

MANIPUR EVANGELICAL LUTHERAN CHURCH

KIPUIHUOINA
DANTE



MELC Kipuihuoina Dante

- Kibulphuna Dan 2024
- Kivaipuohna Dan (Rules And Guidelines) 2024
- Evangelical Lutheran Women Association Kipuihuoina Dan 2024
- Lutheran Youth Fellowship Kipuihuoina Dan 2024

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THUMAPUI (PREFACE)

Zomi Christian Church ikiphu a patsa in kivaihawmna dan bangma neilouin thupuasah toh kum bangzat ama khat i peitou uhi.

Zomi Christian Church Kumtawp Khawmpi Behiang thupuasah No. 15 na dungjuin, kivaihawmna bu khat nei ding pha kisa hi. dt. 18-7-1987, ZCC Executive in Constitution chilou in "Hattuom Kipuihuoina" chi ding lem akisa hi. Tualeh Dt. 13-10-87 ZCC Executive thupuasah No. 9 na dungjuin Pu Kamzadou M.D.C in Draft ahing bawl a, Pro Pastor Hauzalian B.A. B.D toh etdihna kinei a, a dihlou leh kituplounate suhdihna akinei nua in Zomi Christian Church Pawlpite tahsa leh Hagaulam ah pichin lam manaw a i kalsuon theina dinga kipuihuoina dingin Hattuom chin a man chiet dingin Mangpa Jesu minin kahing ngen hi.

Manggam grep huon a naseppi uh,

Dated: Zomi Colony
The 8th Dec. 1987

Rev. P.K. Khama
Executive Secretary
Zomi Christian Church



THUMAPUI (PREFACE)

ZOMI CHRISTIAN CHURCH chi a kiminvaw Pawlpi ten kivaihawmna danbu neilou in thupuasah toh kum phabep ina pei uhi. Khumi thupuasah mai bep a kivaihawm huntawh kisalou in Kum 1987-88, Z.C.C. Assembly Zomi Colony ah KIPUIHUOINA BU Zap zangkhai di'n Pu Kamzadou in ana draft in tuakhu i hing pom panta uhi.

Tam Kipuihuoina bu khu Kumthum i hing zat nua un, 1990-91 Kumtawp Assembly Seken ah themkhat i hing heng danglam deu ua, tuakhu Executive Committee khatveina in enjuitou pehin amin zong 'KIPUIHUOINA BU' chi zawh di'n pha kisa in, tuin alui zong pomkhawm in a tha khat toh i hing pomkhawm ta uhi. Tam alui leh a tha kigawm ahivangin dihkim va kichi ngamlou hi. 1991-92, I Session chiengin namdet a press a abu a sutdin tami khu hing kisuo hi. Hepitahin simchiet vai in Kumtawp session ah genkhawm vaiin ahoiinei det thei na din pan lachiet vai chiin kahing ngen hi.

Khrist leh a hattuumte dia naseppi uh,

Dated: Zomi Colony
The 25th June, 1991

Rev. Haozalian
Executive Secretary
Zomi Christian Church



THUMAPUI (PREFACE)

Tam “KIPUIHUOINA BU” khu 1987 apat a ina zah uh ahita a, hinanleh cyclostyle a hekhiet zel ana hi giap hi.

1996 Assembly inb Amendment bawl dinga ana kiguotte’n hing sudih tou zelin Dt. 31-08-1999 ni a 4th Working Committee Thupuasah No. 2 na dungjuin press ah hing kisun theita hi.

Press a ipieh vangin adihkim ta china ahinai sih hi, zah leh suhdih thuo zel ding ihinalai uhi.

Tam KIPUIHUOINA BU tungtawn a Pasian in ami siengthoute vaihawmna lampi dih leh tang tah a angui zel ikinem uhi.

Jesu leh a hattuumte dia naseppi uh,

Dated: Zomi Colony
The 10th Nov. 1999

Rev. David. K. Samte
Executive Secretary
Zomi Christian Church



THUMAPUI (PREFACE)

Pa, Tapa Hagau Siengthou Pasion umpina na tung uah umta hen.

Tami Kipuihuoina Bu Manipur Evangelical Lutheran Church (MELC) a kiminvaw Hattuum Pawlpi ten Kivaihawmna Dan Bu 1987 apat ina zah uh ahita hi.

Tualeh tam Kipuihuoina Bu khu Amendment bawl dinga ana kiguotten hing saitou zelin tukum 2006 a 52 Veina Assembly in i pomtah dungjui a mel imu theitah jiehung Pasion min iphat hi.

Tam Kipuihuoina Bu khu Assembly phasahna dungjuia i sut uh ahi vangin dih kimin, bukim va i chi ngamsih hi. A khovel pei dan leh khandan jil a zah leh suh dih i thuo zel ding uh ahi.

Tam Kipuihuoina Bu in Pasion misiengthou MELC Pawlpi sunga um, misiengthoute jousie tungah ama hoina leh dihtatna na tung uah ni bangin hing tang zing taken.

Dated: Zomi Colony
The 10th March, 2006

Rev. Ginkhanmung
Executive Secretary
Manipur Evangelical Lutheran Church



THUMAPUI (PREFACE)

Tam KIPUIHUOINA BU khu Pasion misiengthou Manipur Evangelical Lutheran Church (MELC) a kikkaikhawm Local Hattuom tuomtuomte kipuihuoina dinga kibawl ahi. Tam

Kipuihuoina zah ahitou zing lai in, etphat diinga poimaw sahna ahing um hi.

Tuachin Kum 2012 Khawmpi in a entha diing, Amendment Committee abawl doh a, khum Committee in hing entha in, Kum thum sung ettha ahi (i.e. 201-2014). Tam Kum thum sungin, Executive Committee leh Executive Committee level a etna bangjat vei ahei khat zong akinei hi. Tambang a awl-awl a bawl leh peipi ahi.

Tuachin Kum 2014 Kumtawp Vaihawmna leh Khawmpi ah luikhieh ahia; Khawmpi vaihawmte'n etkhawm ahi kia hi. Tami khawmpi in siemphat theitan siemphat ahi zou in, MELC 60 Vei Khawmpi (Assembly) in pom ahita hi.

Pasion in thupina zousia tang henlen; A misiengthoute lah ah A guolzawlina umta hen. Amen.

Dated: Zomi Colony
The 20th February, 2015

Rt. Rev. Dr. F.V. Hangminthang
Bishop
Manipur Evangelical Lutheran Church



THUMAPUI (PREFACE)

Tam MELC Kipuihuoina bu khu Pasion misiangthou Manipur Evangelical Lutheran Church a Pasion nna sem dinga kikhai khawm local hattuom tuomtuomte leh pawlpi in azah dinga bawl ahi.

Tualeh tami khu Executive Committee in Office Bearerte angansie dungjui a, a chingla deute belap leh adihloute suhdihna nasep sem a, sutpai dinga ngansie ahi dungjui ua ki bawl khie ahi.

Tam Kipuihuoina bu khu Local chin leh Pawlpi in ahina banga zui a izat chiet ding uh ahi.

Pasion in thupina tang taken.

Dated: Zomi Colony
The 21st April, 2018

Rt. Rev. Dr. Hausuankap Manlun
Bishop
Manipur Evangelical Lutheran Church



THUMAPUI (PREFACE)

Tam KIPUIHUOINA BU khu Pasion misiengthou Manipur Evangelical Lutheran Church (MELC) a kikkaikhawm Local Hattuum tuomtuomte kipuihuoina dinga kibawl ahi. Tam Kipuihuoina zah ahitou zing lai in, etphat diinga poimaw sahna ahing um hi.

Tuachin Kum 2020 Khawmpi in tam Constitution, **MELC Kipuihuoina Bu** a entha ding, **Study Team** abawl doh hi. A peisa kum 2021-2023 tan Study Team in nounel tah in ana velchien a, amau tung ah kipathu ka gen hi. Study Team in apeisa September 29, 2023, in 3rd Executive Committee ah final draft ana luikheta hi. Division chin in MELC hattuum teng a ana hawm ding in Executive Committee Member teng final draft copy khat chiet leh Division chin copy 2 ana pia uhi. Tam committee Thupuasah No. 9 na dungzui in a copy kihawm pen **October 2023 hasung a Division leh mimal in a hing et ua, 1st November, 2023 tan a submit ahing bawl ua**, Study Team te'n a hing ettha ua, MELC Assembly 2023 a pom ding a zong pha sah ahi.

