria awpa cha arylâ hawhta a châ aw.

1. He Py he âchhuahpazy pitloh thei nawpa ta a hria aw.
2. Khazohpa Reithaina hla ta chakaona

3. Presbytery KNP sôh :

- a. Presbytery Pakhyi noh ta, KNP Department ta daihti tovyuh piena liata sôh daopa châ aw ta, cha sôh cha presbytery KNP Apakhyna Sôh a châ aw.
- b. Presbytery KNP Ryureina ta âbyuh a tahna hawhta sôh hmôna nata hmâna budget a tao aw.

4. Central Conference Sôh :

- a. KNP Central Conference Pakhyi chhôn ta sôh thyupa zydua cha Office lâta pangipa châ aw ta, KNP budget hawhta hmâpa a châ aw. Cha cha Central Pakhyi Sôh (CPS) tahpa a châ aw.
- b. Local KNP to ta, Central Pakhyi Alykheina Sôh (CPAS) thyuna y aw ta, cha sôh cha Pakhyi a patlôpa Local Pakhyi Board lâta piepa a châ aw.

BO - 13

DÂH TAOPATHI THEINA

74. He KNP chhithana Dâh he âbyuhna hawhta taopathi, paryh, bai-chha ta panano theipa a châ aw. Taopathi khohpa cha Committee member 2/3 apykheina deita ta taotheipa a châ aw. He heta Local KNP General Committee, Presbytery KNP Ryureina, Central Conference, Assembly Executive Committee nata General Assembly zydua a ô khai a châ.

**KRIZYPA THYUTLIA PY
CHHIHTHANA DÂH**

**BO - 1
REIPASIANA NATA DÂH MOH**

Reipasiana: Mara Evangelical Church, Krizyha Thyutlia Py (KTP) he Constitution Bo. 6 Articles 90 (a) yzie hawhta paduapa a châ. He dâh he MEC Constitution Bo. 17 Articles 243 ta a hneipa chhithana dâh ta a châ.

1. **Dâh moh:** He Dâh he “Krizyha Thyutlia Py Chhithana Dâh” tahpa châ aw ta, a pachhohna zie ta “KTP Chhithana Dâh” tahpa a châ aw.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ.
3. **Paduana Noh** : Mara Evangelical Church, Krizyha Thyutlia Py (KTP) cha 1947 June 10 noh ta a paduapa a châ. Chavâta June 10 noh ta KTP adua noh ta hmâpa a châ.
4. **Bievaopa (Motto):** KTP bievaopa cha “Krista châta Lyuchâpa” (II Kaw 5:20) a châ.
5. **Dâh ta a ôpa chhoh:** MEC Awnanopa liata KTP âduana maih liata he Dâh he hmâ awpa a châ.

6. **Dâh ta â chhuahpa:** KTP paduana chhâpa nata âchhuahna
 1. Krizyha Thyutliazy Krista ngiapâna nata chakaona liata tovyuh hnei chy thei nawpa;
 2. Krista Thâtiha chhopakawhna liata Awnanopa thapatlô nawpa;
 3. Thyutlia sahlaozy hrozie nata nôchâ taopathi nawpa;
 4. Awnanopa Py hropa liata Thyutliazy nata akaona nata apôkhana hnei thei nawpa.
 5. MEC Awnanopa raihria liata Assembly kuphei châ awpa.
7. **Ngiana (Logo) chhopasiana:** KTP ngiana cha âhlôpa (circle) chhoh liata Biehraiy ta, Biehraiy hnoh kyh liata Kraws he arôh saihpa ta a y. Biehraiy nata Kraw choh liata py Bie vaopa, “Krista châta lyuchâpa” tahpa ropa châ ta, Biehraiy ry liata Estd: 1947 tahpa ropa a châ. Âhlôpa khôtho lâta a hlôpa patho heihpa châ aw ta, a chhoh liata a chola tawhta Mara Evangelical Church, a rylâ ta Krizyha Thyutlia Py, tahpa ropa a châ.
8. **Pahniena Poh (Banner) chhopasiana :** KTP ta Pahniena poh (Banner) a hneipa cha pothâ 2:3 pa, a roh avâpi rôh (sky blue) châ aw ta, aliah liata logo a y aw.
9. **Seal :** KTP seal cha 2 inches âhlôpa châ aw ta, achô lâta Mara Evangelical Church tahpa ropa châ aw ta, ary lâta “Krizyha Thyutlia Py” tahpa ropa a châ aw. Âhlôpa chhoh liata No... nata ary liata Date ... tahpa ropa a châ aw.
10. **Mission Statement:** MEC Awnanopa ngiapâna, taozie nata KTP Bievaopa hawhta Krista châta lyuchâpa châ thei nawpa ta sasyh hro apakypa ta Thyutlia zydua akaona pathaiha nata apôkhana choh ta, tlokhuh eima hria lyma aw.

21. **Treasurer:** Biehneina nata Tao awpazy cha:
1. Finance Secretary tawhta sôh dao tyh aw ta, Cash Book liata roh tyh awta, Py sôh â vao tyh aw.
 2. Local KTP ta Bank Account (Joint) a hnei khiah tala Finance Secretary nata sôh sopa (deposit) nata la papuapa (withdrawal) ama tao tyh aw.
 3. Py sôh hmâna zydua Cash Book liata roh lymâ awta, Cash Memo/ Bill zy a sia kawpa ta a paso tyh aw.
 4. Ngâchhih kawpa ta py sôh paso aw ta, mohropa hnohta dyu pacheisa aw vei.
 5. Abyuhna maih ta Sôh Mohpasia (audit) thei awpa ta Cash nata Cash Book zy khatino raita a patohpatia tyh aw.
 6. Local KTP sôh he Local Church Finance Secretary siepahliepa ta Local Church Treasurer lâ angia aw ta, Headquarters lâta thla kha eikha lyma a paphao aw.
22. **Local KTP Office Bearers Meeting nata maohphaona**
1. Member zy cha Office Bearers (7)zy ama châ aw. Abyuhpa ta ama pahno khiah, Local church ta a tuapa advisor chhao a hrua thei aw. He he rai patlapasaona meeting a châ via pachai aw.
 2. KTP General Meeting nata Local KTP (EC) meeting biepathlupazy a hriapazih aw.
 3. Abyuhna hawhta meeting pahrua theipa a châ aw.
 4. Bie chatliepa a y khiah, hriapazih aw ta, a hriapazihna cha a y tua chaipa EC meeting liata a report awpa a châ.
23. **Advisors:** Local KTP meetingzy liata pasopakâtuah awpa nata ama saohiah via pachai awpa ta Local Awnanopa committee ta Advisor pano (Machâ nata Khichhoh Machâzy hry tawhta) kô 2 term kha châta a tuah tyh aw.

3. Awnanopa nata thyutliazy hmâsiena, pabohsana châta chakaona
4. Awnanopa kyhchhizy, achhyna o pangiapalina,
5. Râhthiepa achâkheina nata chakaona
6. Nôvah pathaihpa ahneina kyhchhi palyupalihna
7. Thina, ngiarohna, pachârôh nôpopazy taokhei ta thlâhpâlôhna
8. Machâpa, hârâpa, nôhmei/pawhmei, chiehlei-tlâhleipazy deichhy ta mohôhna
9. Awnanopa nata khihtlâh liata chakaona âbyuhpazy

BO-3

**LOCAL KTP CHHIHTHATUHPAZY
(OFFICE BEARERS) MAOHPHAONAZY**

14. **Local KTP Nôpawpazy (Office Bearers):** Local KTP âduana maih ta Office Bearers (7) ama hnei awpa a châ aw. Daihtyna a y lei awpa khihta cha chanô nata chapaw maluh âkhopa ta atly awpa a châ aw. Hezy he kô 4 term kha châta atlypa a châ aw.
1. President
 2. Vice President
 3. Secretary
 4. Assistant Secretary
 5. Music Director
 6. Finance Secretary
 7. Treasurer
15. **President:** Biehneina nata Tao awpazy cha:
1. Local KTP liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
 2. Local KTP member nata Khichhoh Machâ hry tawhta kô 4 term kha châta atlypa a châ.

KTP Chhithana Dâh

3. Local KTP Committee zydua liata Chairperson a cha aw.
4. Local KTP hmâhsiena, thatlôna nata apôkhkana pachâtu h chaipa nata maohphaotuh chaipa a châ aw.
5. Local KTP hmohneipa (Property) âvaotuhpa nata mohôh ta pabohsatuhpa a châ aw.
6. Py vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.

16. **Vice President:** Biehneina nata Tao awpazy cha:

1. President a baotuh chaipa a châ aw.
2. Local KTP member hry tawhta kô 4 term kha châta atlypa a châ. Atlynoh ta ano pôhpa a y leipa chhao ngiabâhpa cha atly theipa a châ.
3. President y leina/thei leina daihti liata President maohphaona zydua a hria aw.

17. **Secretary:** Biehneina nata Tao awpazy cha:

1. Local KTP member hry tawhta kô 4 term kha châta atlypa a châ.
2. President asaohiahpa ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuahpanohtuhpa a châ.
3. Committee biepathlupazy a laichadai tyh aw ta, file, minute book, record a vao aw. Abyuhna hawhta sahlao lâta a pahnos a tyh aw.
4. Kô chhâna General Meeting liata kôkha chhoh raihriana report nata KTP Statistics a report a pie tyh aw.
5. Local KTP hmâhsiena, thatlôna nata apôkhkana a pachâ tyh aw.
6. KTP Committee nata chô lata biehneituhpazy ta rai a pahniehpazy a hria aw.

KTP Chhithana Dâh

18. **Assistant Secretary:** Biehneina nata Tao awpazy cha:

1. Secretary a baotuh chaipa a châ aw.
2. Secretary ylei/thei leina daihti liata Secretary raizy a hria tyh aw.
3. KTP Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

19. **Music Director:** Biehneina nata Tao awpazy cha:

1. KTP hla achuna, hlâ lata chhithatuh chaipa a châ aw.
2. KTP sahlao Khazohpa reithaina châta Musical Instrument lâ chhâh maohphaotuh chaipa a châ aw.
3. Local liata KTP Hlapy phapa a padua aw.

20. **Finance Secretary:** Biehneina nata Tao awpazy cha:

1. Local KTP sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh ly ma aw.
2. Py sôh pôh thei nawpa ta patohtiatuhpa a châ aw.
3. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia ly ma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw. Hâtâ ei no hlata hlul via py sôh a ku liata a paso awpa châ vei.
4. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duahmo report a pie tyh aw.
5. Bank Facility yna su liata Treasurer nata Joint ta Bank Account pahypa a châ aw.
6. Local KTP chhaichhi (Property) zydua Record rohna “Register” tao awta, a phapa nata a raopa zy chhao a sia kawpa ta a roh tyh aw.

- c. General Meeting liata ngâlâh ta Local KTP General Election nata By-Election hnei awpa a châ aw. Cha cha Local Standing Committee chihthana ta election taopa a châ aw.
- d. Local KTP Executive Committee ta a pachhuhpanohpa agendazy a pachia aw.
- e. Kôchhoh KTP report dao aw ta, Presbytery KTP lâta raihria awpazy agenda taotuhpa a châ aw.
- f. KTP aduana nata KTP Hâtâ ahmâna a pachâ aw.
- g. Âbyuhna kyh liata raihria awpa ta Board a padua thei aw.
- h. Local Standing nata Central KTP ta a pahniehpa raizy a hria aw.

4. General Committee Meeting

- a. A chyh chai ta kôkha ta eikha, kô chhâna liata hnei awpa a châ aw.
- b. KTP: EC ta abyuhpa ta a pahno khiah, Local KTP Zawpi Ryureina a pahrua thei aw.
- c. A daihti, su nata program cha KTP: EC Ryureina ta a pachâ aw.
- d. Quorum cha mebâh zydua 31% a châ aw.
- e. Meeting awna cha a chyh chai ta noh 14 âbyuhpa ta hruana tao awpa a châ. Peimawhpa vâta pahruapa meeting (special zawpi meeting) cha noh 7 âbyuhpa ta hruana tao awpa a châ.
- f. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.
- g. **Adjourned meeting:** kheihawhpa Local KTP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa

- 24. **Auditors:** Local KTP ta Auditor eihpa hnei leipa awta Local Awnanopa Auditor he âhly lymâ awpa a châ.

BO-4

**LOCAL KTP EXECUTIVE COMMITTEE
MAOHPHAONAZY**

- 25. Local KTP ta raihriana nata mohôhna raihriana liata hmâsie via lyma thei nawpa ta LOCAL KTP COMMITTEE a hnei aw. Cha cha Local KTP Executive Committee Meeting tahpa a châ aw.
- 26. **Local KTP Executive Committee Member :**
Local KTP Committee memberzy cha he hawhta a châ aw.
 - 1. Local KTP Office Bearers- (7) (Kô 4 term kha châta atlypatlohpazy)
 - 2. Local KTP Executive Committee member-zy
 - a. KTP member 20-50 taih a hneipa cha EC member (7)
 - b. Member (50) tawhta Maluh 20 pôhna maih ta EC member pakha baichha lyma awpa
 - c. Local KTP miakha liata Executive Committee member (OB nata EC member) zydua mo 20 hlata hluh via hnei theipa châ aw vei).
 - 4. Local Standing Committee ta a tuapa Awnanopa Machâ nata Khiehchhoh Machâzy hry tawhta Advisor (2)
 - 5. Biatuhpa Pastor nata Hyutuhpa cha Ex-officio member ama châ.
- 27. **Local KTP Executive Committee Biehneina nata raihriazy**
 - 1. Local KTP chhituhpazy atlyh chhili (nominate) aw ta, General committee a tlôkhei aw.

KTP Chhithana Dâh

2. KTP aduanoh hmâ pha via theina a pachâ aw. Abyuhpa ta a pahno khiah, General Meeting a tlôkhei aw.
 3. Local KTP hmo hneipazy mohôh aw ta, a pabohsa aw.
 4. Local Church pachâna a piepa hawhta Achhyna-o nata Maihsa pangiapalina rai a hria aw.
 5. Nôvâh Pathaihpa ahneina kyhchhi alykheina, palyupalihna nata pangiapalina a pachâ aw.
 6. KTP target patloh theina a pachâ lymâ aw.
 7. Assembly hmâ haipa sôh avaona dâh hawhta KTP sôh mohôhna nata apôhna lâthlôh a pachâ aw.
 8. KTP General Committee, daihti su nata programmezy a pachâ aw.
 9. Term chhâ hlâta chhihtuhpazy su ruapa a y khiah pabiena pachâ aw ta, Local Standing Committee a report aw.
 10. Presbytery KTP ryureina lâta pachâna phapa agendazy a patohpatia aw.
 11. General Committee bie a pathluhpazy nata rai a hniehpaazy a hria aw.
 12. General Committee miano likawh liata hmo chatliepazy a hria aw.
 13. General Committee lata agenda tao awpazy, Assembly lâta bie pangiah awpazy a pachâ chhilie aw.
28. **Local KTP Executive Committee Meeting**
1. Achyh chai ta thlakha ei kha meeting tao awpa a châ aw.
 2. President nata Secretary ta âbyuhpa ta ama pahnokhiah, meeting ama pahrua thei aw.
 3. A daihti nata su cha Office Bearers ta a pachâ aw.
 4. Quorum cha mebâh 51% a châ aw.
 5. Meeting awna cha noh 7 abyuhpa ta pahruapa a châ aw.
 6. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.

KTP Chhithana Dâh

7. **Adjourned meeting:** kheihawhpa Local KTP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.

BO- 5 GENERAL COMMITTEE MAOHPHAONAZY

29. **General Committee nata Biehneina**
1. Local KTP liata Member zydua ôpa ypakhya he “**General Committee**” tahpa châ aw ta, cha meeting cha “**General Meeting**” a châ. Local KTP President ta Chairperson ta chakao aw ta, Local KTP Secretary cha Secretary ta a chakao aw.
 2. **Local KTP General Meeting member** zy cha:
 - a. Local KTP Office Bearers (7)
 - b. Local KTP Executive Committee member zydua
 - c. Local KTP member zydua
 - d. Local Standing ta a tuapa Advisors (2)
 - e. Biatuhpa pastor nata Hyutuhpa cha Ex-Officio member ama châ.
 3. **General Committee biehneina nata raihriazy:-**
 - a. General Meeting he Local KTP liata biehnei chaipa a châ aw.
 - b. Local KTP hmâhsiena, apôhkhana nata Awnanopa achhuahna pitloh thei nawpa ta hmâh a la hra aw.

2. Meetings

- a. Achyha chai ta kô kha ta ei kha tao awpa a châ.
- b. Chairperson nata Secretary ta âbyuhpa ta ama pahno khiah meeting ama aw thei aw.

3. Raihria awpa

- a. Local KTP tawhta âvypa agenda-zy pakhy aw ei ta, PKTP Ryureina ama ngiakhei aw.
- b. Presbytery chhoh KTP duahmo pasâhna nata chakaona kyh sai chhili aw ei ta, agenda chhao ama pachhuahpanoh aw.
- c. Presbytery KTP ryureina, abyuhpa nata hriapazih awpa zydua a pachâtuha chaipazy ama châ aw.
- d. Presbytery Ryureina châta Steward ama tlyh aw.

BO- 7

PRESBYTERY

KRIZYHPA THYUTLIA PY RYUREINA (PKTPR)

DUAHMO NATA MAOHPHAONAZY

41. Presbytery KTP Ryureina Member-zy

1. Hezy he PKTP Ryureina member-zy ama châ.

- a. PKTPC Office Bearers (7)zy
- b. Local KTP Chhihtuhpa (EC memember) zydua
- c. KTP Central Office Bearers zy cha Ex-Officio member
- d. Presbytery ta a tuapa Advisor 2 (Awnanopa Machâ 1, Pastor 1)
- e. Presbytery chhoh Biatuhpa Pastor zy cha Ex-officio members

a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum abyuh vei.

BO- 6

PRESBYTERY

KRIZYHPA THYUTLIA PY RYUREINA (PKTPR)

OFFICE BEARERS-ZY

DUAHMO NATA MAOHPHAONAZY

30. Presbytery KTP Ryureina (PKTPR) yzie nata pachhahna

- 1. MEC Awnanopa Presbytery Ryureina pachhahnazie hawhta Presbytery chhoh KTP sahlaozy syhpakhypa ta ryureina hneipa châ ta, cha cha Presbytery KTP Ryureina tahpa a châ.
- 2. Presbytery KTP Ryureina he MEC ta Presbytery ryureina a pachhahna zie hawhta pachhahpa a châ.
 - a. No. I Presbytery KTP Ryureina
 - b. No. II Presbytery KTP Ryureina
 - c. No. III Presbytery KTP Ryureina
 - d. Nov. IV Presbytery KTP Ryureina

31. Presbytery KTP Ryureina: Office Bearers

Presbytery KTP chyu ta Office Bearers (7) ama hnei aw. Chazy cha Local KTP Office Bearers member-zy hry tawhta kô 2 term kha ta atly awpa a châ.