Hinanleh tam Study Team pen Constitution Amendment Committee ahilou ziehin a 69 veina Manipur Evangelical Lutheran Church Assembly 2023 Thupuasah No. 24 (d) na *'Constitution pumpi nounel tah in hing en uhenlen, 2024 Assembly a approved thei ding'* a, the 7th MELC Constitution Amendment bawlding a ngansie ahi dungjui un, a hing entha ua, a chingla deute belap in, adihlou deute suhdihna ahing bawl uhi.



Tuachin Kum 2024 Kuntawp Vaihawmna leh Khawmpi ah luikhieh ahia, Khawmpi vaihawmte'n etkhawm ahi kia hi. Tami khawmpi in siemphat theitan siemphatna abawl nua un, MELC 70 Vei Khawmpi (Assembly) in pom ahita hi. Tuachiin, kum 2025 apatsa in akibawltha kia masangtan adinga zuitou zing ahi ta ding hi.

Tami Dan bu Pasian in gualzawl henlen, Ama puina hingtang sahtu hing hita hen.

Dated: Zomi Colony
The 21st January, 2025

Rev. Khup Do Khen
Bishop
Manipur Evangelical Lutheran Church

Bangkim bawlthei, Pa Pasian, Lei leh
Van siempa khu ka gingta hi.

A Tapa tang khat Jesu Khrist ka Mangpa
ka gingta hi.

Ama khu Hagau Siengthou gaisah in,
nungah siengthou Mari in ahing a,
Pontia Pilat thu in a thuoh a, kilbeh in
aum a, Ashi a, vui in aum a mishi khuo
ah a vapei a, nithum ni

in mishi lah apat a thou kia a, Van ah a
katou a,

Pa Pasian bangkim bawlthei zietlam ah
atou a,

Khuna patin mishi leh mihingte
vaihawm pieh dingin a hing pei kia ding
hi, chi ka gingta hi.

Hagau siengthou ka gingta hi.
Huopzou hattuom siengthou ka gingta
hi.

Misiengthoute kipawlkhawmna ka
gingta hi.

Khiel ngaidamna ka gingta hi.

Tahsa thawkiana ka gingta hi.

Kumtawn hinna ka gingta hi.

Amen.

KHENPI – KHATNA

Manipur Evangelical Lutheran Church

KIBULPHUNA DAN 2024



BUNG – 01

KIBULPHUNA DAN

KHIL – 1 PREAMBLE

Khrist sisan a huoikhawm – Manipur, India leh leitung mun tuomtuom a hattuom umte’n Pasion a mithumte -

Pa Pasion, Hing, Dih leh Siengthou, kumtawn a um zing, kipat hun leh tawp hun neilou, kikhel ngailou, bangkim bawlthei, chi ipom uhi.

Tapa Pasion, Jesu Khrist, Pasion Tangpa tangneisun, Hagau Siengthou silbawltheina in nungah siengthou Mari sung ah vop in a hing um a, mihing in ahing pieng a, mi zousie Mangpa leh Hundampa hiding in mi zousie sih-le-tang in Kross tung ah, ashi a, ni 3 ni a thoukiata, chi ipom uhi.

Hagau Siengthou Pasion, Mihina nei leh hinna petu, mite mikhiel ahina uh kiphawhsah a, Jesu Khrist Hundampa leh Mangpa ahidan theichien sahtu ahi, chi ipom hi.

Laisiengthou pumpi Siemchilbu apat Kihilna (Genesis to Revelation) tan Thuhun Lui bu 39, Thuhun Tha bu 27, a kigawm in bu 66-te khu Pasion huhakhum, a kikhel theilou, Pasion hina phuondohna ahi, chi ipom uhi.

Khawmpi hattuomte leh Lutheran min a Pasion hina phuondohna laibu kigielte - *Apostles’ Creed*, *Nicene Creed* leh *Athanasian Creed* kichi Thuginte, A kiheng danglamlou *Augsburg Confession (Unaltered Augsburg Confession)*, Pasion hina Kiphuondohna laibu *the Book of Concord* -

sunga kigel, *the Apology of the Augsburg Confession, the Smalcald Articles leh the Treatise, the Small Catechism, the Large Catechism*, ban ah *the Formula of Concord* khu Hattuum kingahna thuginte phuonkhiehna dihtah in akipom hi.

Misiangthoute lahtouna (rapture) leh **Misiangthoute thawkiana** a um ding chi aki pom hi. Thugousie (ordinance) 2 – **Baptisma** leh **Mangpa Nitah Annsieng** akinei hi.

Tualeh hattuum mipi vaihawmna toh pei akihi dan **Manipur Evangelical Lutheran Church (MELC)** chia ki min vaw-in, Pasian a ginna zal in tam Kipuihuoina Laibu Hattuum Pawlpite kivaihawmna dingin Pa Pasian, Tapa Pasian leh Hagau Siengthou Pasian min in tuni 1st January, 2015 in MELC Headquarters Church, Zomi Colony mun ah kipomta hi. Tualeh 1st January, 2015 a zat pat ahita.

KHIL – 2

LAIBU MIN LEH KIZAHNA

- 1.2.1 Min: Manipur Evangelical Lutheran Church (a tom in MELC)
- 1.2.2 **Laibu Min:** Tami Laibu min Manipur Evangelical Lutheran Church **KIBULPHUNA DAN 2024** a kichi ding hi.
- 1.2.3 **A kizahna:**
A kizahna sung: Tami Laibu pen Manipur Evangelical Lutheran Church Thuginpi, Kipuihuoina leh Danbu dungjui a kivaihawmna nuoi a Pasian bekhawm leh nasemkhawmte, tualeh MELC in a theipi hattuumte sung a zah ahi ding hi.

Dan kizah Patni: MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in January 1, 2025 apat zah ahi ding hi.

- 1.2.4 **A kiphiatte:** Manipur Evangelical Lutheran Church Kipuihuoina Bu 2018 leh a nua a MELC Annual Assembly/ Khawmpi in a puophatnate leh Khawmpi thupuasahate tam Kipuihuoina Danbu sung a thu um toh kituohlou teng tam Kipuihuoina Danbu zahpat ahini apat in aki phietsa ahita ding hi.
- 1.2.5 **A kisendente:** Tam Manipur Evangelical Lutheran Church **Kipuihuoina Bu** a kizah patni a Manipur Evangelical Lutheran Church in hattuum sung a nna a sepsa leh a sep nalaite, tam Kipuihuoina but oh kikalloute, tam Manipur Evangelical Lutheran Church **Kipuihuoina Bu** toh kituoh a kitem bang a ngai ahi.
- 1.2.6 Registered Address: Manipur Evangelical Lutheran Church Office bulpi a nuoi a mun ah a um ding hi.

MELC HEADQUARTERS
P.O. BOX – 10
ZOMI COLONY, CHURACHANDPUR
MANIPUR 795128
INDIA



KHIL – 3 TUP LEH NGIM

- 1.3 India leh mun tuomtuom a um Manipur Evangelical Lutheran Church te'n tam anuoi a siltupte kitutuoh tah a Jesu Khrist itna lungtang vom kawm leh Hagau Siengthou kithuopina toh tangtun sah ding tup-le-ngim ahi. Tuate khu: -
 - 1.3.1 Mangpa Jesu Khrist thupieh bang a India leh leitung mun tuomtuom a khantanhoi thupa tunjoulouna mun leh gam a hagau mangthaite sui a, Jesu Khrist khantanhoi genna; Hattuom phut ding, theipitu hiding leh a gingtate hindan siengthou ding a sinsah leh kep ding (Mat. 28:18-20).
 - 1.3.2 Jesu Khrist gingtate (Khristiante) hagau hinkhuo suh hoi leh a pichin theina ding ua kep leh hatsah ding, tualeh a gingtate khat-le-khat kipanpituo a, kipawlkhawmna siengthou a kipawl a, ki ittuo chiet ding (Nas. 2:42-47).
 - 1.3.3 Pasian itna khu miteng tung a itna nasep a suhlat ding. Tualeh, Jesu Khrist nasep ban – tahsa leh hagau a khantouna nahoi sem ding leh umna mun chiet a Chi leh Meivah bang a al leh vah ding a pankhawm ding (Matt. 5:13-16).
 - 1.3.4 Ginna kibahpi hattuum-pawlpi tuomtuomte toh hagau lam leh tahsa lam a kipawl a, Pasian biehkhawm ding leh kipanpituo ding (Phil 4:14-20).
 - 1.3.5 Pawlpi sung a siemzilna (Secular leh Theological) khantouna dia pan lah ding (1Tim 4:11-13).

BUNG – 02

**KCHRISTIAN THUGINPI
(STATEMENT OF FAITH)**

Manipur Evangelical Lutheran Church a member te'n mimal leh hattuum pumpi in tam thuginpi – Lai siengthou toh kituoh ginna ahi chi in ka gingta ua, ka phuongkhie uhi. Tuat:

**KHIL 1
THUGINTE**

- 2.1.1 **Lai siengthou toh kisai:** Lai siengthou pumpi Siemchilbu apat Kihilna (Genesis to Revelation) tan Thuhun lui bu 39, Thuhun tha bu 27, a kigawm in bu 66-te khu Pasion huhakhum, a kikhel theilou, Pasion Hagau siengthou in nidang lai a misiengthoute kung a ana pieh, Pasion kihilna bukim, adihlou umlou, ginna leh nasepna ding a kibulphuna, doh ding thutop leh zui ding um sun ahia; tualeh lamkai lienpen leh tungnungpen ahi chi'n ka pom uhi (2Tim. 3:16,17; 2Pet. 1:21; 1Kor. 2:13; Kih. 22:18,19; Mat. 5:18; 24:35; Jn. 5:39; 10:35; 17:17; Isai 8:20).
- 2.1.2 **Pasion toh kisai:** Pasion Hing, Dih leh Siengthou, kumtawn a um zing, kipat hun leh top hun neilou, kikhel ngailou, bangkim bawlthei Pasion a Mi thum (Trinity), kipum khat leh kikhen ngailou, sep-le-bawl a pangkhawm zing, kumtawn a umkhawm zing, chi'n ka gingta uhi (Gen. 1:1; Diut 6:4; Isai 45:21; Ex. 3:14;

34:6; Jer. 10:10; Job 11:7; Sam 90:2; 147:5; Mat. 28:19; Jn. 4:23,24; Rom. 9:5; Nas. 5:3,4; Jn. 14:26; 15:26;17:3; 1:17; Kih. 4:8; 15:4).

2.1.3 Pa Pasian toh kisai: Sil zousie siemtu, a silsiemte hepina toh enkoltu, itna Pasian ahi. Bangkim a abul, hinna nei zousie kung a hinna petu, a Tapa leh Hagau Siengthou leitung a hing sawl in, mikhielte hundamna ding a Tapa in lampi a hing bawlsah hi, chi'n ka gingta uhi (1 Kor. 8:6; Eph. 3:9; Job. 1:6; Heb. 12:9; Joh. 3:16; 14:26; 16:26; 1:12; 3:1-7; 14:23-24; 2Pet. 1:4; 1Jn. 3:9; 1:9; Jn. 16:23).

2.1.4 Tapa Pasian toh kisai: Jesu Khrist, Pasian Tangpatang neisun ahia, Hagau Siengthou silbawltheina in nungah siengthou Mari sung ah vop in a hing um a, mihing in ahing pieng a, mi zousie Mangpa leh Hundampa hiding in mi zousie sih-le-tang in Kross tung ah, igitlounate uh sil siengna ding in a sisan leh tui pawt in ahing thuoh in shi hi. Hankhuh sung ah vui in a um a, siem itanna ding un nit hum ni in mishi lah apat Pasian thupina tahsa toh kaithaw in a um a, van ah katou in, tu in Pasian zietlam ah tou in, a gingta mite genpiehpa ahia, mihing leh mishite thukhenpieh ding in, muthei in, silbawl theina thupi tah toh ahing peikia ding hi, chi ka gingta uhi (Mat. 16:13-16; Jn. 10:36; 1:14; Phil. 2:6-8; Isai 7:14; Mat. 1:18-25; Isai 53:1-12; 1Pet. 3:18; 2Kor. 5:21; Mat. 28:5-7; Lk. 24:26; 1Kor. 15:3-4; Mk. 16:19; Lk 24:51; Heb. 7:14-16; 1Jn. 2:1-2; Heb. 1:3; Kih. 3:21; Isai 9:6; Mat. 20:28).

2.1.5 Hagau Siengthou Pasian toh kisai: Hagau Siengthou Pasian khu Mihina nei leh hinna petu ahia, mite mikhiel ahina uh kiphawhsah a, Jesu Khrist Hundampa leh Mangpa ahidan theichien sahtu ahi. Gingtute chiemte leh hamuanpa ahia, gingtute sungteen khum a, gingtute

hinkhuo susiengthou in, gingtute Jesu Khrist a akipieh zawna bangbang ua thoptu, bieha leh khantanhohi phuonzahna leh nasepna a mit vahsah, guolzawna hinkhuo a gingtute pui a, leitung top dong a umpitu ahi, chi ka gingta uhi (Jn. 14:16-17; 16:7-15; 1Kor. 6:19; 12:13; Eph. 4:30; Rom 12:1-2; 2Kor. 3:18; Eph. 5:18-20; 1Jn. 2:20,27).

- 2.1.6 **Silsiemna toh kisai:** Pasion in vahzah dang neilou in bangkim asiem hi. Leitung pilna zangh a sil neunou khat a kipat a, ama leh ama hing piengkha (evolutionary theory) ahi chia gente ngaidan toh kikal, Genesis laibu sung a sil siemthu kigen khu adih ahi, chin ka gingta ua, ka pom uhi (Gen. 1-3; Sam 33:6,9; 19:1-6; Isai 40:28; Kol. 1:15-17; Heb. 11:3; Kih. 4:9-11).
- 2.1.7 **Vansawltah toh kisai:** Pasion in mihing a siem masang in Vansawltah kichi (Angelie) tampi ana siem zouta a, amaute lah a thupi in a sienthoua dinmun uh tudet in Pasion bia in Pasion nna asem ua, leitung a Pasion mite nna asem uhi (Job 1:6-12; 2:1-7; Eze. 28:12-18; Is. 14:12-14; 1Tim. 3:6; Kih. 12:3-4).
- 2.1.8 **Setan toh kisai:** Setan khu Pasion in a siem chil in Lucifer (Phalva'h tapa) ahia, Pasion in Ama ban a lal leh thunei dia asiem ahi. Vansawltah lah a lienpen leh tungnungpen ahi. Hinanleh kiletsahna lungsim leh siemtu Pasion sang a thupizaw a a mangtoupah dopsang ding lungsim a nei zieh in, van apat leitung a paikhiet (tot khieh) in a um a, khumi apat in a min khu Setan chia minvaw ahita hi. Tuachin Setan nuazui vansawltah tampite zong dawite ahing hita uhi. Setan khu khelna bulpi ahia, leitung a khelna umshapah ahia, mihingte suongtu Adam leh Evi na sol in, leitung pumpi khu a khutnuoi a nakoi/pua in, Pasion silguon khat poupou suhsiet sawm zing, Pasion melmapa

ahi. Setan khu Mangpa Jesu Khrist in Kross tung ah a mawpaita a, tuhun in gingtute sugenthei in ksalel mama nanleh a tuna mun ding khu guotsa - Meidil (Lake of fire) ahi a, kum sang bei chieng a, khumi mun a selut ahi ding hi, chi ka gingta uhi (2Kor. 11:3; Gen. 3; Kih. 12:10; 1Pet 5:8; Kih 20:2, 10; Mt. 4:11).

2.1.9 **Mihing toh kisai:** Mihing khu Pasian in Ama lim leh mel sun a ana siem ahia, hinanleh khelna a apua tah zieh in, Pasian thupina atangjou nonsih a, tahsa shina bep hilou in, hagau shina leitung ah ahing lut a, mi jousie a jelsuoh a, Pasian toh kikhenna a tuohta hi. Tuachi'n mihing jousie khelna neisa (khielsa) in a pieng a, tuozieh in Hundampa leh Tanpa a poimaw tahi, chi ka gingta uhi (Gen. 1:27; 2:16-17; 3:1-7; 1Tim. 2:14; Sam 51:5; Jer. 17:9; Is. 53:6; Rom. 5:12; 6:23; Eph. 2:1-3; 1Jn 1:8).