- 1. Chairperson
- 2. Vice Chairperson
- 3. Secretary
- 4. Assistant Secretary
- 5. Music Director

4. Finance Secretary
 5. Treasurer
32. **Presbytery KTP Office Bearers cha** term 3 (kô 6) taih a pazao thei aw. Term 3 a pazao hawpa cha achyh chai ta kô 2 (term kha) a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.
33. **Chairperson: A duahmo nata raihriazy**
1. Presbytery KTP Ryureina nôpaw chaipa nata chhithatuh chaipa a châ.
 2. Ryureina liata chairperson a châ aw, casting vote a hnei thei a
 3. Presbytery KTP Ryureina hmohneipazy a vao aw.
34. **Vice Chairperson: A duahmo nata raihriazy**
1. Chairperson baotuh chaipa a châ aw.
 2. Chairperson a yvei chhôn ta a vyuhpa ta maohphaona a latuhpa a châ aw.
 3. Ryureina ta raihria a pahniehpazy a hria aw.
 4. Elect chairperson hawhta châ aw vei.
35. **Secretary: A duahmo nata raihriazy**
1. Presbytery KTP ryureina minutezy a lai Chadaituhpa, Record nata Filezy a vaotuhpa a châ aw.
 2. Chairperson a saohiahpa ta Meeting a pahruatuhpa, châ rotuhpa, pasotuhpa a châ aw.
 3. Presbytery KTP Ryureina raihriazy cha Central KTP Conference lâ report pietuhpa nata Meeting châta agendazy a patohpatiahtuhpa a châ aw.
 4. Presbytery KTP Ryureina ta a pahniepa raizy a hria aw.

36. **Assistant Secretary: A duahmo nata raihriazy**
1. Secretary baotuhpa a châ aw.
 2. Secretary y vei nota vyuhpa ta maohphaotuhpa a châ aw.
 3. Committee-zy liata minute rotuhpa a châ aw.
 4. Committee ta a pahniehpa raizy a hria aw.
37. **Music Diretor: A duahmo nata raihriazy**
1. Presbytery KTP Ryureina chhôn ataopasuana, reithaina hlâ ta achhyna zy a patohpatia aw.
 2. Presbytery chhôn hlâsa thaipa nata hlapy phapa a y thei nawpa ta hmâhlatuh chaipa a châ.
38. **Finance Secretary: A duahmo nata raihriazy**
1. PKTPR apakhyna sôh a pôh via thei nawpa ta pachâpazituhpa, patôhpatiatuh chaipa a châ.
 2. Committee ta a pahniepa raihriazy hria aw.
39. **Treasurer: A duahmo nata raihriazy**
1. Presbytery KTP Ryureina sôh a vaotuhpa nata pabohsatuhpa a châ aw.
 2. Assembly rule hawhta sôh âvao aw. Sôh hmâpa zydua voucher chhao ta a roh lyma aw.
 3. Ryureina liata PKTPR fund kyh report a pie aw.
40. **PKTP Office Bearers Meeting**
1. **PKTP Office Bearers Members**
 - a. PKTP Office Bearers member (7) zy
 - b. Presbytery chhôn Pastor zy cha Ex-Officio
 - c. Presbytery chhôn Hyutuhpa cha Ex-Officio
 - d. Presbytery Ryureina ta a tuapa Advisor-zy Ex-Officio member

KTP Chhithana Dâh

- 2. KTP Central Conference kyhchhi liata hlapy, hla solo, duet, trio, nata reithaina hlâ ta hmâhlatuh chaipa a châ.

50. **Finance Secretary:** Biehneina nata Tao awpazy cha:

- 1. Central Conference sôh a pôh via thei nawpa ta pachâpazituhpa, patôhpatiatuh chaipa a châ.
- 2. Committee ta a pahniepa raihriazy hria aw.

51. **Treasurer:** Biehneina nata Tao awpazy cha:

- 1. KTP Central Conference Pakhyi sôh nata Conference Fundzy a vaotuhpa nata pabohsatuhpa a châ aw.

52. **Central Office Bearers Meeting Raihriazy**

- 1. KTP Central Executive Committee meeting châta a patohpatia chhielie aw.
- 2. Central Exectutive Committee yna su nata noh thlazy a sai chhielie aw.
- 3. KTP Central EC ta a pahniehpa raizy a hria aw.

53. **Central Office Bearers Meeting**

- 1. Abyuhna hawhta meeting tao awpa a châ aw. He meeting he Coordination meeting (Rai patlapasaona) a châ aw.
- 2. Ryureina Quarum cha Member 51% a châ aw.

BO- 9

KRIZYHPA THYUTLIA PY

CENTRAL EXECUTIVE COMMITTEE (KTP-CEC)

DUAHMO NATA MAOHPHAONAZY

- 54. KTP hmasie via lyma thei nawpa nata Central Conference Ryureina hlaotloh thei nawpa ta KTP ta Central Executive Committee a hnei aw.

KTP Chhithana Dâh

2. PKTP Meeting Biehneina nata raihriazy

- a. Presbytery miakha chhoh liata KTP ryureina a sâh chaipa a châ.
- b. Presbytery chhoh nata râhpohpa KTP zydua apôhkhana nata hmahsiena a pachâ aw.
- c. Local KTP tawhta agendazy pachia aw ta, Central Conference châta a pahrua aw ta report a pachhuahpanoh aw.
- d. PKTPR nata Central KTP Ryureina ta a pahniehpa raizy a hria aw.
- e. Presbytery KTP Ryureina châta Office Bearer nata Central KTP Conference Memberzy â tlyh aw.

3. Presbytery KTP Meeting

- a. Kôkha eikha tao tyhpa a châ aw.
- b. Ryurei theina Quorum cha member 31% a châ aw.

- 42. **Advisorzy:** Presbytery KTP ryureina liata pachâna pie ta, pasopakatuh awpa ta Presbytery Awnano Machâ ryureina ta member hry tawh tahpa Pastor pakha nata Awnano Machâ pakha kô 2 châta advisor a tuah aw.

BO- 8

KRIZYHPA THYUTLIA PY

CENTRAL CONFERENCE (KTP-CC)

OFFICE BEARERS DUAHMO NATA MAOHPHAONAZY

43. KTP Central Conference Office Bearers

KTP raihria liata nôpaw châipa châ awpa ta he hawhta Office Bearers ama hnei aw. Presbytery KTP Office Bearers zy hry ta kô 2 term kha ta he hawhta atlypa ama cha aw. Secretary deikua cha Assembly ta arao aw.

KTP Chhithana Dâh

1. Chairperson
 2. Vice Chairperson
 3. Secretary (MEC: KTP Secretary a châ aw)
 4. Assistant Secretary
 5. Music Director
 6. Finance Secretary
 7. Treasurer
44. **KTP Central Office Bearers cha** term 3 (kô 6) taih a pazao thei aw. Term 3 a pazao hawpa cha achyh chai ta kô 2 (term kha) a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.
45. **Chairperson:** Biehneina nata Tao awpazy cha:
1. Central KTP liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
 2. Central Conference nata Office Bearers Committee meeting zydua liata Chairperson ta a chakao aw.
 3. MEC- KTP hmâhsiena, thatlôna nata apôhkhana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.
46. **Vice Chairperson :** Biehneina nata Tao awpazy cha:
1. Chairperson baotuh chaipa a châ aw.
 2. Chairperson y leina/thei leina daihti liata Chairperson maohphaona zydua a hria aw.
47. **Secretary:** Secretary Biehneina nata Tao awpazy cha:
1. MEC General Assembly ta kô (4) term kha châta a rao aw. MEC Headquarters, Krizypa Thyutlia Py Department liata â tyuh aw.

KTP Chhithana Dâh

2. KTP hmo hneipazy, recordzy, filezy, minutezy a vaotuhpa nata pabohsatuhpa nata a laichadai ta a hriazihtuh chaipa a châ aw.
 3. KTP vyuhpa ta châ rohtuhpa nata daotuhpa, KTP hmâhsiena a pachâtuh chaipa a châ aw.
 4. Annual report (budget, raihria, statistics hp..) a chhuanoh aw ta KTP Central Conference nata Assembly ECzy a tlôkhei aw.
 5. Chairperson asaohiahpa ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuahpanohtuhpa a châ.
 6. Committee biepathlupazy a laichadai tyh aw ta, âbyuhna hawhta sahlao lâta a pahnosa tyh aw.
 7. Kô chhâna Central Conferene Meeting liata kôkha chhôn raihriana nata KTP Statistics report a pie tyh aw.
 8. KTP Committee nata chô lata biehnituhpazy ta rai a pahniehpazy a hria aw.
 9. Assembly, Assembly ECzy ta raihria a pahniehpazy a hriatuhpa a châ aw.
48. **Assistant Secretary:** Biehneina nata Tao awpazy cha:
1. Secretary a baotuh chaipa a châ aw.
 2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
 3. KTP Meeting liata Minute a roh tyh aw.
 4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.
49. **Music Director:** Biehneina nata Tao awpazy cha:
1. KTP Central Conference chhôn ataopasuana, reithaina hlâ ta achhyna zy a patohpatia aw.

BO - 11
ATLYNADAH (ELECTION RULES)

63. Atlyna Nomination Committee

1. KTP Nôpawzy (Office Bearers) atlyna a y na maih ta, Nomination Committee paduapa ta atlyna tao awpa a châ aw. Nomination Committee a paduatuh awpa cha Local KTP level liata Local KTP General Meeting, Presbytery level liata Presbytery KTP Meeting, nata Central level liata Central Conference Ryureinazy ama châ aw.
2. Nomination Committee member cha mo 5 taih atly theipa a châ aw.
3. Atly awpa chyhsa cha Nomination Committee liata pahlao awpa châ vei. Nomination Committee member hry liatapa Nôpaw châta atly awpa ama khoh khihta cha, member châna a pahlei aw ta, ano vyuhpa ta Concerned Executive Committee tlyma, Office Bearers tlyma ta member a pathlai aw.
4. Atlyna cha General Meeting liata tao awpa a châ aw. He hawhta:
 - a. Local KTP Nôpawzy cha Local KTP General Meeting
 - b. Presbytery KTP Nôpawpazy cha Presbytery KTP Ryureina
 - c. KTP Central Nôpawpazy cha Central Conference liata atly awpa a châ.

64. Election Commission

Nomination Committee cha patlysatuhpa châ leipa aw ta, ama tly awpa nominate a taotuhpa deita a châ. Atlyna chhithatuh awpa ta MEC Constitution hawhta Election Commission a châ aw. Election Commission cha ary lia hawhta padua a châ aw.

55. KTP Central Executive Committee member-zy cha he hawhta a cha aw.

1. KTP Central Office Bearers member (7)
2. Executive Committee member (4) :
Presbytery KTP Office Bearers-zy hry tawhta kô 2 term kha châta mo 4 atlypa châ aw ta, Presbytery miakha tawhta mo pakha chyu atlypa a châ aw. KTP Central EC member cha term 3 (kô 6) taih a pazao thei aw. Term 3 a pazao hawpa cha achyh chai ta kô 2 (term kha) a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.
3. Assembly Advisor (2)
4. MEC Nôpawpazy cha Ex-Officio member ama châ.

56. KTP Central Executive Committee Biehneina nata raihriazy

1. Central Conference miakha nata miakha likawh liata bie chatliepazy a hria aw.
2. KTP Central Conference vyuhpa ta rai a hria aw.
3. KTP Central Conference châta abyuhpa a patohpatia aw.
4. Presbytery KTP tawhta agenda-zy pahmaoh aw ta, Central Conference a tlôkhei aw.
5. KTP hmâsiena agendazy cha Central Conference a tlôkhei aw.
6. KTP hmahsie nata sie leina saipazih awta, âbyuhna hawhta sôhnawh thiehpâ tao awpa ta abyuh khih Central Conference lâ bie pangia aw ta, Assembly a papysa aw.

57. KTP Central Executive Committee Meeting

1. Achyh chai ta kô kha ei kha hnei tyhpa awpa a châ.
2. Chairperson nata secretary ta âbyuhpa ta ama pahno khih, meeting ama pahrua thei aw.
3. Meeting taotheina Quorum cha 51% a châ.
4. Meeting he thla kha abyupa ta awpa a châ aw.

BO - 10
KRIZYHPA THYUTLIA PY
CENTRAL CONFERENCE (KTP-CC)
DUAHMO NATA MAOHPHAONAZY

58. **Krizyha Thyutlia Py Central Conference**
 MEC Râhpôhpa liata KTP zydua syhpakhypa ta paduapa a châpa vâta KTP châta biehneina nata ryureina a sâh chaipa a châpa vâta KTP Central Conference (MEC/ KTP-CC) tahpa a châ.
59. **KTP Central Conference Member-zy**
1. KTP Central Office Bearers (7)
 2. Central Executive Committee (4)
 3. Presbytery KTP Conference Chairperson nata Secretary (8)
 4. Local KTP Executive Committee tawhta atlypa member 40%
 Presbytery KTP Conference ta local KTP liata EC member zy hry tawhta Central Conference member châta 40% a tlyh aw.
 5. Assembly tuapa Advisor (2)
 6. MEC Pastor-zy cha Ex-Officio member (Vote chhao ama hnei thei aw)
 7. Official ta a tuapa delegate (Vote chhao a hnei aw).
60. **KTP Central Conference Biehneina nata raihriazy**
1. KTP Department Secretary Annual report a saipazih aw.
 2. Presbytery KTP Ryureina report nata agenda zy a pachia aw.
 3. KTP hmâhsiena, akaona nata apôhkhana a pachâ aw.

4. Kô kha chhoh KTP sôh hmôna nata hmâna Budget a pachâ aw.
5. KTP Central Office Bearer (6) nata Central EC member (4) zy Presbytery KTP Office Bearers zy hry tawhtapa kô 2 term kha châta a tlyh aw.
6. Assembly Executive Member châta KTP vyuhtuapa mo 2 (KTP Secretary nata Chairperson) â tlyh aw.
7. Assembly Member châta KTP vyuhtuapa mo 4 (KTP Secretary a hlao leipa ta) Central Office Bearer hry tawhtapa kô 2 châta â tlyh aw.
8. KTP Central Conference tlô heih nawpa su a pachâ aw.
9. Bie pathlupazy cha Assembly EC a tlôkhei aw.
10. Central Conference ta âbyuhpa ta a pahno khiah, Board adua thei ta, a phie heih thei.
11. Assembly chakaotuhpa KTP Steward â tlyh aw.
12. Assembly nata Assembly EC ta a pahniehpa raizy a hria aw.

61. **KTP Central Conference Meeting**

1. MEC Assembly ta daihti a raopa liata kôkha ta eikha hnei tyhpa awpa a châ.
2. Ryurei theina quorum cha member 33 % a châ.
3. Meeting cha noh 30 abuyhpa ta hruapa a châ aw.

62. **Advisors**

MEC Assembly ta KTP Central Conference pasopakatuha nata pachâna pietuhpa châta kô 2 term kha châta, Pastor (1) nata Awnano Machâ (1) a tlyh aw.

KTP Chhithana Dâh

KTP khôtho lâta azaona tao hawpa, tao haipa nata tao laih lyma awpazy, nata khokheina biezy pahlaow awpa a châ aw.

3. In-charge piena cha atlypatlohpa ama châ tawhta noh 30 chhôn liata thlai piepa a châ aw. Kô 4 term kha châta atlypa Local KTP chhithatuhpazy in-charge piena cha Assembly khai noh 30 chhôn liata a châ aw.

70. By-Election

Local KTP, Presbytery KTP nata Central KTP chhithatuhpazy rai bâna nata atly heihna dah cha he hawhta a châ aw. Rai pabâh theipa chhithatuhpazy cha:

1. Chhithatuhpa ahyrai Awnanopa chhoreina liata â aopazy
2. Khihsana vâta khih hro lata âpaihpa local KTP chhithatuhpazy
3. Diathlana vâta meeting ei (3) hlâta hluh via a hlao leipa, a thâtih pachiapa châ aw ta, deichhyna dâh pachâ aw ei ta, deichhy thai lei awpa chi a châ khiah rai pabâ theipa a châ aw.
4. MEC Awnanopa pachuna nata doctrine a pyh leipa nata âdyuhpazy cha ama chôchâh pachâ theipa nata pabâ theipa ama châ aw.
5. Chiehleina vâta rai chakao thei lei awpa a chakhiahta cha ama khotlyna hmâpa ta bâna a pangiasa thei aw.
6. Local KTP: EC ta rai a pabâ hawpazy cha General Meeting hmiatua chaipa liata apykhei awpa ta a tlô khei aw ta, ano vyuhpa ta ama tlyh aw.
7. Chhithatuhpazy cha rairuna tlyma, thina vâta tlyma a chakaona rai a pazao thei khao leipa a y khiah tala By-Election hnei awpa a châ aw.
8. By- Election cha General Meeting liata hnei awpa a châ.

71. Local KTP Nôpawpazy Atly awpa

Local KTP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

KTP Chhithana Dâh

1. Local KTP Nôpawpazy patlysa awpa ta, ama Local Standing Committee ta Biatuhpa Pastor, Local Hyutuhpa nata Awnanopa Machâ (2)zy ahlaopa ta Election Commission a padua aw. Cha cha Local KTP Election Commission a cha aw. Biatuhpa pastor cha Presiding Officer a châ aw.
2. Presbytery KTP Nôpawzy patlysa awpa ta, Presbytery Ryureina ta Presbytery Secretary (1), Pastor (1), Awnanopa Machâ (2) ahlaopa Election Commission a padua aw. Cha cha Presbytery KTP Election Commission a châ aw. Presbytery Secretary cha Presiding Officer a châ aw.
3. KTP Central Office Bearers-zy patlysa awpa ta, Central Conference ta Assembly tuapa Senior advisor (2), KTP Secretary nata Central Conference member (2) ahlaopa Election Commission a padua aw. Cha cha KTP Central Election Commission a châ aw. Assembly ta advisor ta a tuapa Pastor cha Presiding Officer a châ aw.