2.1.10 **Hundamna toh kisai:** Pasian leh mihingte khu khelna zieh a akikhen tah zieh in Pasian leh mihingte kilem a a um kia theina ding un Pasian in A Tapa Jesu Khrist shina leh thawkiana in hundamna abawl hi. Tami jal a Pasian hepina a hundamna ahi. Tami khu mi khat in Jesu Khrist khu a hundampa a apomna tungtawn a um ahi. Tam hundamna khu Khristian innkuon sung leh Pasian gingtate lah a a um zieh a tanthei ahisih hi. Hundamna khu Pasian Hagau in eima hagau toh Pasian tate ihidan ahing theisah hi. Hundamna khu tam leitung damlai a nei ding leh kitheichet ding ahi, Pasian in a Hagau Siengthou a a chiemte ahi (Eph. 2:8; Tita. 3:5-6; Rom 6:23; Nas. 16:31; Kol. 1:14; Jn. 10:27-29; 15:26; 16:7-11; Rom 8:1-2, 16; Eph. 4:30).

2.1.11 **Hattuom toh kisai:** Hattuom khu Mangpa Jesu Khrist sisan a tatdoh mite ahia, tam leitung a khantanhoi phuonzah ding a ngansie a umte ahi uhi. Jesu

Khrist sepban sem dia mawpuohna nei ahia, Ama'n a misiengthoute Ama kung a um dia apuitou masang a Khantanhohi genna mawpuohna khu hattuum khut a um ahi. Hattuum luting khu Khrist ahia, gingtute jousie khu a pumpi (body) ahia, tualeh Jesu Khrist mou (bride) zong ahi (Mat. 16:18; Eph. 1:19-23; 2:11-12; Kol. 1:18; Nas. 2:41-47; Jn. 4:23-24; Nas. 20:17,28; Phi. 1:1; Tita 1:5-7; 1Tim. 3:1-13).

2.1.12 Hattuum ichi chieng in sil ni agenkha a, tuate khu:

- i) **Mutheilou:** Mutheilou (invisible or universal church hattuum khu Jesu Khrist gingta tahtah a piengtha jousie kigawmkhawmna khu ahi.
- ii) **Muthei:** Muthei (visible church) hattuum khu tam leitung a muthei a iki pawlkhawmna uh ahia, tami hattuum ah a tahtah leh a lem um khawm hi.

2.1.13 **Thawkiana (Resurrection):** Misiangthoute lahtouna (rapture) a um ding a, tualeh midihthe leh midihloute tahsa pumpi thawkiana amau hun tuom tuoh ah a um ding hi. Khrist a shite hagau khu Khrist umna ah a um ua, khunah khawphawhna, nopsahna nei in, thupina tahsa toh thawkiana ngah in a um uhi. Khumi thawkiana khu hattuum lahtou hun leh gimthuohna hun bei chieng leh kum sang bei hun chieng in a um ding hi. Khrist neilou a shite (unrighteous) ahilevang, a hagau uh mishikhuo (sheol) ah gimthuoh in a um pai ua, Mangtouphe Vaam Thupi masang a thukhenna-tangtawn mawpaina hun ngah in a um tadi uhi. Khum thukhenna a tan bang ua, hagau leh tahsa pumpi kizom kia a thoukhiate khu Meidil (Gawtmun) a selut ahi ding uhi. Tam Gawtmun Meidil khu manthai kengkengna ahisih ding a, khawphawhna hoitah nei a tangtawn gawtna thuohna mun ahizaw hi. Tami khu tangtawn shina, shi nina akichi hi.

- 2.1.14 Midihte tangtawn hinna tang a thoukia ding uh; mi dihloute tangtawn gimthuohna, mai zumna leh simmawna dia thoukia ding uh. Tam thukhenna nukhie pen jou chieng in, Leitha leh Vantha hing um ding a, khuna'h Pasian ngel khu a mite lah a tangtawn a teng zing ta ding hi, chi ka gingta uhi (Jn 5:25-29; Lk. 16:19-31; 2Kor 5:1-8; 1Kor. 15:12-58; Phil. 3:20-21; Job. 19:25-27; Dan. 12:1-3; Mat. 25:31-33; Kih. 7:9-14; 1Thes. 4:13-17; Kih. 20:4-6; 21:1-3; 20:11-15).
- 2.1.15 MELC Hattuum in, *Apostles' Creed, Nicene Creed* leh *Athanasian Creed* kichi Thuginte khu Hattuum kingahna thuginte phuonkhiehna dihtah in aki pom hi.
- 2.1.16 A kiheng danglamlou *Augsburg Confession (Unaltered Augsburg Confession)* khu Khantanhoi theipitu hina kichetna leh hattuumte ginna kingahna leh thuhiltu ahi chi'n aki pom hi.
- 2.1.17 Pasian hina Kiphuondohna laibu the *Book of Concord* – sunga kigel, the *Apology of the Augsburg Confession, the Smalcald Articles leh the Treatise, the Small Catechism, the Large Catechism*, ban ah the *Formula of Concord* laibu khu Hattuumte ginna hing kitheikchiehna muanhuai ahi chia pom ahi.
- 2.1.18 MELC Hattuum in, A Siangthou Pasian kammal a kigiel Laisiangthou khu, Pasian hina phuondohna ahi chiin akipoma, Pasian a mithumte ipom khawmpi hattuumte leh Lutheran min a Pasian hina phuondohna laibu kigel te khu, Leitunga Manggam kehletna dinga Hattuum suhingtu leh Pasian silbawltheina pienkhiehna ahi chiin akipom hi.

KHIL – 2 SACRAMENT (THUGOUSIE)

2.2 Manipur Evangelical Lutheran Church in Thugousie
2 a kinei hi. Tuate khu – Baptisma leh Mangpa Nitah
Annsieng ahi. Tam Baptisma leh Mangpa Nitah
Annsieng pen hattuumte kung a thugousie siengthou
leh zah/chiin ding a thupieh ahia, Lai siengthou
dungzui a bawljel ding ahi. Baptisma leh Mangpa Nitah
Annsieng pen namdetsa Pastorte'n a saithei giap ding
uhi.

2.2.1 **Baptistma:**

- i) Tam Baptistma in Manpa Jesu Khrist shina leh
thawkiana a ensah hi. Piengtha mite'n Mangpa
Jesu shina, thawkiana leh hagau siengthou toh
hinkhawmna etsahna a tan ahi. Baptistma in
pienthana a pethei sia, piengtha sate sie-le-
pha theina siengthou toh thuchiemna ahia,
guolzawl na tan theina dia Pasian se leh vanzah
khat ahi.
- ii) Baptistma tan chieng in tui zah ahi. Mangpa
Jesu thupieh leh nuazui te'n a na zui uleh zah
uh ahi (Mt. 28:19; Mk. 16:15, 16; Nas. 2:41; 8:36;
10:47, 48). Baptistma pen tui a phuum ahia,
amun leh a hun zil in tui buohtaw zong ahithe
hi. Hinarleh, hahsatna talua a umlou leh tui a
phuumthaw khu deitel dan ahi.
- iii) Baptistma pen piengthasa mite'n a sie-le-pha
theina utoh a tan uh ahizie in Baptistma pen
tankia zelzel lam et thei ahisih hi.
- iv) Sie-le-pha theilou naupanglai a ana tangkha
te'n sie-le-pha a theinua ua (a letnua ua) hing
piengtha a, a tan ut kia uleh a tangthei kia ding

uhi. Tuaziehin, sie-le-pha thei nailou leh ama deitelna a Jesu Khrist Mangpa leh Hundampa ding a pomthei nailoute Baptisma tansahlou ahoi ding hi.

- v) Naupang piengpan (infant baptism) pom a hisih hi.

2.2.2 Mangpa Nitah Annsieng:

- i) Mangpa Nitah Annsieng (Kipawlkhawmna siengthou) leh Wine pen Mangpa Jesu hingpei kia masang, a shina leh a thawkiana theizingna leh puonzahna ding a bawl ahia, tuachi'n Mangpa toh Hagau a thahsuoh zel na leh a guolzawlina tanna zong ahi hi.
- ii) Tam Mangpa Nitah Annsieng a tanghou pen in Mangpa Jesu tahsa pumpi migiloute leh khielte ding a liem leh kisegawp a ensah a; tualeh, Wine in Mangpa Jesu sisan migiloute leh khielte ngaidamna leh sawpsiengna ding a hing luongkhie thuhun sisan etsahna ahi.
- iii) Mangpa Nitah Annsieng pen Mangpa Jesu thupieh bang a Khristiante kipawlkhawmna siengthou leh dan zui kimna ahia, Khristian innkuon annkuong ahi hi (Lk. 22:19-20; 1Kor 1:23-25). Baptisma tangsa, Dan zoukim te'n tam annkuong a im thei ding uhi. Thununna nuoi a um mite'n a im theisih ding uhi.
- iv) Annsieng toh kisai a Baptistma tang nanleh piching¹ a pomlut ahisih leh/ ahi masang sia sacrament a nethei sih ding hi.
- v) Mangpa Nitah Annsieng a kizang Tanghou leh Wine in Mangpa Jesu tahsa leh sisan eite tang a pieh – I hinna leh damna ahi chi etsahna ahia, I

1 Piching a pomlut kichi pen Kum 15 ching sate genna ahi



hagau damna ann leh guolzawlina ahi (Jn. 6:48; 1Kor. 10:15-17; 11:26).

- vi) Tam Mangpa Nitah Annsieng Siempi tungtawn a Pasion kung a latkhietna anei toh kiton in ane-adawn jousie khu Mangpa Pasion in Hagau in pawl/impi jel hi.

BUNG – 03

HATTUOM

KHIL – 1

HATTUOM PEIDAN

3.1.1 **Tualsung Hattuum (Local Church):** Tami Kipuihuoina Dan nuoi ah, Hattuum in a bawl, azah kizilsahnate leh kithununna leh gamtatna dante nuai a kipawlkhawm ut a, Hattuum leh nasepte gum a, sum-leh-pai, tha-leh-zung pie a, mawpuohna a kilawm leh kikhomte pua-ut Khristian koizong Manipur Evangelical Lutheran Church nuai a Tualsung Hattuum in aki phuonthei ding a, a umsate ah member a suo thei ding hi. Tualsung Hattuum a member hina neite mai Manipur Evangelical Lutheran Church member ahi hi.

3.1.2 **Tualsung Hattuum Member Suohna:**

- i) **Member ngiempen (Primary membership):** Manipur Evangelical Lutheran Church thugin zilsahna sangthei, Baptisma tang nailou leh Mangpa Nitah Annsieng kuong iim nailoute leh Hattuum memberte tate, a piching nailoute zousie hattuum member ngiempen (Primary member) in a kikhum thei ding hi.
- ii) **Member pichinglou (Junior communicant):** Manipur Evangelical Lutheran Church Thugin leh zilsahna sangthei a, Baptisma tangjousa, Mangpa Nitah Annsieng kuong ne leh dawn

thei nailoute, tahsa upat kum 15 nuailamte zousie khu member pichinglou (Junior communicant member) in aki khumthei ding hi. Hattuum kitelna ah vote aneitheis naisih ding uhi.

- iii) **Member piching (Full Communicant member):** Manipur Evangelical Lutheran Church Thugin leh kizilsahnate sangthei, Baptisma tangjousa, Mangpa Nitah Annsieng kuong im jousa, tahsa kum 15 apat a tunglam mite zousie khu Member Piching (full communicant member) in aki khum thei ding hi. Member ngiempen leh member pichinglou apat member piching dinmun tan ah mi ahina bangbang in aki suontou ding hi. Tambang mite maimai in Hattuum Vaihawmna ah deitelna (vote) pethei in, dinmun neitheis ding hi.
- iv) Tami member piching a pom a dingte khu a Local Church Committee te'n piching hita ding a aphuon sate ahi ding uhi.
- v) Tam member piching a phuon a um dingte khu Baptisma tangsa, kum 15 tunglamte LYF/LCF te'n a min list uh LCC kung ah ape ding ua, LCC te'n a ngaituo ding ua, pha asah bang un mipite mai ah, member piching hi ding a phuonna anei ding uhi. Tambang a piching a lahlut te'n vote a nei ding uhi.

KHIL – 2

MEMBER MIN KHUMNA LEH PEMNA

- 3.2.1 **Member minkumna:** Tualsung hattuum ah member minkhumna laibu kizentah leh kituptah khat nei ahi ding a, khumi laibu sung ah memberte min, ahina

dinmun uh, zi leh pasal aneina uh, pianni leh shini, pemlutni leh pemkhieh nite kituptah a gielkhieh dimdian ahi ding hi.

- 3.2.2 **Pemna:** Manipur Evangelical Lutheran Church tualsung member koi inzong a umna mun kisuonna pemkhiehna anei chieng in akipatna tualsung hattuum apat Local Secretary in a pieh pemna lai tawi in Manipur Evangelical Lutheran Church tualsung hattuum dang khat poupou ah a pemlut/kisuonlut thei ding hi.
- 3.2.3 Koi tobang hattuum dang a pat hing pemlut ut a um leh a umnalui hattuum Local Secretary apat pemnalai ahing tawi ding hi.

KHIL – 3

KHUALTAM (ASSOCIATE) MEMBER

- 3.3.1 Koizong MELC hattuum mi a khualtamna a MELC hattuum khat a kipiehlut/um utna, sepkhawm utna, kipawlkhawm utna anei a ahileh a kipiehlut/um utna hattuum ah **associate member** a guonthei ahi ding hi. Khumbang associate member te'n mun ni (two) ah Vote anei theisih ding ua, associate member ahina pen ah vote a nei theisih ding hi.
- 3.3.2 Koizong MELC hattuum heima sung a member hina ana neilou, hinanleh member ahina hattuum thugin leh kizilsahna Manipur Evangelical Lutheran Church a pomthei ahipouleh ava khualtamna mun a MELC hattuum a tel utna, kipawlkhawm utna leh sepkhawm utna anei leh phalsah thei ahi ding hi. *Ama hina Primary/Junior member piching or ahina bangbang a pom ahi ding hi.*

- 3.3.3 Koizong Associate member hi utte'n ahing kipatna hattuom apat ahina dihtah genna lai ahing tawi ding uh ahi.

KHIL – 4

LOCAL CHURCH COMMITTEE

- 3.4.1 Manipur Evangelical Lutheran Church (MELC) sung ah Bieh Inn khat sung a vaihawmna sangpen khu Local Church Committee (LCC) ahi. Hattuom kibulphuna ahizieh in hattuom hatna ding leh hoina ding in LCC memberte hoina leh gin-umna a poimaw hi. Upate panpitu ding in Local Church Committee khu tam a nuoi a bang a bawl ahi ding hi (Nas. 6:1-7).
- 3.4.2 Kumchin in hattuom sung ah member piching (full communicant member) te'n Local Church Committee member ding a teel ding uhi. A local sung a **Upa namdetsate, Pastor, Probationary Pastor leh Evangelistte leh Upa leh Pastor Pension** um khate a umna local hattuom a Local Church Committee Member hisa ahi uhi.
- 3.4.3 Hattuom kibulphu theina ding in hattuom mimal 50 tan umnate ah Local Church Committee member 5 a tel thei ding ua, 51-100 chieng member umna te'n LCC member 7 tan, member 101 – 500 umna te'n LCC member 9 a tel thei ding ua, member 500 tunglam te'n LCC member 11 a tel thei ding ua, tualeh member 1000 sang a tamzaw umna te'n LCC member 15 tan a tel thei ding uhi.
- 3.4.4 Hattuom Local Church Committee kiteel chieng in Local Pastor lamkaina a tel ahi ding hi. Local Pastor umlouna te'n Biel Pastor ahilou leh Divisional Superintendent chiel in a tel ding uhi. Tualeh a teltu

Pastor um sung ngei in Chairman, Secretary leh Office bearer dangte zong a guot/tel ding hi. *Tam kitelna khu Secret Ballot a tel ahi ding a, candidate min zong Alphabetical order a giel ahi ding hi.*

- 3.4.5 Upa umna hattuum ah Upa khat Local Chairman ahi ding a, Upa umlouna ah Local Pastor/ Biel Pastor in Office theipina toh Local Chairman hina ala ding hi.
- 3.4.6 Local Church Committee member ding in mi piching, kum 21 tunglam, sawm-a-khat pezmom zing, zu-le-sa, khamthei leh kimawlina thanguoi a kimawllou mi ahi ban ah ginna leh tahsa a mi pichingsa ahi ding ahi.
- 3.4.7 Local Church Committee member teel ahi chieng in candidate koitobang ama tahsa ngei a umlou (physically present) leh teelthei ahisih ding a, hinanleh election commission theipina toh umlou (leave) ahileh teelthei ahi ding hi.
- 3.4.8 Local chin a LCC toukhawm hun chieng in Local ELWA Chairperson leh Secretary ban ah LYF Chairman leh Secretary te a poimaw leh kul dungjui in chiel thei ahi ding uhi.
- 3.4.9 Local Mission Committee, ELWA, LYF leh LCF te phiet theina leh guontheina thuneina LCC in anei hi.