65. Candidate taona

1. Nomination Committee ta Nôpawzy châta candidate a taopazy cha ahâzoh leipa ta Election Commission lâta châ ta ropa ta pie awpa a châ.
2. Election Commission ta candidate padua thei aw vei.
3. Nomination Committee ta a nominate-pa hleikhô ta, Election Commission ta zawpi (floor) lâta candidate pano (2) a paduasa thei aw. Cha chhao cha biephôpa y sala, apykheituhpa ama y khiah dei ta apyapa a châ aw.
- d. Candidate (Nominee)pazy cha he hawhta paziah ta patlysa awpa a châ.

KTP Chhithana Dâh

1. Zawpi ta a hnôh chaipa ta ama vaw candidate-pa cha pa (1)na
2. Zawpi ta a hmiatua chaipa ta ama vaw candidate-pa cha pa (2)na
3. Nomination Committee ta a vaw candidate-pa cha Pa (3)na

66. Atlyna dâh (patlysana dâh)

1. Atlyna a pathao hlata Committee member-zy pakhaizie tlaime ama châ tahpa laichadai ha tua awpa a châ.
2. Atlyna Committee ta Quorum tlopa Meeting a châ aw.
3. Atlyna zie cha Secret Ballot ta tlyma, ku chaluasapa ta tlyma a châ aw.
4. Atlyna liata 51% nata a hlulh via vote a hmôpa deita patloh awpa a châ. Ei kha atlyna liata 51% vote a hmôpa ama y leipa khihta cha, vote achyha chaipa a hmôpa candidate moh cha thyu (phie)pa a châ aw. Cha hawhna chata 51% nata hlulh viapa hmôna taihta atlyna cha taopa a cha aw.
5. Presiding Officer ta zawpi hmiakô liata vote pareisa awpa a châ. Vote hmôpa zie he zawpi hmô thai nawpa ta blackboard tlyma, whiteboard liata a roh lyma awpa a châ.

67. Atly lei awpazy

1. Atly awpa local liata KTP member a châ leipa cha atlyna liata pahlao pasaipa châ vei.
2. KTP member ahyrai Awnanopa chhoreina dâh liata a y haipazy Nôpaw châta atly pasaipa châ vei.
3. Awnanopa Machâ ta a tly hawpazy cha KTP Nôpaw châta atly pasaipa châ vei.
4. Member ahyrai atlyna daihti liata a y leipa cha KTP Chhihtuhpa châta atly theipa châ vei. Local KTP level liata deikua cha member ngâchhihpa nata ngiâbâh tlâhpa ta pahnopah chyhsa, chieh leina vâta tlyma, atlyna daihti pahno

KTP Chhithana Dâh

leipa vâta khihtlyhpa tlyma kyh liata cha meeting member 51% ta pahlao awpa ama khoh khihta cha atly theipa a châ aw.

5. Presbytery KTP nata Central Conference liata cha ano pôhpa a y leipa cha atly theipa châ aw vei.

68. Atlypatlohpazy hlâna (pa-ina)

KTP Office Bearers nata EC member-zy châta atlypatlohpazy cha he hawhta hlâna (pa-ina) hnei awpa a châ aw.

1. Local KTP Chhihtathuhpazy hlâna cha Biatuhpa Pastor tlyma, Biatuhpa Pastor ta bieheina a piepa (Pastor, Hyutuhpa, Machâ) tlyma ta daihti ryhpaoh chaina liata hlâna a hnei aw.
2. Presbytery KTP Chhihtathuhpazy hlâna cha Presbytery Secretary tlyma, Presbytery Secretary ta bieheina a piepa Pastor ta Presbytery Ryureina chhoh Abeipa noh my apakhyna liata tlyma, za lâ apakhyna liata tlyma hlâna a hnei aw.
3. Central KTP Chhihtathuhpazy hlâna cha Executive Secretary (i/c KTP) ta tlyma, Executive Secretary (i/c KTP) ta bieheina a piepa pastor pakha kha ta tlyma, Central Pakhyi chhoh Abeipa noh my apakhyna liata tlyma, za lâ apakhyna liata tlyma hlâna a hnei aw.

69. In-charge a piena

KTP Chhihtathuhpazy atlyna a y khai tawhta, atlypatlohpazy lâta he hawhta in-charge piepa a châ aw.

1. In-charge a piena Office Bearers Meeting liata tlyma, Executive Committee meeting liata tlyma a châ aw.
2. In-charge piena cha pakah ta a piena deita châ leipa aw ta, châ ropa ta in-charge a piepa a châ aw. Cha incharge piena châ liata raihria chiehpazy, raihria chabâhpazy, KTP nata

BO - 13
DÂH TAOPATHI THEINA

77. He KTP chhithana Dâh he âbyuhna hawhta taopathi, paryh, baichha ta panano theipa a châ aw.
78. Taopathi khooha cha Committee member 2/3 apykheina deita ta taotheipa a châ aw. He heta Local KTP General Committee, Presbytery KTP Ryureina, Central Conference, Assembly Executive Committee nata General Assembly zydua a ô khaipa a châ.

- | | |
|------------------------|---------------------------------|
| 1. President | (1) |
| 2. Vice President | (1) |
| 3. Secretary | (1) |
| 4. Assistant Secretary | (1) |
| 5. Music Director | (1) |
| 6. Finance Secretary | (1) |
| 7. Treasurer | (1) |
| 8. EC Member | (7) nata maluh pôhna zie hawhta |

72. Presbytery KTP Nôpawpa atly awpazy

Presbytery KTP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

- | | |
|------------------------|-----|
| 1. President | (1) |
| 2. Vice President | (1) |
| 3. Secretary | (1) |
| 4. Assistant Secretary | (1) |
| 5. Music Director | (1) |
| 6. Finance Secretary | (1) |
| 7. Treasurer | (1) |

73. Central KTP Nôpawpazy Atly awpazy

Central KTP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

- | | |
|------------------------|-----|
| 1. President | (1) |
| 2. Vice President | (1) |
| 3. Secretary | (1) |
| 4. Assistant Secretary | (1) |
| 5. Music Director | (1) |
| 6. Finance Secretary | (1) |
| 7. Treasurer | (1) |
| 8. EC Member | (4) |

BO - 12

**APAKHYNA, NOH PEIMAWHPA
NATA SÔHNAWH KYH**

74. Apakhyna

Krizyha Thyutlia Py (KTP) ta a bievaopa “Krista châta Lyuchâpa” (II Kaw 5:20) palâhâh ta, Khazohpa bie nata reithaina ta a chakao thei nawpa ta Hâta eikha chhoh liata daihti su (2) a hnei. Cha cha;

1. Chutyhnoh (Friday) zâ la Khazohpa achhyna pakhyina hnei awpa
2. Abeipa noh Mydi Thlahchhana apakhyna hnei awpa
3. He apakhyna liata daihti a hmâh awpazy cha KTP Office Bearerzy, KTP: EC member-zy châ aw ei ta, Office Bearers zy aryh ama tagna hawhta, KPT nôpaw ta a vaw chakao hawpazy, local nôpawpazy nata KTP khôtho la chakaona a hneipazy chhao ama hrua thei aw.

75. Noh Peimawhpazy

KTP ta Noh peimawhpa a hneipa, Assembly ta pahnokheipa ta Awnanopa Calendar liata pahlao tyh awpazy cha, hezy a châ.

1. KTP Hâtâ : KTP Hâtâ he KTP Aduanoh tlô hlâ hâtâ chhoh noh 7 chhoh ahmâpa a châ (Eg. June 3-9 taih ta KTP Hâtâ noh ta a hmâpa a châ aw.
2. KTP he 1947 June 10 noh ta paduapa a châpa vâta June 10 noh he kô chareih ta KTP Aduanoh ta hmâ awpa a châ.

76. KTP Sôhnawh

1. KTP Sôhnawh hneina he Assembly apykheina deita ta sôhnawh hnei theipa a châ aw.

2. KTP hmahsie nawpa nata a mohoh nawpa châta Assembly pahnokheipa ta he hawhta sôhnawh hnei aw ta, Assembly Office la pangiapa a châ aw.

- a. Local KTP Target Sôh (LTS) : Office lâ paphao awpa
- b. Nohpeimawhpa Sôh (NPS) : KTP Hâtâ nata KTP Aduanoh Sôh (Office lâta paphao awpa).
- c. Central Conference Sôh (CCS):
- d. Thapapuana Sôh (TPS): 25% he Office lâta pangia awpa châ aw ta, 75% he Local KTP fund châta a châ aw.
- e. Apakhyna Sôh (APS): Local KTP Fund a châ aw. (Target eima rai hawpa vata)
- f. Krismas Carol Sôh (KCS): He he Local KTP fund châta a châ aw
- g. Myuthieh Alykheina Sôh (MLS): Local KTP Fund châta a châ aw.

3. Presbytery KTP sôh :

- a. Presbytery Pakhyi noh ta, KTP Department ta daihti tovyuh piana liata sôh daopa châ aw ta, cha sôh cha presbytery KTP Apakhyna Sôh a châ aw.
- b. Presbytery KTP Ryureina ta âbyuh a tagna hawhta sôh hmôna nata hmâna budget a tao aw.

4. Central Conference Sôh :

- a. KTP Central Conference Pakhyi chhoh ta sôh thyupa zydua cha Office lâta pangiapa châ aw ta, KTP budget hawhta hmâpa a châ aw. Cha cha Central Pakhyi Sôh (CPS) tahpa a châ aw.
- b. Local KTP to ta, Central Pakhyi Alykheina Sôh (CPAS) thyuna y aw ta, cha sôh cha Pakhyi a patlôpa Local Pakhyi Board lâta piepa a châ aw.

4. Hawtizy awnanopa, nôpaw nata hlâ ta uhthei viapazy reingiana châh ama pahno thei nawpa ta ama pachu aw.
5. Hlâ achunazy, Bievaopa achunazy, action song achunazy ama hnei kheh aw.
6. Hawtizy Sunday School ama chu pha thei nawpa ta a pasyutyh aw.

BO-3
LOCAL KHP CHHIHTHATUHPAZY
(OFFICE BEARERS)
MAOHPHAONAZY

14. Local KHP Nôpawpazy (Office Bearers): Local KHP âduana maih ta Office Bearers (7) he hawhta ama hnei awpa a châ aw. Local KTP member zy hry tawhta kô 4 term kha châta atlypa a châ aw.

1. President
2. Vice President
3. Secretary
4. Music Director
5. Assistant Secretary
6. Finance Secretary
7. Treasurer

15. President: Biehneina nata Tao awpazy cha:

1. Local KHP liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
2. Local KHP Committee zydua liata Chairperson ta a chakao aw.
3. Local KHP hmâhsiena, thatlôna nata apôhkhana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.

KRIZYHPA HAWTI PY
CHHIHTHANA DÂH

BO - 1
REI PASIANA NATA DÂH MOH

Reipasiana: Mara Evangelical Church Krizypha Hawti Py (KHP) he Constitution Bo. 6 Articles 90 (b) yzie hawhta paduapa a châ. He dâh he MEC Constitution Bo. 17 Articles 243 (q) ta a hneipa chhithana dâh ta a châ.

1. **Dâh moh:** He Dâh he “Krizypha Hawti Py Chhithana Dâh” tahpa châ aw ta, a pachhohna zie ta “KHP Chhithana Dâh” tahpa a châ aw.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ.
3. **Paduana Noh** : Mara Evangelical Church, Krizypha Hawti Py (KHP) cha 1967 December 1 noh ta paduapa a châ.
4. **Bievaopa (Motto):** KHP bievaopa cha “Khazohpa cha Sona hnawh a châ” (Biso 1:7) a châ.
5. **Dâh ta a ôpa chhôn:** MEC Awnanopa liata KHP âduana maih liata he Dâh he hmâ awpa a châ.
6. **Dâh ta â chhuahpa:** KHP paduana chhâpa nata âchhuahna Krizypha Hawtizy he ama hawti no tawhta Khazohpa bie pachu ta, Awnanopa pachuna hawhta ama hroh thei nawpa ta he achhuahna heta KHP paduapa a châ.

KHP Chhithana Dâh

1. Zisu Krista cha ama Beipa nata Pachhatuhpa a chazie pahnosa awpa;
 2. Khazohpa Bie pahnona, reithaina hlasana nata thlahchhâna hro hnei thei awpa
 3. Awnanopa ngiapâna, pachuna nata siezie hawhta palaiseihsa awpa
 4. Hrozie phapa, reingiana nata kyhpachana hnei thei awpa
7. **Ngiâna (Logo) chhopasiana:**
KHP ngiana cha âhlôpa (circle) chhoh liata Kraw saihipa y aw ta, hawtipa (5)zy ta ama ku patupa ta Kraw cha ama chadô aw. Kraw ry liata Biehraia y. Kraw he Khazohpa ta a tuapa Zisu Krista ngiâna châ ta, cha Khazohpa pahnona cha ta, hawtizy sona pie ta, akaona nata apôhkhana pahneisa ta, Krista châta aduah pahrohtuhpa thatlôpa ama vaw châ thei awpa a palasa. Biehraia nata Kraws ry liata ESTD: 1967 tahpa y aw ta, cha ry lia heihta KHP Bievaopa “Khazohpa cha Sona hnawh a châ” (Biso 1:7) tahpa a y aw. Âhlôpa chô liata MARA EVANGELICAL CHURCH tahpa y aw ta, ary lâ liata “KRIZYHPA HAWTI PY” tahpa ropa a châ aw.
8. **Pahniena Poh (Banner) chhopasiana:** KHP ta Banner a hneipa cha pohthâ 2:3 pa, a roh hrohpa (green) châ aw ta, aliah liata logo a y aw.
9. **Seal :** KHP seal cha 2 inches âhlôpa châ aw ta, achô lâta Mara Evangelical Church tahpa ropa châ aw ta, ary lâta Krizyhpaw Hawti Py tahpa ropa a châ aw. Âhlôpa chhoh liata No... nata ary liata Date ... tahpa ropa a châ aw.
10. **Mission Statement:** ABEIPA china he Khazohpa reingiahna châ ta, Khazohpa reingiahna cha Awnanopa pachuna

KHP Chhithana Dâh
hawhta hroh ta laihseihna a châ. Cha hawhta ABEIPA china, reingiahna he sona eima hnei theina hnawh a châ.

BO - 2

KHP PADUANA NATA RAIHRIA

11. **Local Church to liata KHP cha he hawhta padua theipa a châ aw.**
1. MEC local church âduana maih ta KHP padua theipa a châ.
 2. Local church liata paduapa Krizyhpaw Hawti Py cha “Local KHP” tahpa a châ.
 3. Local Committee pahnokheipa ta paduapa châ aw ta, Biatuhpa Pastor tlyma, Local Hyutuhpa tlyma pahnokheipa ta, Awnano Machâ pano chhaota padua kheipa a châ aw.
 4. Local KHP padua thiehpazy cha Central KHP Secretary lata thlai pahnosa awpa a châ aw ta, Assembly lâta report awpa a châ.
12. **KHP member châna cha he hawhta a châ aw.**
1. MEC Awnanopa chhoh liata hawti zydua member ama châ aw.
 2. Sawhla noh tawhta KHP member ama châ lyma aw.
 3. Bati a châpa chhao, a châ mah leipa chhao ta kô 14 nata arylâpa zydua he member ama châ khai aw.
13. **Local KHP ta rai a hria awpa cha he hawhta a châ aw.**
1. He Py he âchhuahpazy pitloh thei nawpa ta a hria aw.
 2. Local KHP member zydua akaona phapa hneina awpa a patohpatia aw.
 3. Hawtinaw Khazohpa Bie nata Hla ta a chhitha aw.

KHP Chhithana Dâh

- a. KHP member 20-50 taih a hneipa cha EC member 7
 - b. Member 50 tawhta Maluh 20 pôhna maih ta EC member pakha baichha lyma awpa
 - c. Local KHP miakha liata Executive Committee member (OB nata EC member) zydua mo 20 hlata hluh via hnei theipa châ aw vei).
3. Local Standing Committee ta a tuapa Awnanopa Machâ nata Khiehchhoh Machâzy hry tawhta Advisor (2)
 4. Biatuhpa Pastor nata Hyutuhpa cha Ex-officio member ama châ.

27. Local KHP Executive Committee Biehneina nata raihriazy

1. Local KHP hmâsiena nata abyuhna hawhta chakaona a hnei aw.
2. KHP châta fund (sôh) hmôna nata hmâna a pachâ aw.
3. KHP aduanoh hmâ pha via theina program a pachâ aw.
4. Local KHP hmo hneipazy mohoh aw ta, a pabohsa aw.
5. KHP apakhyna program siepha lyma awpa ta a pachâ aw.
6. Local KHP General meeting lâta agenda a pachhuanpanoh aw.
7. Term chhâ hlâta chhihtuhpazy su ruapa a y khiah, pabie awpa ta Local Standing Committee a report aw.
8. KHP Central Conference ta a pahniehpa raizy a hria aw.

28. Local KHP Executive Committee Meeting

1. Achyh chai ta thlakha ei kha meeting tao awpa a châ aw.
2. President nata Secretary ta âbyuhpa ta ama pahnokhiah, meeting ama pahrua thei aw.
3. A daihti nata su cha Office Bearers ta a pachâ aw.
4. Quorum cha mebâh 51% a châ aw.
5. Meeting awna cha noh 7 abyuhpa ta pahruapa a châ aw.

KHP Chhithana Dâh

4. Local KHP hmohneipa (Property) âvaotuhpa nata mohoh ta pabohsatuhpa a châ aw.
5. Py vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.

16. Vice President: Biehneina nata Tao awpazy cha:

1. President a baotuh chaipa a châ aw.
2. President y leina/thei leina daihti liata President maohphaona zydua a hria aw.

17. Secretary: Biehneina nata Tao awpazy cha:

1. President asaohiahpa ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuanpanohtuhpa a châ.
2. Committee biepathlupazy a laichadai tyh aw ta, file, minute book, record a vao aw. Abyuhna hawhta sahlao lâta a pahnosa tyh aw.
3. Kô chhâna General Meeting liata kôkha chhoh report nata KHP Statistics a report a pie tyh aw.
4. Local KHP hmâsiena, thatlôna nata apôhkhana a pachâ tyh aw.
5. KHP Committee nata chô lata biehnituhpazy ta rai a pahniehpazy a hria aw.

18. Assistant Secretary: Biehneina nata Tao awpazy cha:

1. Secretary baotuhpa chaipa a châ aw.
2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
3. KHP Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

19. Music Director: Biehneina nata Tao awpazy cha:

1. KHP chhôn hla achuna, hlâ lata chhithatuh chaipa a châ aw.
2. KHP sahlao Khazohpa reithaina châta Musical Instrument lâ chhâh maohphaotuh chaipa a châ aw.
3. Local liata KHP Hlapy phapa a padua aw

20. Finance Secretary: Biehneina nata Tao awpazy cha:

1. Local KHP sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh lyma aw.
2. Py sôh pôh thei nawpa ta patohtiatuhpa a châ aw.
3. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia lyma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw. Hâtâ ei no hluphi py sôh a ku liata a paso awpa châ vei.
4. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duasu report a pie tyh aw.
5. Local KHP chhaichhi (Property) zydua Record rona “Register” tao awta, a phapa nata a raopa zy chhao a sia kawpa ta a roh tyh aw.

21. Treasurer: Biehneina nata Tao awpazy cha:

1. Finance Secretary tawhta sôh dao tyh aw ta, Cash Book liata roh tyh awta, Py sôh â vao tyh aw.
2. Py sôh hmâna zydua Cash Book liata roh lymâ awta, Cash Memo/ Bill zy a sia kawpa ta a paso tyh aw.
3. Ngâchhih kawpa ta py sôh paso aw ta, mohropa hnohta dyu pacheisa aw vei.
4. Audit thei awpa ta Cash nata Cash Book zy khatino raita a patohpatia tyh awpa a châ.

22. Local KHP Office Bearers Meeting nata maophaona

1. Member zy cha Office Bearers (7)zy ama châ aw. Abyuhpa ta ama pahno khiah, Local church ta a tuapa advisor chhao a hrua thei aw. He he rai patlapasaona meeting a châ via pachai aw.
2. KHP General Meeting nata Local KHP (EC) meeting biepathlupazy a hriapazih aw.
3. Abyuhna hawhta meeting pahrua theipa a châ aw.
4. Bie chatliepa a y khiah, hriapazih awpa ta, a hriapazihna cha a y tua chaipa EC meeting liata a report awpa a châ.

23. Advisors: Local KHP meetingzy liata pasopakâtuh awpa nata ama saohiah via pachai awpa ta Local Awnanopa committee ta Advisor châta pano kô 2 term kha châta a tuah tyh aw.

24. Auditors: Local KHP ta Auditor eihpa hnei leipa awta Local Awnanopa Auditor he âhly lymâ awpa a châ.

BO-4

LOCAL KHP EXECUTIVE COMMITTEE NATA MAOHPHAONAZY

25. Local KHP ta raihriana nata mohôhna raihriana liata hmâsie via lyma thei nawpa ta LOCAL KHP COMMITTEE a hnei aw. Cha cha Local KHP Executive Committee Meeting tahpa a châ aw.

26. Local KHP Executive Committee Member :

Hezy he Local KHP Committee memberzy ama châ aw.

1. Local KHP Office Bearers- (7) (Kô 4 term kha châta atlypatlohpa)
2. Local KHP Executive Committee member-zy

33. Vice Chairperson : Biehneina nata Tao awpazy cha:

1. Chairperson baotuh chaipa a châ aw.
2. Chairperson leina/thei leina daihti liata Chairperson maohphaona zydua a hria aw.

34. Secretary: Secretary Biehneina nata Tao awpazy cha:

1. MEC General Assembly ta kô (4) term kha châta a rao aw. MEC Headquarters, Krizyha Hawti Py Office liata â tyuh aw.
2. KHP hmo hneipazy, recordzy, filezy, minutezy a vaotuhpa nata pabohsatuhpa nata a laichadai ta a hriazihtuh chaipa a châ aw.
3. KHP vyuhpa ta châ rohtuhpa nata daotuhpa, KHP hmâsiena a pachâtuh chaipa a châ aw.
4. Annual report (budget, raihria, statistics hp..) a chhuanoh aw ta KHP Central Conference nata Assembly EC-zy a tlôkhei aw.
5. Chairperson asaohiaha ta meeting a pahruatuhpa, chârôhtuhpa, châ pasotuhpa nata agenda a pachhuhpanohtuhpa a châ.
6. Committee biepathlupazy a laichadai tyh aw ta, âbyuhna hawhta sahlao lâta a pahnosa tyh aw.
6. Kô chhâna Central Conferene Meeting liata kôkha chhoh report nata KHP Statistics a report a pie tyh aw.
7. KHP Committee nata chô lata biehneituhpazy ta rai a pahniehpazy a hria aw.
8. Assembly, Assembly ECzy ta raihria a pahniehpazy a hriatuhpa a châ aw.

35. Assistant Secretary: Biehneina nata Tao awpazy cha:

1. Secretary a baotuh chaipa a châ aw.

6. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.
7. **Adjourned meeting:** kheihawhpa Local KHP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum abyuh vei.

**BO- 5
GENERAL COMMITTEE NATA
MAOHPHAONAZY**

29. General Committee nata Biehneina

1. Local KHP liata Member zydua ôpa ypakhyapa he “**General Committee**” tahpa châ aw ta, cha meeting cha “**General Meeting**” a châ. Local KHP President ta Chairperson ta chakao aw ta, Local KHP Secretary cha Secretary ta a chakao aw.
2. Hezy he **Local KHP General Meeting member** zy cha:
 - a. Local KHP Office Bearers (7)
 - b. Local KHP Executive Committee member zydua
 - c. Local KHP member zydua
 - d. Local Standing ta a tuapa Advisors (2)
 - e. Biatuhpa pastor nata Hyutuhpa cha Ex-Officio member ama châ.
3. **General Committee biehneina nata raihriazy-:**
 - a. General Meeting he Local KHP liata biehneina chaipa a châ aw.

- b. Local KHP hmâhsiena, apôhkhana nata Awnanopa achhuahna pitloh thei nawpa ta hmâh a la hra aw.
- c. Local KHP Executive Committee ta a pachhuahpanohpa agendazy a pachia aw.
- d. Kô chhôn KHP report a dao aw.
- e. KHP aduana ahmâ phana a pachâ aw.
- f. Local Standing nata Central KHP ta a pahniehpa raizy a hria aw.

4. General Committee Meeting

- a. A chyh chai ta kôkha ta eikha, kô chhâna liata hnei awpa a châ aw.
- b. KHP: EC ta abyuhpa ta a pahno khiah, Local KHP Zawpi Ryureina a pahrua thei aw.
- c. A daihti, su nata program cha KHP: EC Ryureina ta a pachâ aw.
- d. Quorum cha mebâh zydua 31% a châ aw.
- e. Meeting awna cha a chyh chai ta noh 14 âbyuhpa ta hruana tao awpa a châ. Peimawhpa vâta pahruapa meeting (special zawpi meeting) cha noh 7 âbyuhpa ta hruana tao awpa a châ.
- f. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.
- g. **Adjourned meeting:** kheihawhpa Local KHP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum abyuh vei.

BO- 6
KRIZYHPA HAWTI PY
CENTRAL CONFERENCE (KHP-CC)
OFFICE BEARERS
DUAHMO NATA MAOHPHAONAZY

30. KHP Central Conference Office Bearers

KHP raihria liata nôpaw châpa châ awpa ta he hawhta Office Bearers ama hnei aw. Local KHP Chairperson nata Secretary zy hry ta kô 2 term kha ta he hawhta atlypa ama cha aw. Secretary deikua cha Assembly ta a rao aw.

1. Chairperson
2. Vice Chairperson
3. Secretary (MEC: KHP Secretary a châ aw)
4. Assistant Secretary
5. Music Director
6. Finance Secretary
7. Treasurer

31. KHP Central Office Bearers cha term 2 (kô 4) taih a pazao thei aw. Term 2 a pazao hawpa cha achyh chai ta kô 2 (term kha) a pahâ tua leipa ta Office Bearers ta atly chanei theipa châ aw vei.

32. Chairperson: Biehneina nata Tao awpazy cha:

1. Central KHP liata Nôpaw chaipa nata Chhithatuh chaipa a châ aw.
2. Central Conference nata Office Bearers Committee meeting zydua liata Chairperson ta a chakao aw.
3. MEC- KHP hmâhsiena, thatlôna nata apôhkhana pachâtuh chaipa nata maohphaotuh chaipa a châ aw.

3. KHP Central Office Bearers-zy châta Nomination Committee member-zy

- a. KHP Secretary, Assembly advisor 2 zy ama châ aw.
- b. Nomination Committee ta a candidate-pa cha Central Conference liata atlyna hnei awpa a châ.

46. Election Commission

Nomination Committee cha patlysatuha châ leipa aw ta, amatly awpa nominate a taotuhpa deita a châ. Atlyna chhithatuh awpa ta MEC Constitution hawhta Election Commission-zy ama châ aw. He hawhta Election Commission padua a châ aw.

1. Local KHP Nôpawpazy atlyna cha Local Standing Committee liata a châ aw. Local Standing Committee Chairman cha Presiding Officer a châ aw.
2. KHP Central Office Bearers-zy patlysatuha awpa cha, Central KHP Secretary, nata Assembly advisor (2)zy ama châ aw. KHP secretary cha Presiding Officer a châ aw.

47. Candidate taona

1. Nomination Committee ta Nôpawzy châta candidate a taopazy cha ahâzoh leipa ta Election Commission lâta châ ta ropa ta pie awpa a châ.
2. Election Commission ta candidate padua thei aw vei.
3. Nomination Committee ta a nominate-pa hleikhô ta, Election Commission ta zawpi (floor) lâta candidate pano (2) paduasa thei aw. Cha chhao cha biephôpa y sala, apykheituha ama y khiah dei cha apyapa a châ aw.
4. Candidate (Nominee)pazy cha he hawhta paziah ta patlysa awpa a châ.
 - a. Zawpi ta a hnôh chaipa ta ama vaw candidate-pa cha pa (1)na

2. Secretary yle/thei leina daihti liata Secretary raizy a hria tyh aw.
3. KHP Meeting liata Minute a roh tyh aw.
4. Secretary tlyma, Committee ta tlyma rai a pahniehpazy a hria aw.

36. Finance Secretary: Biehneina nata Tao awpazy cha:

1. Central Conference sôh a pôh via thei nawpa ta pachâpazituha, patôhpatiuh chaipa a châ.
2. Committee ta a pahniepa raihriazy hria aw.

37. Treasurer: Biehneina nata Tao awpazy cha:

1. KHP Central Conference Pakhyi sôh nata Conference Fundzy a vaotuhpa nata pabohsatuhpa a châ aw.

38. Central Office Bearer Meeting Raihriazy

1. Central Committee ta bie a pachiapazy hriapazihuh chaipa a châ aw.
2. Central Committee lata agenda a pachhuahpanoh aw.
3. Central Committee pahana su a rao chhilie aw.
4. Central Conference châta steward a tlyh aw.

39. Central Office Bearers Meeting

1. Abyuhna hawhta meeting tao awpa a châ aw. He meeting he Coordination meeting (Rai patlapasaona) a châ via chai aw.
2. Ryureina Quorum cha Member 51% a châ aw.

BO - 7
KRIZYHPA HAWTI PY
CENTRAL CONFERENCE (KHP-CC)
DUAHMO NATA MAOHPHAONAZY

40. Krizyha Hawti Py Central Conference

MEC Râhpôhpa liata KHP zydua syhpakhypa ta paduapa a châpa vâta KHP châta biehneina nata ryureina a sâh chaipa a châpa vâta KHP Central Conference (MEC/ KHP-CC) tahpa a châ.

41. KHP Central Conference Member-zy

1. KHP Central Office Bearers (7)
2. Local KHP Office Bearers tawhta (2) chyua
3. Executive Secretary (i/c KHP)
4. MEC Pastor-zy cha Ex-Officio member (Vote chhao ama hnei thei aw)

42. KHP Central Conference Biehneina nata raihriazy

1. KHP Department Secretary Annual report a saipazih aw.
2. Local KHP tawhta agenda zy a pachia aw.
3. KHP hmâhsiena, akaona nata apôhkhana he a pachâ aw.
4. Kô kha chhoh KHP sôh hmôna nata hmâna Budget a pachâ aw.
5. KHP Central Office Bearer 6 (Secretary reipâ leipa ta) kô 2 term kha châta a tlyh aw.
6. Assembly Executive Member châta KHP Chairman nata Secretary a tlyh aw.
7. Assembly Member châta KHP vyuhtuapa châta Secretary nata Chairperson a tlyh aw.
8. Sunday School Pachutuhpazy training, Hawtizy pachuna training kiaphana a pachâ aw.
9. Hawtizy chhithatuhpa pachuna a pachâ aw.

10. KHP Central Conference tlô heih nawpa su a pachâ aw.
11. Bie pathlupazy cha Assembly EC a tlôkhei aw.
12. Assembly nata Assembly EC ta a pahniehpa raizy a hria aw.

43. KHP Central Conference Meeting

1. MEC Assembly ta daihti a raopa liata kôkha ta eikha hnei tyhpa awpa a châ.
2. Ryurei theina quarum cha member 33 % a châ.
3. Meeting cha noh 30 abyuhpa ta hruapa a châ aw.

44. Advisor

KHP Central Conference pasopakatuha nata pachâna pietuhpa châta Assembly ta advisor 2 a tuah tyh aw. Executive Secretary (i/c Christian Education) he a hlao tyh aw.

BO - 8
ATLYNADAH (ELECTION RULES)

45. Atlyna Nomination Committee

1. **KHP Nôpawzy (Office Bearers)** atlyna a yna maih ta, Nomination Committee paduapa ta atlyna tao awpa a châ aw.
2. **Local KHP chhithatuhpazy** châta Nomination Committee member zy
 - a. Local Church Hyutuha, Local Secretary, Sunday School Superintendent, Local KTP President nata Secretary zy ama châ aw.
 - b. Nomination Committee ta candidate a taopazy cha Local Standing Committee ta âtlyh awpa a châ.

KHP Chhihthana Dâh

- 4. Assistant Secretary (1)
- 5. Music Diretor (1)
- 6. Finance Secretary (1)
- 7. Treasurer (1)

BO - 9

**APAKHYNA, NOH PEIMAWHPA
NATA SÔHNAWH KYH**

55. Apakhyna

Krizyha Hawti Py (KHP) ta a bievaopa “Khazohpa cha Sona hnawh a châ” (Biso 1:7) palâhâh ta Khazohpa bie nata reithaina ta a chakao thei nawpa ta Hâta eikha chhôn liata daihti su (1) a hnei. Cha cha;

- 1. Abeipa noh noh chhôn, Sunday School khai ta apakhy tyhpa a châ aw.
- 2. He apakhyna liata daihti a hmâh awpazy cha KHP Office Bearerzy, EC member zy nata KHP khôtho la chakaona a hneipa KHP thapasana a hneipazy chhao ama hrúa thei aw.

56. Noh Peimawhpazy

KHP ta nohpeimawhpa a hneipa, Assembly ta pahnokheipa ta Awnanopa Calendar liata pahlao tyh awpazy cha, hezy a châ.

- 1. **KHP Adua Noh:** KHP he 1967 December 1 noh ta paduapa a chapa vâta December noh 1 ahmâ awpa châtaraw ta, KHP member zy he siku akiahpa ama châpa vâta **DECEMBER HÂTA HMIATUAPA ABEIPA NOH HE KHP SUNDAY** ta a hma tyh awpa a châ.
- 2. **December 1 noh** ta SWEET DECEMBER a châpa vata KHP zy ta November 30 noh ta Carol siena noh a châ aw.

KHP Chhihthana Dâh

- b. Zawpi ta a hmiatua chaipa ta ama vaw candidate-pa cha pa (2)na
- c. Nomination Committee ta a vaw candidate-pa cha Pa (3)na

48. Atlyna dâh (patlysana dâh)

- 1. Atlyna a pathao hlata Committee member-zy pakhazie tlaime ama châ tahpa laichadai ha tua awpa a châ.
- 2. Atlyna Committee ta Quorum tlopa Meeting a châ aw.
- 3. Atlyna zie cha Secret Ballot ta tlyma, ku chaluasapa ta tlyma a châ aw.
- 4. Atlyna liata 51% nata a hlulh via vote a hmôpa deita patloh awpa a châ. Ei kha atlyna liata 51% vote a hmôpa ama y leipa khiahta cha, candidate-zy hry liata vote a chyh chaipa cha a moh thyu (phie) chhyhpa châ a châ aw. Chatawha 51% nata cha hlâta hlulh viapa hmôpa ta a tlohna taihta a tly awpa a cha aw.
- 5. Presiding Officer ta zawpi hmiakô liata vote pareisa awpa a châ. Vote hmôpa zie he zawpi hmô thai nawpa ta backboard tlyma, whiteboard liata a roh lyma awpa a châ.

49. Atly lei awpazy

- 1. Awnanopa Machâ châta atly hawpazy cha KHP Nôpaw châta atly pasaipa châ vei.
- 2. Atly awpa cha Awnanopa chhoreina dâh liata a y haipazy châ aw vei.
- 3. Member ahyrai atlyna daihti liata a y leipa cha KHP Chhihtuhpa châta atly theipa châ vei. Local KHP level liata deikua cha Local Standing Committee ta a ryh a tah khiahta cha ano pôhpa a y leipa chhao a tlyh thei aw.
- 4. Central Conference liata cha ano pôhpa a y leipa cha atly theipa châ aw vei.

50. Atlypatlohpazy hlâna (pa-ina)

KHP Office Bearers nata EC member-zy châta atlypatlohpazy cha he hawhta hlâna (pa-ina) hnei awpa a châ aw.

1. Local KHP Chhithatuhpazy hlâna cha Biatuhpa Pastor tlyma, Biatuhpa Pastor ta biehneina a piepa (Pastor, Hyutuhpa, Machâ) tlyma ta daihti ryhpaoh chaina liata hlâna a hnei aw.
2. Central KHP Chhithatuhpazy hlâna cha Executive Secretary (i/c KHP) ta tlyma, Executive Secretary (i/c KHP) ta biehneina a piepa pastor pakha kha ta tlyma, Central Pakhyi chhôn Abeipa noh my apakhyna liata tlyma, za lâ apakhyna liata tlyma hlâna a hnei aw.

51. In-charge a piena

KHP Chhithatuhpazy atlyna a y khai tawhta, atlypatlohpazy lâta he hawhta in-charge piepa a châ aw.

1. In-charge a piena Office Bearers Meeting liata tlyma, Executive Committee meeting liata tlyma a châ aw.
2. In-charge piena cha pakah ta a piena deita châ leipa aw ta, châ ropa ta in-charge a piepa a châ aw. Cha incharge piena châ liata raihria chiehpazy, raihria chabâhpazy, KHP nata KHP khôtho lâta azaona tao hawpa, tao haipa nata tao laih lyma awpazy, nata khokheina biezy pahlao awpa a châ aw.
3. In-charge piena cha atlypatlohpaza ama châ tawhta noh 30 chhôn liata thlai piepa a châ aw. Kô 4 term kha châta atlypa Local KHP chhithatuhpazy in-charge piena cha Assembly khai noh 30 chhôn liata a châ aw.