KHIL – 5

LOCAL CHURCH COMMITTEE NASEP DINGTE

- 3.5.1 Khosung hattuum tahsa leh hagau lam a a pichin theina ding in tahsa leh hagau a kisinsahna, hagau mangthaite sui a hundamna nasep, Pasian sumpi leh tuohkhawmte gin umtah a kep leh a zahna ding bangtah a zah leh etkolna nasep leh hagau lam thu toh kisai-kisailou hinanleh Local Church Committee in a sai ding hi.
- 3.5.2 Hagau lam thu leh vaihawmna toh kisai in a kul-le-poimaw dungzui in Local Pastor/Biel Pastor/ Divisional Superintendent in Local Church Committee khawm in Chairman hina la in, thu a ngaituo thei ding hi.
- 3.5.3 Pastor/Semtu khat pou pou a nasepna toh kisai in demna ahiei thu-le-la gen ding sah ding a um leh Local Church Committee in a sai ding ua, Division tungtawn in akisaipi department/committee kung ah atut ding ua, Kipuihuaina leh Dan bu dungjui in thupuasahna bawl ahi jel ding hi.
- 3.5.4 Local Church Committee member koi hitaleh sum-le-pai thu a a muonhuoi sih leh Local Church Committee ma in a heng thei ding hi.
- 3.5.5 Local Church Committee a member khat in hattuum sung a shina, hitheinawnlouna leh umlouna anei leh Local Church Committee in hattuum sung a mi khat kithutuoh tah in a guongthei/tel doh thei ding uhi.
- 3.5.6 Local Church Committee thuneina in a zawlou thu-le-late Division a tut ahi ding hi.

- 3.5.7 Local Church kivaihawmna ah MELC Kipuihuaina leh Danbu dungzui a kivaihawm ahi ding a, tualeh hattuom etkolna nasep zong a sem ding uhi.
- 3.5.8 Lai poimaw tuomtuom – membership register, Cash Book, Ledger leh Stock register bawl in a kem ding hi.
- 3.5.9 Committee tuomtuom umte Missions, ELWA, LYF, LCF leh a dangdangte a makai in a enzui ding hi. Local Pastor umlouna/Pastor station mun ahilou leh adviser ding a guot ding hi.
- 3.5.10 Poimawna a um dungzui in committee tuomtuom a bawldoh/guong thei ding a, a phiet thei ding hi.
- 3.5.11 Sum muna leh zahna enkaitu ahi ding a, hattuom nei-le-lam, gou-le-gam enkaitu ahi ban ah thunei sangpen ahi ding hi.
- 3.5.12 Hattuam dan siangthou a kitenna ngen a um chieng in a thu a ngaituo ding a, MELC Kipuihuoina leh Danbu toh kituoh in a bawzui ding hi.
- 3.5.13 Gindan kibanglou mi koi ahei in Hattuam a member hi utna a nei leh Pastor (a umna ah)/Local Chairman toh MELC thugin leh paidante hilchien in member suohna toh kisai houlimpina nei in, khum report dungzui in member hina toh kisai thutanna a bawl ding hi.
- 3.5.14 Member min khum tha a um chieng in amaute vaidawnna leh pulahna nei in, kipathu genna, thumsahna leh vangbuoh ngetsahna toh Pasian kung ah alan ding hi.
- 3.5.15 Namdetsa Upa ahiei, Pastor ahiei in bawlkhiel-suhkhiel anei a, thununna pieh ahi ding leh a umna hattuom LCC in nawsuona ding thupuasah ala ding a, khum thupuasah khu Division ah a tut ding uhi. A tungthu

ngaituo fel ahi masang sie Upa/ Pastor penpen khut zah ahisih ding hi.

KHIL – 6 LOCAL MISSION COMMITTEE

- 3.6 Khochin hattuum sung ah Mission Committee a um ding a, amaute zong kum teng a guon ahi ding uhi. Khochin Hattuum a Mission Committee member ding in mi 5 tan tel/ guon ahi ding hi. Chairman, Secretary, Finance Secretary leh Treasurer leh a dang poimaw asahte uh Local Church Committee-te theipina in a tel/ guong thei ding uhi. Tualeh a nuoi a bang in nna asem ding uhi.
- 3.6.1 Local Mission Committee in Head Office/ Mission Department leh LCC apat Missionary nasep ding toh kisai a thupiehte a semkhe ding ua, tualeh Pawlpi in a sep ding ua a guonpieh vaiguonte a supiching ding uhi.
- 3.6.2 Missionary toh kisai nasepna leh hagau mangthai sui leh matna nasepna ding in Missionary tuohkhawmte lakhawm in, mission fund pe ding mite a sui ding a, tualeh sum suina tuomtuom a nei thei in a zangthei ding uhi. Hinanleh tuate'n Pasian sumpi a sukha theisih ding a, tualeh hagau mangthaite lainatna toh a sem ding uhi.
- 3.6.3 Missionary nasepna toh kisai in hattuumte hantawh in a suthathou ding a, Missionary-te hantawhna ding in lam tuomtuom ah panla in, LCC toh kithuo in hattuum sung ah vaiguon bawl in kikhopna zong a bawl zelzel ding uhi.

KHIL – 7
LOCAL NUMEI PAWL

3.7 Khochin hattuum ah Numei Pawl Committee (Evangelical Lutheran Women Association-ELWA) a um ding a, committee member ding kum teng in tam a nei a bang in a teel ding uhi - Chairperson, Vice-Chairperson, Secretary, Jt. Secretary, Finance Secretary, Treasurer leh Information Secretary ban ah Departmental Secretaries – Target, Veipung, Industries, Vondei Saulim, Anntangham ban ah Moral and Religion enkai ding mi a guot ding uhi. Pastor umlouna munte ah Local Church Committee lah a khat Numei pawlte adviser ding a guon ngeingei ding ahi.

3.7.1 Nasep ding tam anei a bang ahi.

- i) Local Numei Pawl/ ELWA in numei lam toh kisai nasepna leh kisinsahna tuomtuom leh taga-meithai kepna lam a nahoi sem ding leh ELWA Headquarters, Division ELWA leh LCC vaiguonte pichinsahna ding in nna asem ding hi.
- ii) Numei kikhop zong a nei zing ding hi.
- iii) Numeite dinmun dopkangna toh kisai nasepna leh hagau mangthai sui leh matna nasepna ding in sum suina tuomtuom a nei thei in a zangthei ding uhi. Hinanleh tuate’n Pasian sumpi a sukha theisih ding a, tualeh hagau mangthaite lainatna toh a sem ding uhi.
- iv) Tamteng ban ah ELWA Headquarters Kupuihuoina Dan 2024 dungzui in aki vaihawm ding uhi.

KHIL – 8

LOCAL KHANGLAI PAWL

3.8 Khochin hattuum ah Khanglai Pawl Committee (Lutheran Youth Fellowship - LYF) zong a um ding hi. Committee member ding in mi 7 tan kum teng in LCC theipina toh a tel ding uhi. Amau te'n Chairperson/Chairman, Secretary leh a dangdang poimaw asahte uh a guong ding uhi. Pastor umlouna munte ah Local Church Committee lah a member khat Khanglai pawlte adviser ding a guon ngeingei ding ahi.

3.8.1 Nasep ding tam a nei a bang ahi.

- i) Khanglai Pawl Committee (LYF) in khanglaite leh Naupang Sunday School (Lutheran Children Fellowship, LCF) toh kisai kisinsahna leh subject-te tualeh tahsa leh hagau lam a kisuhhalna leh kipawlkhawmna tuomtuom a semkhe ding hi.
- ii) Lutheran Youth Fellowship Headquarter, Division LYF leh LCF in a guot vaiguonte a supiching ding uhi.
- iii) Khanglaite leh Sunday School naupangte dinmun dopkangna toh kisai nasepna leh hagau mangthai sui leh matna nasepna, hattuum tup-le-ngimte toh kisai Hagaulam, salam leh lungsim lamtouna ding a nahoi tuomtuom sepkhietna ding in pan ala ding a, a semsuo ding hi.
- iv) Tuabanah Khanglai (LYF) leh Naupang (LCF) kizopna hoitah zong a nei ding uhi.
- v) Tamteng ban ah LYF Headquarters Kipuihuoina Dan 2024 dungzui in aki vaihawm ding uhi.