52. By-Election

Local KHP, Presbytery KHP nata Central KHP chhithatuhpazy rai bâna nata atly heihna dah cha he hawhta a châ aw. He hawhtapazy chhithatuhpazy cha ama rai pabâh theipa a cha.

1. Chhithatuhpa ahyrai Awnanopa chhoreina liata â aopazy
2. Khihsana vâta khih hro lata âpailhpa local KHP chhithatuhpazy
3. Diathlana vâta meeting ei (3) hlâta hluh via a hlao leipa, a thâtih pachiapa châ aw ta, deichhyna dâh pachâ aw ei ta, deichhy thai lei awpa chi a châ khiah rai pabâ theipa a châ aw.
4. MEC Awnanopa pachuna nata doctrine a pyh leipa nata âdyuhpazy cha ama chôchâh pachâ theipa nata pabâ theipa ama châ aw.
5. Chiehleina vâta rai chakao thei lei awpa a chakhiahta cha ama khotlyna hmâpa ta bâna a pangiasa thei aw.
6. Local KHP luhpa châna tawhta rai a pabâ hawpazy cha Local standing Committee ta ano vyuhpa ta ama tlyh aw.
7. Chhithatuhpazy cha rairuna tlyma, thina vâta tlyma a chakaona rai a pazao thei khao leipa a y khiah Local Standing Committee ta a pabie lyma aw.

53. Local KHP Nôpawpazy Atly awpa

Local KHP liata Nôpawpa atly awpazy cha he hawhta a châ aw.

- | | |
|------------------------|----------------------------|
| 1. President | (1) |
| 2. Vice President | (1) |
| 3. Secretary | (1) |
| 4. Assistant Secretary | (1) |
| 5. Finance Secretary | (1) |
| 6. Treasurer | (1) |
| 7. EC Member | (7) maluh pôhna zie hawhta |

54. Central KHP Nôpawpazy Atly awpazy

Central KHP liata atly awpa Nôpawpa cha.

- | | |
|-------------------|-----|
| 1. President | (1) |
| 2. Vice President | (1) |
| 3. Secretary | (1) |

- 6. Dâh ta âchhuahpa:** KPP paduana chhâpa nata âchhuahna
1. Krizyha Chhohkha padua awpa ta adeichhy rairie awpa
 2. Pawzy Krista hnoh ta chhitha awpa nata Krista a châhkei thei awpa
 3. Pawzy he Awnanopa (Assembly) ku nata phei châ awpa
 4. Chhohkha, khihtlâh nata râh pha nawpa ta raihria awpa
- 7. Ngiâna (Logo) chhopasiana**
KPP ngiana cha âhlôpa (circle) chhoh liata Biehai y ta, Biehai hnoh kyh liata Kraws he arôh saiha ta a y. Biehai nata Kraw chô liata py Bie vaopa, “Riavaihtu Ngachhihpa” tahpa ropa châ ta, Biehai ry liata Estd: 2017 tahpa ropa a châ. Âhlôpa khôtho lâta a hlôpa patho heihpa châ aw ta, a chhoh liata a chôla tawhta Mara Evangelical Church, a rylâ ta Krizyha Paw Py, tahpa ropa a châ.
- 8. Pahniena Poh (Banner) chhopasiana :** KPP ta Pahniena poh (Banner) a hneipa cha pohthâ 2:3 pa, a roh asaiha (red) châ aw ta, aliah liata logo a y aw.
- 9. Seal :** KPP seal cha 2 inches âhlôpa châ aw ta, achô lâta Mara Evangelical Church tahpa ropa châ aw ta, ary lâta “Krizyha Paw Py” tahpa ropa a châ aw. Âhlôpa chhoh liata No... nata ary liata Date ... tahpa ropa a châ aw.
- 10. Mission Statement:** MEC Awnanopa ngiapâna, taozie nata KPP Bievaopa hawhta Awnanopa nata chhohkha châta RiavaihtuhNgâchhipa cha thei nawpa ta sasyh hro apakypa ta Paw zydua akaona pathaiha nata apôhkhapa ta tlokhuh eima hria lyma aw.

57. KHP Sôhnawh (Local KHP)

1. KHP Sôhnawh he Assembly apykheina deita ta sôhnawh hnei theipa a châ aw.
 2. KHP hmahsie nawpa nata a mohoh nawpa châta Assembly pahnokheipa ta he hawhta sôhnawh hnei aw ta, Assembly Office la pangiapa a châ aw.
 - a. Local KHP Target Sôh (LTS) : Abyuh tita target raipa a châ aw.
 - b. Noh Peimawhpa Sôh (NPS) : KHP Aduanoh Sôh (Office lâta paphao awpa châ ta, abyuh khiah aduana noh ta hmâ pasaipa a châ)
 - c. Sweet December Carol Sôh (SDCS): Sweet December alykheina châta, Nov. 30 za ta Carol siepa a châ. He sôh he KHP aduana noh tlyma, Local KHP ta abyuh a tahna liata hma awpa a châ.
 - d. Central Conference Sôh (CCS): Central Pakhyipi noh ta sôh thyupa zydua Office lata pangia awpa châ aw ta, budget hawhta hma awpa a châ aw.
 - e. Apakhyna Sôh (APS): Local KHP Fund a châ aw. (Target eima rai hawpa vata)
- 3. Central Conference Sôh :**
- a. KHP Central Conference Pakhyipi chhoh ta sôh thyupa zydua cha Office lâta pangiapa châ aw ta, KHP budget hawhta hmâpa a châ aw. Cha cha Central Pakhyipi Sôh (CPS) tahpa a châ aw.
 - b. Local KHP to ta, Central Pakhyipi Alykheina Sôh (CPAS) thyuna y aw ta, cha sôh cha Pakhyipi a patlôpa Local Pakhyipi Board lâta piepa a châ aw.

BO - 10
DÂH TAOPATHI THEINA

58. He KHP chhithana Dâh he âbyuhna hawhta taopathi, paryh, baichha ta panano theipa a châ aw.
59. Taopathi khohpa cha Committee member 2/3 apykheina deita ta taotheipa a châ aw. He heta Local KHP General Committee, Presbytery KHP Ryureina, Central Conference, Assembly Executive Committee nata General Assembly zydua a ô khaipa a châ.

KRIZYHPA PAW PY
CHHIHTHANA DAH

BO - 1
REI PASIANA NATA DÂH MOH

- Reipasiana:** Ei (45)na MEC Assembly ta Mara Evangelical Church ta Krizyha Paw Py padua awpa ta khopasana thata a hneipa hawhta KPP paduana Chhithana Dah tao awpa ta paryhsapa a châ. Chavâta He KPP Chhithana Dah he taopa a châ.
1. **Dâh moh:** He Dâh he “Krizyha Paw Py Chhithana Dâh” tahpa châ aw ta, a pachhohna zie ta “KPP Chhithana Dâh” tahpa a châ.
 2. **Dâh hmâ pathaona:** He Dâh he March March 5, 2017 noh tawhta hmâ pathaopa a châ.
 3. **Paduana Noh** : Local KPP paduana noh nata kôzy âlyu tlâ leipa vata MEC Assembly ta KPP a paduana kô cha 2017 châ aw ta, June thla hâta ei 3na Khizaw Pawzy Noh he KPP noh ta apypa a châ.
 4. **Bievaopa (Motto):** KPP bievaopa cha “Riavaihtuh Ngâchhihpa (Isai 62:6) a châ.
 5. **Dâh ta a ôpa chhoh:** MEC Awnanopa liata KPP âduana maih liata hmâ awpa a châ.

4. Ngâchhah kawpa ta py sôh paso aw ta, mohropa hnohta dyu pacheisa aw vei. .
5. Abyuhna daihti liata Audit thei awpa ta Cash nata Cash Book zy khatino raita a patohpatia tyh awpa a châ.

BO – 5

LOCAL KPP COMMITTEE & MEETING-ZY

25. Office Bears Meeting

1. Member zy cha Office Bearers (6)zy ama châ aw. Abyuhpa ta ama pahno khiah, Local church ta a tuapa advisor chhao hrua theipa a châ aw.
2. KPP General Meeting nata EC meeting biepathlupazy ama hriapazih aw.
3. Abyuhna hawhta meeting pahrua theipa a châ aw.
4. Bie chatliepa a y khiah, hriapazih awpa ta, a hriapazihna cha a y tua chaipa EC meeting liata a report awpa a châ.

26. KPP Executive Committee nata a biehneina

1. Member-zy
 - a. Local KPP Office Bearers (6)
 - b. EC member (6) atlypazy
 - c. Local Standing ta a tuapa advisors- Machâ (1), Khiehchhoh Machâ (1)
 - d. Kô 2 term kha châta member atlypa a châ aw.
2. Biehneina nata raihriazy cha:
 - a. General Committee ta bie a pathlupazy hriapazihthupha nata rai a hniehpazy a hria aw.
 - b. General Committee miano likawh liata hmo chatliepazy a hria aw.

BO - 2

KPP PADUANA NATA DUAHMO

11. MEC local church âduana maih ta KPP padua theipa châ aw ta, Biatuhpa pastor nata Local Standing Committee paryhsana ta ama padua aw. Local church liata paduapa Krizyhpa Paw Py cha “Local KPP” tahpa a châ.
12. Local KPP padua thiehpazy ta Central KPP Secretary lata thlai pahnosawpa a châ aw.
13. KPPhe Assembly ry liata a ypa a châpa hawhta MEC Constitution nata Rules zy, Local Standing Committee chakhiana zie ta hmâh a la awpa châ vei.
14. Local châta hmo phapa nata hmasie nawpa ta pachâna nata pahruanazy a hneipa a châkhiahta cha local standing committee lâta bie a pangia thei aw.

BO-3

LOCAL KPP MEMBER CHÂNA

15. MEC Awnanopa chhoh liata Paw a châ hapa nata chapaw pitlohpa maih cha member ama châ thei aw.
16. KPP tlyma, Khiehchhoh Machâ tlyma, Awnanopa Machâ tlypa, Pastor tlyma a châpa chhao KPP liata member ama châ khoh khiahta cha, âmo khotlyna ta member ama châ thei aw. Anodeikua cha KPP chhithathupha ta atly theipa châ aw vei ei.
17. KPP chhithathupha atlyna liata daihtyna ahneipa Local church zy liata cha Khiehchhoh Machâzy cha luhpa ta atly theipa a châ aw.

BO-4

**LOCAL KPP CHHIH THATUHPAZY NATA
MAOH PHAONAZY**

18. Local KPP Nôpawpazy (Office Bearers): Local KPP Nôpawpazy cha.

1. President
2. Vice President
3. Secretary
4. Assistant Secretary
5. Finance Secretary
6. Treasurer

19. President: President Biehneina nata Tao awpazy cha:

1. Local KPP liata Nôpaw chaipa a châ aw.
2. Local KPP Committee zydua liata Chairman a cha aw.
3. Local KPP hmâhsiena, thatlôna nata apôhkhana pachâ tuh chaipa nata maohphaotuh chaipa a châ aw.
4. Local KPP raihriana hmâhlana kyh nata chhihtuh chaipa a châ aw.
5. Py vyuhpa ta rai a hriatuh chaipa, official châ a rotuhpa, châ a daotuhpa, notice a papuatuhpa a châ.

20. Vice President: Vice President Biehneina nata Tao awpazy cha:

1. President a baotuh chaipa a châ aw.
2. President y leina/thei leina daihti liata President maohphaona zydua a hria aw.

21. Secretary: Secretary Biehneina nata Tao awpazy cha:

1. President asaohiaha ta meeting a pahrua tyh aw ta, agenda a pachhuahpanoh tyh aw.
2. Meeting Minute alaichadai tyh aw ta, program a tao aw.

3. Local KPP hmâhsiena, thatlôna nata apôhkhana a pachâ tyh aw.

22. Assistant Secretary: Assistant Secretary Biehneina nata Tao awpazy cha:

1. Secretary baotuhpa chaipa a châ aw.
2. Secretary y/thei leina daihti liata Secretary raizy a hria aw.
3. Local KPP statistics a tao tyh aw.

23. Finance Secretary: Finance Secretary Biehneina nata Tao awpazy

1. Local KPP sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh lyma aw.
2. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia lyma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw.
3. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duasu report a pie tyh aw.
4. Bank Facility yna su liata Bank Account Joint ta pahypa châ thei sala, Treasurer nata ama operate tyh aw.
5. Local KPP chhaichhi (Property) zydua Record rona "Register" tao awta, a phapa nata a raopa zy chhao a sia kawpa ta a roh tyh aw.

24. Treasurer: Treasurer Biehneina nata Tao awpazy cha:

1. Finance Secretary tawhta sôh dao tyh aw ta, Cash Book liata roh tyh awta, Py sôh â vao tyh aw.
2. Local KPP ta Bank Account (Joint) a hnei khiah tala Finance Secretary nata sôh sopa (deposit) nata la papuapa (withdrawal) ama tao tyh aw.
3. Py sôh hmâna zydua Cash Book liata roh lymâ aw ta, Cash Memo/ Bill zy a sia kawpa ta a paso tyh aw.

KPP Chhithana Dâh

Ryhpa pakipa, chyhsa hmâtlâh a châpa zy cha bierei chakaona daihti pie theipa ama châ aw.

5. Bierei chakaona liata rao/ hmâ thei awpa zy cha- Local KPP chhihthatuhpazy, KPP Member nata chyhsa hmâtlâh châpa nata deichhy thei awpa chi zy.
6. Maihsa tawhta chakaona hnei awpa châ aw vei.

BO - 7

KPP CENTRAL CONFERENCE

29. KPP Central Conference

1. Local church to tawhta KPP sahlaozy cha kô 2 ta ei kha Central Conference ama hnei tyh aw. Cha cha KPP Meeting âsah chaipa a châ hra aw.
2. He hawhta KPP Central Conference Office Bearers atlypa a châ aw.
 - a. Chairman
 - b. Vice President
 - c. Secretary (Assembly ta a tlyh aw)
 - d. Assistant Secretary
 - e. Finance Secretary
 - f. Treasurer

30. Chairman :Biehneina nata tao awpazy

KPP Central Conference nôpawpazy atlyna cha he hawhta a châ.

1. Chairperson cha KPP Central Conference Ryureina ta Local KPP chhihtuhpazy hry tawhtapa kô 2 term-kha châta a tlyh aw.
2. KPP Central Conference nôpaw chaipa nata maophaotuh chaipa châ aw ta, Constitution nata Rule hawhta awnanopa a chhihtha aw.

KPP Chhithana Dâh

c. General Committee lata agenda tao awpazy, Assembly lâta bie pangiah awpazy a pachâ chhilie aw.

d. KPP chhihtuhpazy pachhuahpanoh (nominate) tao aw ta, General Committee a papysa aw.

3. Executive Committee Meeting

- a. Achyh chai ta thlakha ei kha meeting taopa a châ aw.
- b. President nata Secretary ta âbyuhpa ta ama pahnokhiah, meeting ama pahrue thei aw.
- c. A daihti nata su cha Office Bearers ta a pachâ aw.
- d. Quorum cha mebâh 51% a châ aw.
- e. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.
- f. Adjourned meeting: kheihawhpa Local KPP meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahrueina chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.
- g. Meeting awna cha a chyh chai ta noh 7 abyuhpa ta hruana tao awpa a châ.

27. General Committee nata Biehneina

1. Local KPP liata Member zydua ôpa ypakhyapa he “**General Committee**” a châ. Atyu pakhyapa ama hnei khiah tala, cha cha “**General Meeting**” a châ.
2. Hezy he Local KPP General Meeting member zy ama châ aw.
 - a. MEC Nôpaw nata pastor zy cha Ex-Officio member ama châ aw.
 - b. Local Nôpawzy cha Ex-Officio ama châ aw.
 - c. Local KPP Member zydua
 - d. Advisors-zy

3. General Committee biehneina nata raihriazy:-

- a. General Meeting he Local KPP liata biehnei chaipa a châ aw.
- b. Local KPP châta hmahlana peimawhpazy biepatchiana nata reipahmaohna a châ aw.
- c. General Meeting ta bie a pathlu hapa cha Committee chyh viapazy ta a phie thei awpa châ vei.
- d. Bie pathlu hapa hmah la thei lei awpa nata Local or Assembly dâh nata â chakhia hapa zy cha General Meeting liata pyly phie heih awpa a châ aw.
- e. General Meeting liata ngâlâh Local KPP General Election nata By-Election hnei awpa a châ aw.
- f. Local KPP chhôn liata Pawzy Krista hnohta chhitha awpa ta pacha awpa a châ.
- g. Chhônkha chyu liata Krizyha Chhônkha padua awpa ta hmalapa/deichhy raihrina lâthlôn a pachâ aw.
- h. Awnanopa ku phei châ awpa ta ama chakaona liata hrialâhpa, Khazohpa chakaona liata pitlohna nata hmahsiena hnei thei nawpa ta patohpatiana nata pachâtuha a châ aw.
- i. Local KPP châta peimawhpa sôh hmôna kyh pachâ tyh aw ta, sôh hmôna nata hmâna kyh liata biehneituh chaipa a châ aw.
- j. Local Church nata Assembly-zy ta tao awpa ta a piepazy a tao tyh aw.
- k. KPP hlapy padua thei aw ta, chhithatuha rao aw ta, âbyuhna daihti liata a phie heih thei aw.
- l. Local KPP khôtho la, hria phapa Programme a hnei awpa a châ khihtala, Local Church Committee paryhsana la tua aw ta, Biatuhpa Pastor a pahnosa tyh aw. Local KPP General Meeting he kôkha ta ei thôn chhâ hnei tyh awpa a châ aw.

4. General Committee Meeting

- a. A chyh chai ta kôkha ta eikha, kôthieha liata hnei awpa a châ aw.
- b. KPP: EC ta abyuhpa ta a pahno khiah, Khichhôn KPP Zawpi Ryureina a pahrua thei aw.
- c. A daihti, su nata program cha KPP: EC Ryureina ta a pachâ aw.
- d. Quorum cha mebâh zydua 33% (1/3) a châ aw.
- e. Meeting awna cha a chyh chai ta noh 14 âbyuhpa ta hruana tao awpa a châ. Peimawhpa vâta pahruapa meeting (special zawpi meeting) cha noh 7 âbyuhpa ta hruana tao awpa a châ.
- f. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.