KHIL – 9

LOCAL COMMITTEE TUOMTUOM

- 3.9.1 Hattuum member kichinna ah tam a tung a committee tuomtuom genlou committee dangzong a poimaw leh kul dungzui a bawlkhiet thei ahi ding hi. Tambang committee akibawl ding leh Local Church Committee kithukimna toh bawl ahitheh giap ding hi. Tualeh, tangbang committee akibawl ding leh Member 7 sang a tawmzaw a kiguong theisih ding hi. Tualeh, hattuum neu leh member kichinlouna munte ah a tung a kigen committee pen Local Church Committee in a kop thei ding hi.
- 3.9.2 Local sung a committee tuomtuom ELWA, LYF, Mission Board, LCF leh a dangdang teng in nasep silbawl hi in kivaihawmna lam hitaleh LCC theipina toh bangkim a sepsuo ding ahi.

KHIL 10

LOCAL HATTUAM LEH HEADQUARTERS KISAINA

- 3.10.1 **Local hattuum toh Division leh Headquarters kisaina:** Division sung a Local hattuum te'n Division level leh tunglam a thuzah ding a um leh Divisional Superintendent tungtawn in a thot/theisah ding hi. Nasepna tuomtuom leh hagau lam toh kisai a vaiguon tuom deu zahna ding a umleh Local Pastor/Local Chairman toh kithuzah in a enkai ding hi. Vaiguon na a hun neiding(te) MELC mi hilou chialna ding a um leh Divisional Superintendent thuzah masah teitei ding ahi.
- 3.10.2 **Khopi hattuum leh Headquarters toh kisai:** Khopi sung a MELC hattuum te'n Pasian nasepna leh



Hagaulam vai a vaiguon tuom deu zahna dingte ah
 Local Pastor toh kithuzahna hoitah anei masa zel ding
 hi. MELC mi hilou, MELC semtu zong hilou, hunzang
 ding a chielna ding a um leh Pastor ban ah concerned
 Director a thuzah zel ding uhi.

- 3.10.3 **Local hattuum kiphietna:** Manipur Evangelical
 Lutheran Church in Local hattuum khat a hawlpawt
 ahei, a member-te pembei ahei, pawl dang a lut bei
 ahei, ahilou leh sildang zieh a Local hattuum nei-le-lam
 kem ding um nonlou (hattuum mi koima um nonlou)
 na khat a um leh nei-le-lam (properties & assets) jousie
 MELC pawlpi in a la bei sieng ding hi.

BUNG – 4

DIVISION

KHIL 1

DIVISION TOH KISAI

- 4.1 Hattuum sung kikepna ding leh nasepna ding in MELC Annual Session/Khawmpi in Local Church bangza ahiei gawmkhawm in, Geographical Location/gamkai umdan dungzui in Division a bawl ding hi. Tam Division te'n MELC tup-le-ngimte tangtunna ding leh a dan bawlte dungzui a local hattuum a kikepna leh MELC nuoi a hattuumte pankhawmna nasepte a hatsah ding chi a tup leh mawpuohna ahi.

DIVISION VAIPAW DINGTE CHITNA

4.1.1 **Division Chairman/Vice Chairman dingte chitna:**

- i) Upa ordained ahi ding
- ii) Division Standing Committee member a ana pangsa mi ahi ding.
- iii) Jesu leh a hattuum a ding a Upa gin-um leh tawmngai mi ahi ding ahi.

4.1.2 **Division Secretary leh Assistant Secretary chitna:**

- i) Tami Division Secretary/Assistant Secretary ding in Upate zong a pang thei ding hi.

- ii) Layman – a umna local a LCC ana pangsa ahi ding ahi.
- iii) Jesu leh a hattuom a ding a mi gin um leh tawmngai ahi ding ahi.

4.1.3 Division Chairman nasep ding leh thuneina:

- i) Division sung vaihawmna, Khawmpi leh Committee ah Chair ala ding hi.
- ii) Palai/Member 2/3 a din khawm khah chieng in a hat masa penpen in thu a gen ding hi.
- iii) Member/Palai te'n agenda hilou thudang a gen leh a kham in, a khawlsah thei ding hi.
- iv) Vaihawm hun sung in ham-le-pau kammal zahdan kilawmlou zang a up leh a phoh thop thei ding a, akhoh leh vaihawmna apat a sawlpot thei ding hi.
- v) Chairman in manlouna anei leh gelthaw in Vice Chairman kung ah theisahna ape ding hi.
- vi) Vaihawmna ah member tamzawte deina bang a thupuasah a hi ding hi.
- vii) Vaihawmna ah thukhenna kichien tah a om theilou leh vote khiehna toh thutanna abawl thei ding hi.
- viii) Vaihawm hun sung a Chair a nuasie zual ding leh Vice Chairman kung ah a Chair ape ding a, ahing tun chieng in ala kia ding hi.
- ix) Chairman in Agenda kiguolte a banban in a phuongkhe ding a, suhlamdang ding (a nuakhia-masa ding, amasapen nukhia ding) a om leh memberte a dong ding a, memberte theipina toh ahei lamdang thei ding hi.
- x) A poimaw dungzui in a Division sung ah Office Bearer tour a sai thei ding hi.
- xi) Division sung sum-le-pai zong a enkai ding hi.

4.1.4 **Division Vice Chairman nasep ding leh thuneina:**

- i) Chairman in umlouna leh hitheilouna anei leh chairman touna aluo ding a, chairman thaneina teng zong anei ding hi.
- ii) Committee leh vaihawmna a apan theilou ding leh gelthaw in Chairman kung ah theisahna abawl ding hi.
- iii) Chairman toh kithumu masalou a thugen-lasah abawllou ding ahi.

4.1.5 **Division Secretary nasep dingte:**

- i) Committee ding teng in agenda a kaikhawm ding hi.
- ii) Agenda-te member lah ah a hilchien zel ding hi.
- iii) Division apat thupuasah a poimaw bang in a semsuo ding a, akisaipite kung ah theisahna abawl ding hi.
- iv) Committee leh Khawmpina ah hitheilouna anei ding leh Chairman kung ah gelthaw in theisahna ape ding hi.
- v) Division Office Bearerte theipina umlou in thupuasahna abawl thei sih ding hi.
- vi) Silbangkim ah Chairman, Vice Chairman leh Divisional Superintendent toh kithumu zing kawm in nna asem ding hi.

4.1.6 **Division Assistant Secretary nasep leh thuneina:**

- i) Secretary in umtheilouna anei chieng in Secretary dinmun a tu ding hi.
- ii) Committee leh Khawmpi chieng in Recording Secretary in apang ding a, Committee leh Khawmpijou chieng in Record Bu Secretary kung ah a pekhe ding hi.

- iii) Secretary in ngansiena leh nasep ding a pieh chieng in a semsuo ding hi.

KHIL – 2 DIVISION NASEP DINGTE

- 4.2.1 **Division Khawmpi:** Division in kumteng in kumkai khawmpi abawl/nei ding hi.
- 4.2.2 **Divisional Office Bearer:** Division chin in Kum 3 dan zel in amau Office Bearer ding telna anei ding uhi. Tami Office Bearer ding a panmun tel dingte khu – Chairman, Vice Chairman, Secretary, Asst. Secretary, Finance Secretary, Treasurer leh Information Secretary ahi ding hi.
- 4.2.3 Division sung a kivaihawmna bangkim ah Divisional Superintendent khu bangkim semsuo/bawzuitu (Divisional Chief functionary) ahi ding hi. Tuazieh in ama khu Division Office bearer member ahi zing ding hi.
- 4.2.4 Bial sung a om Pastorte zong Division Office bearer ahi ding uhi.
- 4.2.5 **Khawmpi palai:** Divisional khawmpi palai ding in division sung a hattuum upate, Local Church Committee memberte, semtu umte, Divisional ELWA, LYF leh LCF office bearerte ahi ding hi.
- 4.2.6 **Division nasep:**
 - i) Division sung a khawmpi leh khawmpi kikal a thu-le-la umte a ngaituo ding hi.