BO – 6
APAKHYNA

28. Local KPP zy Khazohpa Bie ta akaona pathaihpa ama hnei lyma thei nawpa nata chakaona liata ngâchhah kawpa ta ama duahpahroh lyma thei nawpa ta he hawhta apakhyna hnei tyh awpa a châ aw.
 1. Assembly ryhraona hawhta hriatuanoh zâ ta apakhyna tlyma, thlahchhâna tlyma hnei tyh awpa a châ.
 2. Apakhyna (Service) hnei cheingei leipa chhaota akaona (fellowship) programme deikua thla kha ta ei kha chhâ hnei awpa a châ.
 3. Apakhyna liata Chairman, Speaker zy rao tyh awpa a châ. Programme taopa nata hneipa ta Local Church Programme a pabua awpa châ vei.
 4. Apakhyna/ Akaona châta Preacher list tao tyhpa châ awta, tao leipa chhaota â byuhna dâh hawhta rao chhyh awpa a châ.

2. Central KPP Office Bearers Meeting

- a. A chyh chai ta kôkha ta ei kha hneipa châ aw ta, abyuhna hawhta pahrua theipa a châ aw.
- b. A daihti, su nata program cha Central Office Bearers ta a rao tyh aw.
- c. Quorum cha mebâh zydua 51% a châ aw.
- d. Meeting awna cha a chyh chai ta noh 15 âbyuhpa ta hruana tao awpa a châ.

38. KPP Central Executive Committee biehneina

1. KPP Central Executive Committee Member zy cha:
 - a. KPP Central Office bearers (6)
 - b. Presbytery miakha tawhta mo (2) chyu atlypa members $2 \times 4 = 8$
 - c. Concerned ES
 - d. Assembly Senior Advisor 2
2. Central Executive Committee raihriazy
 - a. KPP Central Committee nata Assembly ta rai a pahniehpazy a hria aw.
 - b. Central Conference miakha nata miakha likawh liata bie chatliepazy a y khiah hriapazihna hmâhla awpa ta a vaw y tua chaipa Conference a report aw.
 - c. Central Conference châta agenda zy a chhuahpanoh chhili aw.
 - d. Local KPP rairuna a tyhpazy a sai chhilie aw.
3. Central Executive Committee Meeting
 - a. A chyh chai ta kôkha ta eikha hneipa châ aw ta, abyuhna hawhta pahrua theipa a châ aw.

3. KPP Central Conference vyuhpa ta bie rei thei ta, châ a roh thei hra.
4. KPP Central Conference Ryureina nata Office Office Bearers' Committee zy liata Chairperson a châ aw.
5. KPP Central Conference chhoh Awnanopa apôkhana, sôh hmâhsiena nata awnanopa laiseihna a pachâ aw.
6. KPP Central Conference liata hmo peimawhpa nata chatliepa a y khiah thlai aluah aw ta, Secretary achhohiapa ta a hriapazi aw.
7. KPP Central Conference Kyhchhi laipazy patohpatiakheituhpa a châ aw.

31. Vice Chairperson biehneina nata tao awpa

1. Vice Chairperson cha KPP Central Conference ta Local KPP OB hry tawhtapa kô 2 term-kha châta a tlyh aw.
2. Chairperson baotuh chaipa cha aw ta, Chairperson ta rai a piepazy a hria aw.
3. Chairperson a y lei chhoh ta Chairperson maohphaohna a la aw.

32. Secretary biehneina nata tao awpazy

1. Secretary cha Assembly ta pastorzy hry liatapa kô 4 term kha châta a tlyhpa a châ. Secretary eihrahpa hnei thei la viata cha Associate General Secretary ta a vao aw.
2. KPP Local nata Central Conference biezy a hria papuatuh chaipa a châ aw.
3. KPP Central Conference vyuhpa ta châ roh aw ta, châ daoh hra aw ta, Constitution pasaina hawhta a hria aw.
4. Concerned Executive Secretary pahnokheipa ta KPP Central Conference Ryureina no (30) âbyuhpa ta a aw aw.
5. Local KPP tawhta agenda-zy dao aw ta, KPP Central Conference Ryureina agenda a pachhuahpanoh aw.

KPP Chhithana Dâh

6. KPP Central Conference Ryureina Minute Bu hnei aw ta, a vao aw ta, a hriapazi aw.
7. KPP Central Conference Chakaona Record bu hnei aw ta, chakaona kyhzy roh lyma aw ta, a vao aw.
8. KPP statistics siano ta a bu ta tao awpa ta, a vao aw. Assembly Statistics avaotuhpa lata a report aw.
9. Assembly nata Awnanopa nôpawpazy nata committee hropazy a pahniehpa rai hropazy a hria aw.

33. Assistant Secretary biehneina nata tao awpa

1. Assistant Secretary cha KPP Central Conference Ryureina ta member zy hry lia tahpa kô 2 term kha châta a tlyh aw.
2. Secretary baotuhpa a châ aw.
3. KPP Central Conference Ryureina nata Executive Committee zy liata minute a roh aw.
5. Ryureina achhâ nahta Minute rohpa zy phuahna hnei aw ta, Chairman nata secretary moh parohsa khai ta ano moh chhao roh awta Secretary a hlâ aw.
6. Secretary yleina, thei leina daihti liata Secretary maohphaona a la aw.
7. Secretary ta ano vyuhpa ta rai a pahniehpazy a hria aw.

34. Treasurer biehneina nata tao awpa

1. Treasurer cha KPP Central Conference Ryureina member zy hry lia tahpa kô 2 term kha châta a tlyhpa a châ.
2. Central KPP sôh pôh thei nawpa ta pachâtuha, a hneipa sôh avaotuhpa nata maophaotuh chaipa a châ.
3. Sôh avaona account bu, files, vouchers nata a hropazy a vao aw ta, a pabohsa aw.
4. KPP Central Conference Ryureina tlyma, Central KPP Executive Committee tlyma ryhraopa hawhta sôh athaoh papuatuhpa a châ.

KPP Chhithana Dâh

5. Peimawh chatliena liata cha KPP Central Conference OB ryhraona hawhta sôh hmâ awpa ta athaotuhpa a châ aw.

35. Finance Secretary: Finance Secretary Biehneina nata raihriazy

1. Central KPP Conference sôh zydua dao (receive) aw ta, Cash book liata sia kawpa ta a roh lyma aw.
2. Sôh a vaw ngiapa zydua cha Treasurer hnoh ta a pangia lyma aw. Sôh rona bu liata sôh pangiapazy cha liahsa a roh ha tyh aw.
3. Ano tawhta sôh a hmâh papua awpa châ vei. Treasurer ta sôh a hmânazy pahnokhei aw ta, Meeting daihti liata sôh duasu report a pie tyh aw.
4. Bank Facility yna su liata Bank Account Joint ta pahypa châ thei sala, Treasurer nata ama operate tyh aw.
5. Conference chhaichhi (Property) zydua Record rona “Register” tao awta, a phapa nata a raopa zy chhao a sia kawpa ta a roh tyh aw.

36. Senior Adviser:

1. Assembly ta Central KPP Conference liata Senior Adviser 2 (Pastor 1, Machâ 1) a rao tyh aw.
2. Central KPP Conference nata EC meeting liata âbyuhna hawhta hruapa châ aw ei ta, Meeting nata chhithatuhpazy pasopakâtuha ama châ aw.

37. Central KPP Office Bearers Biehneina

1. Hezy he Central Office raihriazy zy a cha aw.
 - a. Central EC Committee biepathlupazy a hriapazih aw.
 - b. Assembly ta committee miakha kha ta rai a pahniehpazy a hria aw.
 - c. Central KPP nata Central Conference châta abyuhpazy a patohpatia chhilie aw.

KPP Chhithana Dâh

- d. Assembly tuapa Senior Advisors (2)
 - e. MEC ta âpypa Official delegates
 10. Atlypatlohpazy cha Pakhyi Abeipa noh my liata Executive Secretary (i/c KPP) ta thlahchhana ta a pa-i aw.
 11. Ahria haipazy ta atlypatlohpazy hnohta noh (30) hlata incharge ama pie khao aw.
46. Local KPP Nôpawzy nata EC member zy cha he hawhta atlyna hnei awpa a châ aw.
1. Atly awpazy cha Office bears (6) nata EC member (6) ama cha aw. He hawhta:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Assistant Secretary
 - g. EC member (6)
 2. Local KPP General Ryureina liata atlypa a châ aw.
 3. Atlyna cha kô 2 term kha châta a châ aw.
 4. KPP Padua tuano ta cha Local Standing Committee ta Office Bearers châta Official Candidate (Nominate) mo (6) tao aw ta, KPP member zawpi (floor) tawhta ama khopa pa (2) taih ama padua thei aw. Cha pa (3) hry tawhta atlypa a châ aw.
 5. KPP aduah chiehpa local liata cha âmo KPP Office Bearers-zy ta Office Bearers châta Official Candidate (Nominate) mo (6) nata EC member (6) tao aw ta, KPP member zawpi (floor) tawhta ama khopa pa (2) taih ama padua thei aw. Cha pa (3) hry tawhta atlypa a châ aw.
 6. Local KPP patlysatuhpa awpa cha Biatuhpa pastor nata local Hyutuhpa nata Secretary zy ama châ aw.
 7. Atlyna cha secret ballot a châ aw.
 8. Atly no ta, a pôhpa a y leipa chhao ta, KPP zawpi ta ama ngiabâh khiahta chaatly theipa a châ aw.

KPP Chhithana Dâh

- b. A daihti, su nata program cha Centrl Office Bearers ta a rao tyh aw.
- c. Quorum cha mebâh zydua 51% a châ aw.
- d. Meeting awna cha a chyh chai ta noh 30 âbyuhpa ta hruana tao awpa a châ.
- e. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.

39. Central KPP Conference Biehneina nata raihria

1. Hezy he Central KPP Conference Member zy ama châ aw.
 - a. Executive Secretary i/c KPP cha Ex-Officio member a châ aw.
 - b. Central KPP Office Bearers
 - c. Central KPP EC members
 - d. Local KPP tawhta atlypa mo (2) chyu
 - e. Delegate -zy
2. Central KPP Conference Biehneina nata tao awpazy
 - a. Central KPP Office Bearers nata EC member zy a tlyh aw.
 - b. Department Secretary Report dao aw ta, abyuhna hawhta a hriapazih aw.
 - b. KPP hmâhsiena, akaona nata chakaona a pachâ aw.
 - c. KPP chakaona châta sôh hmôna nata sôh hmâna, project zy a tao aw.
 - d. KPP hmâhsiena Souvenir zy, kheihawpa châbu tlyma a tao thei aw.
 - e. Assembly bie chakhiah leipa ta râhpôhpa liata KPP raihria awpa asai chhili aw.
 - f. Local KPP raihria report dao aw ta, abyuhna hawhta pachâna papha a pie tyh aw.

KPP Chhithana Dâh

- g. Assembly ta rai a pahniehpazy a hria aw.
- h. Ccentral KPP pakhyi tlôna su nata daihti a pachâ aw.
- i. Kô kha châta Budget estimated pachhuahpanoh awpa ta Assembly a papysa aw.

40. Central KPP Conference Meeting

- 1. A chyh chai ta kôkha ta eikha, Assembly hlâta hnei awpa a châ aw.
- 2. A daihti, su nata program cha Central KPP ta a rao tyh aw. Ahaw khohpa Local ta âhaw thei aw.
- 3. Quorum cha mebâh zydua 33% (1/3) a châ aw.
- 4. Meeting awna cha a chyh chai ta noh 30 âbyuhpa ta hruana tao awpa a châ.
- 5. Ryureina siezie cha Assembly ta ahmâ haipa Ryureina Chhithana Dâh hawhta a châ aw.

BO 8

SÔH NATA PROJECT KYH

- 41. Local KPP-zy ta chakaona châta peimawhpa nata ângiahpa liata hmâ awpa ta sôh ama patuapalua thei aw. Local KPP zy cha sôh liata ama tivv awpa a châ. Sôh hnawh taona nata hmâna kyh liata Local Church pasaina a la tua awpa a châ.
- 42. Local KPP-zy ta sôh tluana châta Project tlyma hnei thei aw ei ta, he he Local Church liata pasaina la tua aw ei ta, Central KPP lâta Report kô chareih pie tyh awpa a châ.
- 43. MEC Assembly pasaina hawhta Central KPP ta sôh angiapazy cha kô kha châta Budget tao thei aw ta, local KPP hnohta ahawna tlyma, target raipa ta tlyma a tao aw.
- 44. Central KPP ta abyuhna hawhta Project tao thei aw ta, Assembly pasaina a la aw. Local KPP nata Central KPP ta sôh siano leipa

KPP Chhithana Dâh

nata pathaih leipa rai a la awpa châ vei. Sôh hmôna nata hmâna cha sia kawpa ta Cash Book liata roh pangiana a châ lymâ aw.

BO - 9

ATLYNA DAH (ELECTION RULES)

45. Central KPP Nôpawzy cha he hawhta atlyna hnei awpa a châ aw.

- 1. Atly awpa Nôpawzy cha:
 - a. President
 - b. Vice President
 - c. Secretary (Assembly ta a rao aw)
 - d. Assistant Secretary
 - e. Finance Secretary
 - f. Treasurer.
- 2. Central KPP Conference Ryureina liata atlypa a châ aw.
- 3. Patlysath awpa ta Executive Secretary (i/c KPP) nata Senior Advisors (2)zy ama châ aw.
- 4. Atlyna cha kô 2 term kha châta a châ aw.
- 5. Central KPP Office Bearers tawhta Official Candidate (Nominate) tao aw ta, zawpi (floor) tawhta ama khopa pa (2) taih ama padua thei aw. Cha pa (3) hry tawhta atlypa a châ aw.
- 6. Atlyna cha secret ballot a châ aw.
- 7. Atly no ta, a pôhpa a y leipa cha atly theipa châ aw vei.
- 8. Committee akiahpa hry liata 51% vote a hmôpa cha atlohpa ta apypa a châ aw.
- 9. Atlyna liata vote a hnei awpazy cha:
 - a. Local KPP miakha tawhta mo (2) chyv
 - b. Assembly ta a raopa Secretary
 - c. Executive Secretary (i/c KPP)

KPP Chhithana Dâh

3. Khihtla Hmasiena (Social Development)
4. Chicheina (Agriculture), niedo ativyina
5. Sahroh palya (live-stock breeding)
6. Hmo hroh ahneipazy pabohsa ta khasia awpa

7. Raihria Hmâhlana Dâh (Strategy)

1. Hmâhsiena raihria liata azipa châna pahnosâ ta, thapatlô awpa.
2. Eima râh ta ahneipazy he hmasiena hnawh (resources) pachâsa thei nawpa ta zôthaina, raihria thaina, achu thainazy he viasa tlua ta achu lyma awpa.
3. Hrozie, ngiapâna nata nohto hro liata amopâtlâh châ thei nawpa ta abyuhpa seminar, workshop, training, retreat, forum zy tao ta, sasyh aduah thei awpa ta lâthlôh tlua awpa.
4. Chanôzy hmâhsiena thapatlô awpa.
5. Hmotaotheina Noâchhilha Ahneipa (HNA) zy he thapatlô lyma awpa.

- 8. Seal :** SDD seal cha 2 inches âhlôpa châ aw ta, achô lâta Mara Evangelical Church tahpa ropa châ aw ta, ary lâta “Service and Development Department” tahpa ropa a châ aw. Âhlôpa chhoh liata No... nata ary liata Date ... tahpa ropa a châ aw.

BO-2

**LOCAL SERVICE & DEVELOPMENT BOARD
CHHIH THATUHPAZY (OFFICE BEARERS)
MAOPHAONAZY**

9. Local SDB Office Bearers (OB) nata Araithriazy

1. Hezy he LSDB OB member zy ama châ aw.
 - a. Chairperson
 - b. Secretary

KPP Chhithana Dâh

9. Committee akiahpa hry liata 51% vote a hmôpa cha atlohpa ta apypa a châ aw.
10. Atlyna liata vote a hnei awpazy cha:
 - a. Local KPP member zydua
 - b. Local Standing ta a tuapa Senior Advisors (2)
 - c. Patlysatuhpa Biatuhpa Pastor, Hyutuhpa nata Secretary zy
11. Atlypatlohpa zy cha Biatuhpa Pastor ta âryhpaohna daihti liata thlahchhana ta a pa-i aw.
12. Ahria haipazy ta atlypatlohpa zy hnohta noh (30) hlata incharge ama pie khao aw.

**BO – 10
BY-ELECTION**

47. Central KPP nata Local KPP chhihthatuhpazy rai bâna nata atly heihna dah cha he hawhta a châ aw. He hawhtapazy chhihtuhpazy cha ama rai pabâh theipa a cha.
 1. Awnanopa chhoreina liata â aopazy
 2. Khihsana vâta khih hro lata âpaihpa local KPP chhihtuhpa
 3. Diathlana vâta meeting ei (3) a hlao leipa, a thâtih pachiapa châ aw ta, deichhyna dâh pachâ aw ei ta, deichhy thai lei awpa chi a châ khih rai pabâ theipa a châ aw.
 4. MEC Awnanopa pachuna nata doctrine a pyh leipa nata âdyuhpazy cha ama chôchâh pachâ theipa nata pabâ theipa ama châ aw.
 5. Chiehleina nata akaona hmo a pakhâ thei awpa a y khih tala BEC ta ama khotlyna hmâpa ta bâna a pangiasa thei aw.
 6. Local KPP: EC ta rai a pabâ hawpazy cha General Meeting hmiatua chaipa liata apykhei awpa ta a tlô khei aw.

- 7. Chhithatuhpazy cha rairuna tlyma, thina vâta tlyma a chakaona rai a pazao thei khao leipa a y khiah tala By-Election hnei awpa a châ aw
- 8. By- Election cha General Meeting liata hnei awpa a châ.

BO - 11

DÂH TAOPATHI THEINA (AMENDMENT)

- 48. He KPP Chhithana Dâh taopathi theina cha Constitution Bo 15 hawhta a châ aw ta, taopakhi khohpa chata Central KPP Conference liata angiakhei tuapa cha aw ta, cha tawhta Assembly member 2/3 apykhei deita ta taopathi theipa a châ aw.

**MARA EVANGELICAL CHURCH
SERVICE AND DEVEOLOPMENT
CHHIHTHANA DÂH**

BO - 1

REI PASIANA NATA DÂH MOH

Reipasiana: Mara Evangelical Church : Service and Development Department he Constitution Bo. 17(p) yzie hawhta paduapa a châ.

- 1. **Dâh moh:** He Dâh he “Service and Development Department Chhithana Dâh” tahpa châ aw ta, a pachhohna zie ta “SDD Chhithana Dâh” tahpa a châ aw.
- 2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ. He Dâh heta Dâh parohpa a thla aw.
- 3. **Paduana Noh** : Mara Evangelical Church, Service and Development Department cha 1996 liata a paduapa a châ.
- 4. **Bievaopa (Motto):** SDD bievaopa cha “Moto châta Hmâhsiena” (Development is for All (I Kaw 12:7) a châ.
- 5. **Dâh ta a ôpa chhoh:** MEC Awnanopa local liata SDD âduana maih liata he Dâh he hmâ awpa a châ.
- 6. **Dâh ta â chhuahpa:** SDD paduana chhâpa nata âchhuahna Khazohpa ngana chô ta moto hmâhsie nawpa ta hezy a hria aw.
 - 1. Achuna hmasiena (Education)
 - 2. Hnatlana (Health)

- g. Khih nata local hmâhsie nawpa ta âbyuhpa ta a pahnokhiah ta cha Local Standing Committee la â ngiakhei aw.
- h. Su ruapa a y khiah, pabie awpa ta Local Standing lâ a tlôkhei aw.
- i. SDD Office nata Local Standing ta rai a pahniehpaazy a hria aw.
- j. Presbytery SDD lâta agenda a tlôkhei aw.

18. Local SDB Meeting

1. Achyh chai ta thlakha ei kha, Local Standing Meeting tao hlâta aw tyh awpa a châ aw.
2. Chairperson nata Secretary ta âbyuhpa ta ama pahnokhiah, meeting ama pahrua thei aw.
3. A daihti nata su cha Office Bearers ta a pachâ aw.
4. Quorum cha mebâh 51% a châ aw.
5. Meeting awna cha noh 7 abyuhpa ta pahruapa a châ aw.
6. Ryureina siezie cha Assembly Hmahaipa Ryureina siezie hawhta a châ aw.
7. **Adjourned meeting:** kheihawhpa Local SDB meeting rai châ sala, quorum a tloh vei khiah, Chairperson ta adjourned meeting a phuah thei aw. Meeting pathao daihti tawhta dawhkha khai ta taopa a châ aw. Meeting pahruana chhâpa agenda pyly reipa a châ aw. Adjourned meeting châta quorum byuh vei.

19. Advisors: LSDB pasopakâtuw awpa nata ama saohiah via pachai awpa ta Local Awnanopa committee ta Advisor pano (Machâ nata Khichhôn Machâzy hry tawh kô 2 term kha châta a tuah tyh aw.

20. Auditors: Local LSDB ta Auditor eihpa hnei leipa awta Local Awnanopa Auditor he âhly lymâ awpa a châ.

- c. Finance Secretary
- d. Treasurer zy

10. Chairperson : Biehneina nata tao awpaazy cha:

1. Board meeting chairperson a châ aw.
2. Local Standing Committee ta Awnanopa Machâ hry tawhta kô 4 term kha châta atlypa a châ.
3. Board vyuhpa ta biereituhpa, châ daotuhpa nata hmâhsiena pachâtuw chaipa a châ.
4. Board biepathlupazy Local Standing Committee la tlôkheituhpa a châ aw.
5. Board bie pathlupazy achhyna o liata a phuatuhpa a châ aw.
6. LSDB vyuhpa ta Presbytery SD Board meeting âhlao aw.
7. LSDB budget head hawhta nata Sôh Hmâna Policy hawhta bill passedtuhpa a châ.
8. LSDB Châbu pinô (Mother Book) â vao aw.

11. Secretary : Biehneina nata tao awpaazy cha:

1. Local Standing Committee ta Machâ tlyma, Khichhôn Machâ tlyma, Awnanopa Member zy hry tawhta kô 4 term kha ta a tlyhpa a châ.
2. Board Meeting minute a roh aw.
3. LSDB files (châ angiapa, apuapa, Minute bu, hmâhasiena record zy), Khichhôn Hmasiena History Record, 10th passedpa nata graduatezy register, HNAzy register, Khichhôn ta hneipa Sahroh Register) nata file hropazy a vao aw.
4. Minute alaichadaituhpa nata hria chatlie awpa ta chairperson hrialhtuhpa a châ aw.

12. Finance Secretary: Biehneina nata tao awpaazy cha:

1. Local Standing Committee ta a hria thei awpa âtlyh aw.
2. LSDB sôh hmôpa nata hmâna record a taotuhpa a châ.

SDD Chhithana Dâh

3. LSDB sôh hmôna nata hmâna a pachâ aw.
4. Local Standing Committee pahnokheipa ta Assembly Finance Rule hawhta sôh kyh a hria aw.
5. Board meeting liata LSBD sôh duahmo a report tyh aw.
6. LSDB ta sôh hmâ awpa a raopa hawhta receipt nata payment a tao aw.

13. Treasurer : Biehneina nata tao awpazy cha:

1. Local Standing Committee ta a hria thei awpa âtlyh aw.
2. Finance Secretary tawhta soh angiapazy âvao aw.
3. Chairperson Bill assigned chiehpa hawhta sôh a thaoh papua aw.
4. Local Financne Rule hawhta sôh a vao aw.

14. Local SDB Office Bearers Meeting nata maophaona

1. Member zy cha Office Bearers (4)zy ama châ aw. Abyuhpa ta ama pahno khiah, Local church ta a tuapa advisor chhao a hrua thei aw. He he rai patlapasaona meeting a châ via pachai aw.
2. LSDB Meeting biepathlupazy a hriapazih aw.
3. Abyuhna hawhta meeting pahrua theipa a châ aw.
4. Bie chatliepa a y khiah, hriapazih awpa ta, a hriapazihna cha a y tua chaipa LSDB meeting liata a report awpa a châ.

BO - 3

**LOCAL SERVICE AND DEVELOPMENT BOARD (LSDB)
RAIHRIA NATA MAOPHAONA**

15. MEC local church âduana maih ta Local SD padua theipa a châ.

1. Local church liata paduapa Service & Development Committee cha “Local Service & Development Board” tahpa a châ.

SDD Chhithana Dâh

2. Biatuhpa Pastor pahnokheipa ta Local Standing Committee ta a padua aw.
3. Local SDB padua thiehpa zy cha Office liata SDD Secretary lata thlai pahnosa awpa a châ aw.

16. Local Service & Development Board paduana dâh

1. Local Church to lata he hawhta LSDB member (7) ta paduapa a châ aw. Achyh chaita chanô pa (3) ama hlao awpa a châ.
 - a. Chairperson
 - b. Secretary
 - c. Finance Secretary
 - d. Treasurer
 - e. Member (3)
 - f. Pastor, Hyutuhpa nata Local Secretary zy cha Ex-Officio member ama châ aw.
2. Member châna cha kô 4 term kha a châ.

17. Local SDB Biehneina nata raihriazy

1. Arahria awpazy cha
 - a. Khiehchhôn hmâhsiena history record a tao aw.
 - b. Kô chareih khiehchhôn niedo ativyna nata achuna hmasiena âlaichadai tyh aw.
 - c. HNA thapatlô nawpa ta HNA Sunday ahmana program a chhitha aw.
 - d. Local Church pasaina hawhta local hmâhsiena Training, Seminar, Workshop, Forum, Consultation peimawhpazy pachâ aw.
 - e. Hawtizy châta Pre-school (Nursery school) hnei theina a pachâ aw.
 - f. Office tawhta Hmâhsiena program zy hlaotloh thei nawpa ta hmâh a la aw.

(livestock breeding) zy hmasiena awpa ta paduapa cha Service and Development Committee tahpa a châ.

31. Assembly SDD Meeeting:

1. Ex-Officio Memberzy
 - a. Moderator cha Ex-officio Chairperson châ aw ta, SDD Secretary cha Ex-officio Secretary a châ aw.
 - b. Assembly & Church Officers
2. Presbytery Awnanopa miakha tawhta (1) chy;
3. Special Invitee-zy (Awnanopa Machâzy hry ta SDD Secretary ta a hrua aw)
4. Co-opted mebâhzy:
 1. Unit luhpazy;
 2. Program secretary zy;

32. Raihria awpazy:

1. Mara Evangelical Church ngiapâna nata hmâzie achakhia leipa kyh to liata hmasiena cha SDD Chhithana Dâh hawhta a hria aw.
2. Ti nata tlâh liata hmotaopazy pabohsapa ta chheipâh phapa taona a pachâ aw.
3. Hawti machâ, chanôzy nata hmotaotheina eihpa a hneipa (the differently abled) zy mohôh ta ama taotheina a palaiseihsa aw.
4. Hawtzy achuna hmasiena cha Christian Education Committee nata hriaparaohpa ta a pachâ aw.
5. Awnanopa phu/py hropa, agencies, organizations zy nata hriaparaohna a tlua aw.
6. Azaona phana (Communication and Transportation) a pachâ aw.
7. Department ry liata full time hriatuhpazy hruana, rai piena, pachusana, pasiena, rai pakiana, chhutina, pension, nata rai

BO - 4

PRESBYTERY

SERVICE & DEVELOPMENT COMMITTEE

NÔPAWPAZY (OFFICE BEARERS)

RAIHRIAN NATA MAOHPHAONA

21. Presbytery Service & Development Committee: Office Bearers-zy

Hezy he Presbytery SD Committee Office Bearers zy ama châ.

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Assistant Secretary
5. Treasurer
6. Biatuhpa Pastor cha Ex-Officio member

22. Presbytery SD Committee Office Bearers atlyna cha he hawhta a châ.

1. Chairperson nata Secretary cha Presbytery Ryureina ta Machâ hry liatahpa kô 2 term kha ta a tlyh aw.
2. Assistant Secretary, Treasurer zy cha Presbytery ta local SDB member hry liatahpa kô 2 term kha ta a tlyh aw.
3. Daihti lâlopa liata OB su ruapa a y khiah, Office Bearers zy ta pabie chy aw ta, a vaw y awpa Presbytery Ryureina a tlôkhei aw.

Presbytery SD Office Bearers-zy raihria

23. Chairperson : Biehneina nata tao awpazy

1. Presbytery SD ryureina liata nôpaw chaipa châ aw ta, ryureina chhithatuhpa a châ aw.
2. Kô (2) term kha a châ aw.

SDD Chhithana Dâh

3. Ryureina cha Assembly Ryureina chhithana hawhta a chhitha aw.
4. Presbytery SD vyuhpa ta bierei aw ta, châ a roh thei aw.
5. Meeting biepathlupazy Prebystery Committee la a tlôkhei aw.

24. Vice Chairperson : Biehneina nata tao awpazy

1. Chairperson baotuh chaipa a châ aw.
2. Kô (2) term kha a châ aw.
3. Chairperson a y lei no, thei lei no tlyma Chairperson maohphaona a la aw.

25. Secretary : Biehneina nata tao awpazy

1. Presbytery Ryureina ta kô 2 term kha châta a tlyh aw.
2. PSD meeting minute a roh aw.
3. Presbytery SD ta a pypa biepathlupa zydua cha Office SDD secretary lâ a paphao aw.
4. PSDC files (châ angiapa, apuapa, Minute bu, hmâhasiena record zy), Khichhôn Hmasiena History Record, 10th passed-pa nata graduatezy register, HNAzy register, Khichhôn ta hneipa Sahroh Register) nata file hropazy a vao aw.
5. Minute alaichadaituhpa nata hria chatlie awpa ta chairperson hrialahuhpa a châ aw.

26. Assistant Secretary: Biehneina nata tao awpazy

1. Secretary Baotuhchaipa cha aw ta, Secretary a y leina liata Secretary raihria zydua a chakao aw.
2. Kô (2) term kha a châ aw.

27. Treasurer : Biehneina nata tao awpazy

1. Presbytery ta a hneipa SD sôh avautuhpa nata maohphaotuh chaipa a châ aw.

SDD Chhithana Dâh

2. Presbytery SD sôh pôh thei nawpa ta pachâuh chaipa a châ aw.
3. Sôh avaona account, file, vouchers nata a hropazy a vao aw ta, a pabohsa aw.

BO - 5

PRESBYTERY

**SERVICE & DEVELOPMENT COMMITTEE
RAIHRIANA NATA MAOHPHAONAZY**

28. Presbytery Service & Development Committee (PSDC)

1. Member zy: Hezy he PSDC member zy ama châ:
 - a. Presbytery SD Office Bearers-zy
 - b. Local SDB member tawhta member pakha chy
 - c. Pastor-zy cha Ex-Officio member ama châ.

29. Presbytery SD Committee raihriazy

1. Local SD Board report nata agendazy a pachâ aw ta, Minute cha Office SDD secretary lâ a report aw.
2. Presbytery chhôn hmâhsiena training, seminar, forum, nata consultation zy pachâ aw ta, a hriapazih tyh aw.
3. Assembly nata a ry liata Committee-zy, SDD Office nata Presbytery Committee ta rai a pahniehpazy a hria aw.

BO – 5

ASSEMBLY LEVEL

**SERVICE & DEVELOPMENT COMMITTEE (ASDC)
RAIHRIA NATA MAOHPHAONA**

30. Mara Evangelical Church achhuahna pipatlohpa nawpa ta pachuna (education), hnatlâna (health), khitlâh hmasiena (social development), chichei-bialona (agriculture), nata sahro pasana

6. Vision (Mâsapa)

Khazohpa bie achâhkheipa: Adyryhpa, siana ta ryu a reipa nata mo hropa châta a hroh veichâhpa khihtlâh (Witnessing the Word of God: a peaceful society, justice reigns, and each one is for other).

7. Mission Statement (Âhlâna)

Khazohpa bie liata tlokhuh thari thlâpa ta pachu pita, padua pita, chakao pita, pakha nata pakha thâ eima patlô.
(Being deeply rooted in the Word of God, we train, we build, and we serve and we edify each other).

8. Motto (Bievaopa)

Chakaopâ châ leipa ta chakaotuhpa châ awpa (Not to be served but to serve): Mark 10:45

9. Core Value (Hrokheipa Mâ)

Krista liata a pahniehpa ta chakaona, siana nata adyhna (We value the Christ-Centered Service, Justice and Peace)

10. Emblem/logo (Ngiâna)

Logo he Avâpi rôh (Sky blue) ta taopa a châ. A yzie Adyhna nata thlalôhna a pamosa. Cha chhoh liata Myanmar rah he Amaihipa (yellow) rôh ta y ta, a yzie cha Adyhna nata siana ângiahpa ta pamosana a châ. Myanmar rah nothlâpa chô liata Asaihipa ta Kraws paduapa a châ. Zisu Krista deita he moleipazy pachhana châ ta, siana, adyhna nata thlalôhna lâta miah chhituhpa a châzie a palasa. Kraws hmia liata Biehrai y ta, Khazohpa bie cha eima siana lâthlôh miah chhotuhpa nata eima hrona a chazie a pamosapa a châ. Ary lâ logo âkiah pazipa ta eima bievaopa “Not to be served but to serve” (Maka 10:45) ropa a cha. Zisu Krista cha chakaopâ châ leipa ta chakaotuhpa châ awpa ta khizaw lâta a vya a châpa

pachhâsana zy pachhuahpanoh chhielie aw ta, Ministerial & Personnel Committee siepahliepa ta Assembly Executive Committee a tlôkhei aw.

8. Hmasiena conference, seminar, consultation, workshop, training a pachâ aw.
9. Raihriana châta estimated budget achhuahnoh chhielie aw ta, Finance & Property Committee siepahliepa ta Assembly Executive Committee a tlô khei aw.
10. Assembly, Assembly Executive Committee nata committee hropazy ta a pahniehpa raizy a hria aw.

BO - 6

DÂH TAOPATHI THEINA

33. He SDD chhithana Dâh he âbyuhna hawhta taopathi, paryh, baichha ta panano theipa a châ aw. Taopathi khohpa cha Assembly member 2/3 apykheina deita ta taotheipa a châ aw.

**LORRAIN THEOLOGICAL COLLEGE &
MISSION STUDIES CENTRE
RULES AND REGULATIONS**

**BO - 1
MOH NATA CHHOPASIANA**

Reipasiana: Mara Evangelical Church Assembly ta 2003 July 1 noh ta Yangon liata Lorrain Theological College and Mission Studies Centre (LTC & MTC) a padua. He Biehraï Siku chhithana awpa ta he Dâh he MEC Constitution Bo 17 (o) pasaina hawhta taopa a châ.

1. **Dâh moh:** He Dâh he “Lorrain Theological College & Mission Studies Centre Rules & Regulations” tahpa châ aw ta, a pachhonna zie ta LTC Chhithana Dâh (LTC Rules) tahpa a châ aw.
2. **Dâh hmâ pathaona:** He Dâh he November 8, 2015 noh tawhta hmâ pathaopa a châ. He heta Mara Evangelical Church Assembly (2005) ta November 13, 2015 noh ta âpypa dâh a pathlaipa a châ.
3. **Biehraï School yna:** Lorrain Theological College & Mission Studies Centre yna su cha No. 65/B, Marga Street, Phawkan, Insein, Yangon a cha aw.
4. **Hawrawh Chhopasiana:** He Rule liata a ypa biezy ary lâ hawhta chhopasiapa a cha.
 1. MEC tahpa he Mara Evangelical Church he a cha.
 2. LTC & MSC tahpa he MEC ta a paduapa Lorrain Theological College & Mission Studies Centre he a cha.

3. Board of Trustees tahpa he LTC mohôh awpa ta MEC Assembly ta a paduapa Trustees Board a cha.
4. Staff Council tahpa he LTC liata hriatuhpazy (pachutuhpa nata office liata hriatuhpazy) raihria pahmaoh nawpa ta paduapa a cha.
5. Chairman tahpa he Board of Trustees liata Chairman he a cha.
6. Secretary tahpa he Board of Trustees liata Secretary he a cha.
7. Member tahpa he Board of Trustees liata members châta raopazy ama châ.
8. Principal tahpa he Assembly ta LTC châta âtlypa principal he a châ.
9. Lecturer tahpa he LTC liata pachutuhpazy ama châ.
10. Staff tahpa he LTC liata full time hriatuhpazy ama châ.
11. Curriculum tahpa cha Board of Theological Education ta LTC liata achu awpa ta a paryhsapa subject zy a châ
12. Lay Theological Education tahpa ta LTC ta vâtlâhzy châta achu awpa a patohpatiapa course kyh reina a châ.
13. Student tahpa cha LTC ta achu awpa a paryhsapa course achu awpa ta moh pangia ta a vaw kiahpazy kyh reina a châ.

**BO - 2
ACHHUAHNA**

5. **LTC ta âchhuahna** cha arylâ hawhta a châ.
 1. Awnanopa châta Vaihtuh phapa (pastor phapa) châ thei awpa ta pachhuahpanoh awpa;
 2. Mission chakaona thapatlô awpa ta Thatihpha chhotuhpazy apathiehna, thapatlôna nata pachuna hnei awpa;
 3. Vâtlâh chyhsazy Khazohpa bie pahnona liata palaiseihsa awpa;

LTC Chhithana Dâh

4. Staff nata Faculty zy further studies, seminar, workshop zy hawhpa sie nawpa kyh a pachâ aw. Achuna pachhohpa kyh liata BT heta thla 6 taihta deita pasaina pie thei aw ta, cha hlata daihti rei via awpa sienapa kyh liata cha Assembly pasaina hiapa awpa a châ.
5. LTC châta Curriculum, Syllabus, nata Achuna chôchah ta rai a hria aw.
6. Staff lana kyh liata nominate aw ta, pabâsana kyh liata pachâna a pie aw.
7. Staff council raihriana a mopazi lyma aw.
8. Board of Trustees term he Assembly term hawhta a cha aw.

19. Board of Trustees Meeting

1. Board Of Trustees meeting cha Quarterly hneipa a cha aw.
2. Chairman nata Principal ta abyuhpa ta ama pahno khiahta cha meeting ama aw thei aw.
3. Quorum cha 51% cha a châ aw.
4. Adjourned meeting ta chhao pahrua theipa a cha aw.

BO – 4

STAFF COUNCIL PADUANA

20. Board of Trustees mohôhna ry liata LTC a sie pha via lyma thei nawpa ta **Staff Council** he ary lâ hawhta paduapa a cha.

21. LTC Office Staff zy cha ary lâ hawhta a cha.

1. Principal
2. Vice Principal
3. Academic Dean
4. Student Dean
5. Warden

LTC Chhithana Dâh

hawhta keimo chhao Zisu hawhta chakaona raihria awpa eima châna a palasa.

BO - 3

BOARD OF TRUSTEES DUAHMO NATA RAIHRIAZY

11. MEC Assembly ta ary lâ hawhta kô 4 term kha châta Board of Trustees a padua aw.

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer
5. Member (11)

12. Chairman biehneina nata tao awpazy

1. Chairman cha LTC Board of Trustees Meeting chhithatuh chaipa châ aw ta, ryureina liata chairman ta a chakao aw.
2. LTC Hmâhsiena pachâ aw ta, Principal pasopakatuh chaipa a châ aw.
3. Principal siepahliepa ta LTC vyuhpa ta biereihthuhpa a châ aw

13. Chairman biehneina nata tao awpazy

1. Chairman thei leina/ y leina maih ta Chairman âthla tyh aw.
2. Chairman baotuh chaipa a châ.
3. BT nata Chairman ta rai a pahniehpazy a hria aw.

14. Secretary biehneina nata tao awpazy

1. LTC Principal cha Secretary ta a chakao aw.
2. LTC hmâhsiena pachâthuhpa chaipa nata chhithatuh chaipa a châ.

3. BT meeting pahruatuhpa, minute rohtuhpa nata a hriapazituh chaipa a cha aw; chairman nata a saohiahpa ta BT hmasiena a pachâ aw.
4. BT ryureina miakha khata miakha likawh ta LTC duahmo report a pie tyh aw.
5. Lecturer nata Staff zy chhithatuh chaipa a châ aw.
6. Kô chhâna report he BTE Director lâta report a pie tyh aw.

15. Treasurer biehneina nata tao awpazy

1. Treasurer cha BT ta Lecturer hry tawhta tlyma, BT member hry liata Machâ pakha kha tlyma kô 4 term kha châta a tlyh aw.
2. LTC Cashier liata sôh angiapazy avaotuhpa a châ aw.
3. Principal (Bill passtuhpa) ta pasaina hawhta sôh thao papuatuhpa a châ aw.
4. LTC sôh avaotuhpa châ aw ta, a ku liata phusa Ks. 500,000/ - hlâta ahlukh via soh aw vei. Bank liata Principal nata Treasurer moh ta phusa paso awpa a châ aw.

16. Board of Trustees Member

1. MEC Assembly ta Assembly Member tlohpazy hry tawhta âtlypa (10-15) taih
2. Board of Trustees ta Staff hry tawhtapa pakha âtlyh aw.
3. Board of Trustees Chairman he Assembly ta LTC yna su saipazina chô ta a tlyh aw.
4. LTC Principal cha Board of Trustees Secretary a châ aw.
5. Treasurer he LTC full time lecturer tlyma, Awnano Machâ tlyma pakha a tlypa a châ aw.
6. MEC Assembly liata Assembly Officers, Church Officers nata BTE Director zy cha Ex-Officio member ama châ aw.

17. Board of Trustee biehneina cha arylâ hawhta a cha.

1. Assembly vyuhpa ta LTC a mohôh aw.
2. Board of Theological Education ta LTC liata achu awpa program a taopazy pachuna kyh liata raihriatuh chaipa a châ aw.
3. LTC châta abyuhpazy Assembly lâta pachâna a pie aw.
4. Board of Trustees Member châta Assembly lâta Nominate a tao aw.
5. LTC Staff zy rai chôchah liata biehnei aw ta, abyuhna hawhta Assembly lâ report a pie aw.
6. Board of Trustees ry liata paduapa Sub-committee zy chô liata bie a hnei aw.
7. Assembly hmâ haipa ryhpa hawhta foreign lâ azaona tao thei aw ta, GS nata concerned ES lâ a pahnosa aw.
8. LTC châta project zy tao thei aw ta, GS a chhohia tyh aw.
9. LTC châta budget a tao aw.
10. LTC student thiehpa la awpa maluh thlie thei aw ta, Assembly lâ a pahnosa aw.
11. Assembly ta hlao a piepa khô lâta BT ta abyuhpa ta a pahno khiahta cha Bonus tlyma, Allowance tlyma a pie thei aw.
12. Assembly ta a tuapa full time pachutuhpazy tho ta, âbyuhpa ta a pahno khiahta cha BT heta Contract system ta Full time pachutuhpa a hrua thei aw.
13. Board of Theological Education pahnokheipa ta BT ry liata Curriculum Committee y aw ta, achu awpazy a tao aw.
14. Auditor pa 2 a tlyh aw.

18. Board of Trustee raihriazy cha ary lâ hawhta a châ.

1. Assembly ta a pahniehpa raizy a hria aw.
2. Kô tato LTC châta Budget a tao aw.
3. Assembly vyuhpa ta raihriatuh chaipa a châ aw.

31. Staff Council meeting

1. Staff Council Meeting cha Monthly ta hneipa a cha aw.
2. Chairman nata Principal ta abyuhpa ta ama pahno khiahta cha meeting ama aw thei aw.
3. Quorum cha 51% cha aw ta,
4. Abyuh khiah, adjourned meeting ta chhao pahrua theipa a cha aw.

BO - 5**COLLEGE TERM, OFFICE KIANA,
DEGREE PIENA****32. LTC Staff zy office kiana cha he hawhta a châ aw.**

1. LTC full time staff zydua Monday tawhta Friday taih nohchareih office ama kiah lyma aw. Staff attendance hnei aw ta, kô kha ta ei kha Retreat ama hnei aw. Office kiana dawh cha athlie aw.

33. LTC liata College pahyna, semester nata khawna kyh cha he hawhta a châ aw.

1. LTC he kôchareih ta June hâtâ hmiatuapa liata pahy awpa a cha aw.
2. First semester nata second semester ta achuna kô he pachhahpa cha aw ta, first semester cha June-September, second semester he October-February a cha aw.
3. Kô kha chhôn liata achyh chaita ei 2 exam awpa cha aw ta, cha hlata ahluh via chhao exam theipa a cha aw.

34. LTC achupazy degree piena cha he hawhta a châ aw.

1. B. Min program he kô 3 chhôn achu awpa a châ aw. Kô 5 chhôn liata patlô cheingei awpa a châ aw.

6. Registrar
7. Lecturers
8. Librarian
9. Office Superintendent
10. Clerk
11. General worker (Office assistant)

22. Chairman biehneina nata tao awpa

1. Principal cha Staff Council Chairman ta a chakao aw.
2. BT biepathlupazy hriapazih thei nawpa ta staff zy chhopasiatuhpa a châ aw.
3. Staff zy adyhryh kawpa ta BT bie hawhta ama hria thei nawpa ta chhithatuh chaipa a châ aw.
4. LTC mohoh aw ta, student zy hmasiena a pacha aw. College rule a vaihtuhpa cha aw ta, LTC a pabohsa aw. LTC luh chaipa cha ta, staff zy further studies châta abyuhna hawhta recommendation chhao a pie thei aw.

23. Secretary biehneina nata tao awpazy

1. Lecturer/staff zy hry ta kô 2 term kha châta Board of Trustees ta a tlyh aw.
2. Principal pahnokheipa ta meeting a pahrua tyh aw.
3. Staff Council Minute rohtuhpa châ aw ta, Principal nata moh ama sign tyh aw.
4. Staff council member zydua lâta meeting bie pahnosatuhpa a châ aw.

24. Academic Dean biehneina nata tao awpazy

1. Academic Dean teaching staff zy hry liata pakha BT ta term kha châta a rao aw.
2. BTE ta achu awpa a raopazy achuna kyh patohpatiatuh chaipa a châ aw.

3. LTC achhuahna pipatlohna awpa a chhuah aw. LTC hmasiena a pacha aw.
- 25. Registrar Biehneina nata tao awpazy**
1. Registrar he teaching staff zy hryta pakha BT ta term kha châta a rao aw.
 2. Student Registration file, admission, nata mark sheet file zy âvaotuhpa a châ aw.
- 26. Librarian biehneina nata tao awpazy**
1. Assembly ta full time staff ta a la awpa a châ.
 2. LTC library hmâhsiena pachâ aw ta, Principal achhohiapa ta rai ahria aw.
 3. LTC ta ahneipa châbu zydua Library taozie hawhta record taopa ta a mohôh aw.
 4. Library châbu hlukh viana kyh pachâ aw ta, chabu pahlâna nata avaona, pabohsanazy a pachâ aw.
- 27. Office Superintendent biehneina nata tao awpazy**
1. BT nata Staff Council pahnokheipa ta Principal ta Job description a taopa hawhta rai a hria aw.
 2. LTC Office mohôhtuh chaipa nata Office raihria patohpatiatuh chaipa a châ aw.
 3. Ary liata accountant zy, cashier zy, general staff (worker) zy raihria mohpazituh chaipa a châ aw.
- 28. Staff Council Member zy : Hezy he Staff Council Meeting member zy ama châ aw.**
1. Teaching Staff (Full time) âbyuhpa ta pahnopa khiah cha, Part time pachutuhpazy chhao hrua theipa a châ aw.
 2. Non-teaching staff
 3. Librarian zy he member ama cha aw.

- 29. Teaching Staff hneina zie cha ATEM/ATESEA standard hawhta a châ aw.**
1. Principal term cha Assembly term hawhta a cha aw.
 2. Lecturer zy châta term thliena y leipa aw ta, Assembly paryhsana zie hawhta a châ aw.
 3. Lecturer châta la awpa cha, a pachu awpa course/program liata pachu theina thliena atlopha châ aw ta, MEC ta a khokheipa college tawhta a patlôpa a cha aw.
 4. Full time lecturer a châ awpa cha MEC tlyma, MCC member church tawhtapa a châ aw.
- 30. Staff Council biehneina nata raihria nata Meeting pahruna cha he hawhta a cha.**
1. Staff Council cha LTC hriatuhpazy raihria pahmaohna Council a cha.
 2. Thla kha ta ei kha lyima meeting hneipa a châ aw.
 3. Pachuna time-table, schedule, examination tao nawpa daihti a rao aw.
 4. LTC student châta scholarship nata Award zy he BT lâ a chhohia tyh aw.
 5. LTC Student zy châta discipline zy a tao aw.
 6. Staff Council ry liata Teaching Staff, Non-teaching Staff nata Student body zy ama y aw.
 7. Staff Council chhithana ry liata Student Council a padua aw ta, amo châta Chhithana Dah tao aw ta, BT apykheina a la aw.
 8. Staff Council ta Student chôchah liata papua theina hnei ta, Board of Trustees a chhohia aw.
 9. Staff Council ta siku hawtizy châta abyuhna hawhta Ryhpa tao aw ta, BT apykheina a la tyh aw.

LTC Chhithana Dâh

2. B.Th program he kô pali chhôh achupa a cha aw. Kô kha liata subject mia 2 a failed hawpa cha cha subject liata supplementary pa-exam-sa awpa cha aw ta, subject miah 3 a failed hapa deikua cha pypasie theipa cha aw vei. B.Th he kô 7 chhôh liata patlô cheingei awpa a cha aw. Cha hlata ahluh via khiah, Degree piepa cha aw vei.
3. M. Div he kô 3 chhôh achu awpa a châ aw. Kô 5 chhôh liata patlô cheingei awpa a châ aw.

35. LTC College fee cha he hawhta a châ aw.

1. Student ahyrai school a vawngiapata nata messing fee nata peimawhpazy fee-zy âkhophie a pangia awpa a cha. A pangia thei leipa khiah, registration tao mah leipa a cha aw.
2. Final liata fee zydua a pie pangoh thei leipa cha degree piena chhao a pakhâ thei aw.

BO - 6

AUDITOR ZYNATA RAIHRIA

36. Board of Trustee a tlypa auditor zy he Assembly term hawhta a châ aw. Kô kha ta ei 2 LTC financial account (income, expenditure and property) chhao ama mopasia lyma aw. Report he Board of Trustee lâta tlôkhei aw ta, BT ta Assembly lâ a tlôkhei tyh aw. Auditor zy he BT liata co-opted member zy ama cha thei hra aw.

BO - 7

RULES TAOPATHITHEINA

37. He rules nata regulations zydua taopathi abyuh khiah Board of Trustee member 2/3 khokheina ta taopathi ta, Assembly apykheina la awpa a cha.

9.	Ryureina Chhihthana Dâh Parliamentary Procedure	-----	248-255
10.	Atlyna Dâh General Election Rules	-----	256-268
11.	Krizyhpa Nô Py Chhihthana Dâh	-----	269-297
12.	Krizyhpa Thyutlia Py Chhihthana Dâh	-----	298-328
13.	Krizyhpa Hawti Py Chhihthana Dâh	-----	329-350
14.	Krizyhpa Paw Py Chhihthana Dâh	-----	351-370
15.	Service & Development Chhihthana Dâh	-----	371-381
16.	Lorrain Theological College Chhihthana Dâh	-----	382-393
17.	Ngiana nata Pahniena poh	-----	394-

MARA EVANGELICAL CHURCH

ASSEMBLY RULES



Mara Evangelical Church
Headquarters, Lailenpi/Sabawngpi
Matupi Township, Chin State
Myanmar
2018

MARA EVANGELICAL CHURCH
ASSEMBLY RULES

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ACHHÔH BIE

<i>Biehmiapa</i>	-----	
1. Chakaona Dâh Ministry Rules	-----	1-65
2. Raihriana Dâh Service Rules	-----	66-92
3. Sôh avaona Dâh Finance Rules	-----	93-146
4. Mission Chakaona Dâh Mission Rules	-----	147-221
5. Awnanopa Chhoreina Dâh Church Disiplinary Rules	-----	222-227
6. Nôvâh Ahneina Dâh Marriage Rules	-----	228-235
7. Hmobaoh Avaona Dâh Property Rules	-----	236-242
8. Hriatuhpa Pesawh Dâh Pension Rules	-----	243-247

BIEHMIAPA

Mara Awnanopa cha Rev. R. A. Lorrain ta 1907 September 26 noh ta, “Lakher Pioneer Mission” (LPM) tahpa ta a paduapa a châ. Cha tawhta “Lakher Church” tahpa a cha. Cha moh cha 1907-1960 taih hmâpa a châ. Rev. A. B. Foxall Lorrain ta 1960 liata “Lakher Independent Evangelical Church” (LIEC) tahpa moh vaw pathlai ta, cha moh cha 1967 taih hmapa a châ. 1967 liata “Lakher” tahpa cha “Mara” tahpa ta pathlaipa a châpa vâta Mara Awnanopa chhao cha “Mara Independent Evangelical Church” (MIEC) tahpa a vaw châ haw.

1949-1960 taihta Mara Awnanopa ta Ryureina âsah chaipa a hneipa cha “Mararah Presbytery Ryureina” tahpa a châ. 1961 tawh deikua cha Mara Awnanopa ta Constitution a vaw hnei pathao hawpa vâta a ryureina âsah chaipa cha Assembly tahpa a vaw châ.

1971 liata MIEC cha py no (MIEC & MIC) ta a vaw pachhaihpa ta Constitution eih hrâhpa hneipa ta amâ vaw chhihtha. 1987 liata MIEC nata MIC cha Mara Evangelical Church (MEC) moh ta âma vaw pôhkha. 1987-1993 chhôn liata Constitution Bu 2 taih patohpatiapa châ taraw ta, Assembly ta âpy thei leipa vâta, 1993 Assembly liata Constitution cha taopakhua awpa pathlu ta, 1995 Assembly ta â vaw pyh. 1999 Assembly ta cha Constitution paryh ta, a bu ta deikua papua thei leipa a châ. Chavâta 2008 Assembly ta Drafting Board padua heih ta, MEC Special Assembly (Lialaipei Vaihpi) ta November 11, 2011 noh ta â pypa Constitution cha 2012 liata a bu ta papuapa â cha.

2012 Constitution liata Assembly ta Rules (Dâh) a hneipazy palasa taraw ta, sianô kawpa ta a bu ta papua thei leipa a châ. Chavâta November 6-8, 2015 noh ta Aru local Church liata Assembly Rules tao awpa ta Special Assembly Executive Committee taopa a châ.

Cha Special Executive Committee ta taopa Assembly Rules zydua cha kô (3) chhoh mohpado ta hriapazihpa ta atahmâ he a bu ta papua theipa a châ. Mara Awnanopa ta khâhlâ tawhta Dâh (Rules) he hnei taraw ta, a bu ta taopa vaw yhlel leipa ta, Assembly Minute liata tlyma, Constitution liata pahlaopa ta tlyma, châhna tho eihpa tlyma ta taopa a châ. He Châbu liata Rules 16 y ta, he zydua he 2015 November 8 noh tawhta hmâ pathaopa a châ.

Awnanopa pitlohpâ nata phapa cha Constitution nata Rules zy hmâpa ta Awnanopa a chhihtha tyh. Dâh he Awnanopa mohôhna, avaona, pabohsana nata chhihthana a châpa vâta eima zydua ta Awnanopa phapa paduana châta eima hmâ chy awpa a châ aw. Khazohpa ta he Dâh he Mara Awnanopa paduana châta byhna pie mawh sy. Amen.



Rev. Dr. L. B. Siama
General Secretary

Dated Yangon June 1, 2018