- ii) Standing Committee member ding mi a guong ding ua, Pastorte leh Sawltahte tel in Standing Committee a form ding hi.
- iii) Division kumkai khawmpi a dia Divisional Office Bearer Agenda Committee ahi ding hi.
- iv) Division ELWA, LYF leh LCF committee leh a dangdangte makai in a enzui ding hi.
- v) Sum muna leh zahna endihtu ahi ding hi.
- vi) Division vaihawmna ah hattuum kipuihuoina dungzui in vai a hawm ding hi.

KHIL – 3

DIVISION KHAWMPI MAWPUOHNA

- 4.3.1 Division Khawmpi in Division sung a hattuumte apat a thu hinglutte leh MELC Annual Session/Khawmpi leh Executive Committee apat a sep ding leh bawl ding a thu kipete leh thu um dangdangte a ngaituo ding hi. Thupuosah a bawltheiloute uh MELC Executive Committee/Annual Session/Khawmpi ah a petou ding uhi.
- 4.3.2 Hattuum Upa ngente leh ngetna dangdang omte Division khawmpi in hoitah a etfelna anei masa ding a, Division Khawmpi thuneina in a zawloute MELC Annual Session/Khawmpi ah atat tou ding hi.
- 4.3.3 Division in a poimaw leh kul dungzui in Division fund ding a ngaituo thei ding a, hinanleh tambang sumte'n Pasian sumpi a sukha theisih ding hi.
- 4.3.4 Nna tuomtuom sem ding sub-committee dang poimawna a um leh a nasep ding leh thuneina

kichientah pia in poimaw asah dandan a bawl thei ding hi.

- 4.3.5 Division Committee in amau division sung a semtute nasepdan a enkai ding hi.
- 4.3.6 MELC Upa a tenna mun kisuonte a kingetna dungjui a a local in a forwardte Division Khawmpi ah lel ahi ding a, phuonkhietna zong a bawl ding hi. Tualeh Pawl dang apat Uplate hing lutte MELC Division in Headquarter ah forward a bawl ding a, a bawlte Ministrial/Executive Committee in lem asah leh Annual Session a phuonkhiet ahi ding hi.

KHIL – 4 DIVISION STANDING COMMITTEE

- 4.4.1 Division Chairman leh Secretary khu Standing Committee ah zong Chairman leh Secretary ahi ding hi.
- 4.4.2 **Division Standing Committee Member dinge:**
Division Office Bearer-te, Evangelist, Pastor Pensionte, Division LYF Chairman leh Secretary, Division ELWA Chairperson leh Secretary leh Local Hattuum chin a Chairman leh Secretaryte ahi ding hi.
- 4.4.3 Division Standing Committee in khawmpi leh khawmpi kikal a hattuumte, Annual Session/Khawmpi leh Executive Committee apat a thu lutte, hattuum masawinna ding leh Missionary nasepnate a pichinna ding a ngaituo ding hi.

KHIL – 5
DIVISION NUMEI PAWL

- 4.5.1 MELC Division nuoi ah Divisional Numei Pawl (Evangelical Lutheran Women Association - ELWA) a um ding a, tam Numei pawl in zong kumsim in khawmpi anei ding hi. Kum 3 dan in Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Finance Secretary, Treasurer, Departmental Secretaries leh adang a kul leh poimaw asahte uh a teel ding uhi.
- 4.5.2 Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Finance Secretary leh Treasurer khu Office Bearer Committee member ahi ding uhi.
- 4.5.3 Numei pawl in Standing Committee kum khat in a tawmpen in 3 vel tei a nei ding ua, Member ding in Office Bearer teng, Khochin ELWA Chairperson leh Secretary, Departmental Secretaries teng ahi ding hi.
- 4.5.4 Standing Committee ah Divisional Chairperson in Chair hina ala ding hi.
- 4.5.5 Office Bearer Committee ah Divisional Superintendent zong member ahi ding a, Standing Committee ah DS, biel pastor, local pastor leh Evangelistte member ahi ding uhi.
- 4.5.6 Numeipawl Division khawmpi member ding in Division Office Bearerte, Departmental Secretaries leh Local ELWA a Office Bearer teng, Department Secretary teng leh semtu teng ahi ding hi. Tualeh Upa um teng, Upa/Pastor zi umteng leh VDS a mawpuohna neite zong member ahi ding uhi.
- 4.5.7 Numei pawlte'n zong ELWA Headquarter Standing Committee, ELWA Khawmpi lien leh Office bearer

committee apat thu lutte leh numeilam a kivaihawmna kisinsahna leh itna nasephoi zousie a sem khe ding ua, a nasepte uh numei khawmpi lien ah a tut ding uhi.

- 4.5.8 ELWA division khawmpi thupuasah teng Division MELC Khawmpi leh ELWA Headquarter ah a tuttou ding hi.
- 4.5.9 Nna tuomtuom sem ding Sub-Committee dang poimawna a um leh a nasep ding leh thuneina kichientah pia in poimaw asah dandan a bawl thei ding hi.

KHIL – 6 DIVISIONAL KHANGLAI PAWL

- 4.6.1 MELC Division Khawmpi nuoi ah Divisional Khanglai, LYF a um ding hi. Khanglai pawl in zong kum sim in Division Khawmpi a nei ding hi. Kum 3 dan in Divisional Chairman, Vice-Chairman, Secretary, Joint Secretary, Finance Secretary, Treasurer, Information Secretary leh Departmental Secretaries a tel ding uhi.
- 4.6.2 Divisional Chairman, Vice-Chairman, Secretary, Joint Secretary, Finance Secretary, Treasurer leh Information Secretary khu Office Bearer Committee member ahi ding uhi.
- 4.6.3 Division Khanglai Khawmpi palai ding in Office Bearer, Departmental Secretaries, Divisional Standing Committee memberte leh hattuum chin a LYF Office Bearer leh Departmental Secretaries teng, Division sung a MELC semtu um teng, Upa leh MELC Pensioner teng ahi ding hi.

- 4.6.4 Division Khanglai Pawlte'n zong standing committee anei ding ua, member ding in Office Bearer teng, departmental secretaries teng, khochin LYF Chairman leh Secretary leh Divisional Superintendent, local pastors leh bial pastor teng ahi ding hi. Division Standing Committee ah Chairman in Chair hina a la ding hi.
- 4.6.5 Division Khanglai Pawl in MELC Headquarter apat thu tungte a ngaituo in, a semkhe ding a, tualeh amau division sung a Khanglaite hatsemna ding leh Division khantouna ding in nna a sem ding ua, a supiching ding uhi. A nasep zousie uh LYF Headquarter khawmpi leh MELC Division khawmpi ah a tut ding uhi.
- 4.6.6 Nna tuomtuom sem ding Sub-Committee dang poimawna a um leh a nasep ding leh thuneina kichientah pia in poimaw asah dandan a bawl thei ding hi.

KHIL – 7

DIVISIONAL NAUPANG PAWL

- 4.7.1 MELC Division Khawmpi nuoi ah Division Naupang Pawl (Lutheran Children Fellowship, LCF) a um ding hi. Kum 3 dan in Division Chairman, Vice-Chairman, Secretary, Joint Secretary, Finance Secretary, Treasurer leh Departmental Secretaries leh a dang poimaw asah teng uh a tel ding uhi. Hinanleh member 15 sang a tamzawlou hi ding hi.
- 4.7.2 Division Chairman, Vice-Chairman, Secretary, Joint Secretary, Finance Secretary leh Treasurer khu Office Bearer Committee member ahi ding uhi.



- 4.7.3 Division Naupang Pawlte'n zong Khawmpi a nei thei ding ua, MELC Headquarter, LYF Headquarter leh LCF apat thu hinglut zousie a sai ding uhi. Tualeh naupangte khantouna ding – kisinsahna, kikepna leh kidemna (competition), thu – le – la zousie a sai ding ua, a nasepte uh Division LYF ah a tut ding uhi.
- 4.7.4 A poimaw leh a kul bangzel in Committee tuomtuom a neithe i ding ua, committee a kibawl chieng in Division LYF lamkaite theipina toh bawl ahi ding hi.

BUNG – 05

DEPARTMENT-TE

KHIL – 1

**WOMEN DEPARTMENT: EVANGELICAL LUTHERAN
WOMEN ASSOCIATION (ELWA)**

- 5.1.1 Numeipawl kitup tah a kipuihuoina ding leh pawlpi sung a numei pawlte kankhawm ding in Evangelical Lutheran Women Association (ELWA) Headquarter a um ding hi.
- 5.1.2 Pawlpi peidan bang in kumteng in Annual Session/ khawmpi a nei ding ua, kum 3 (three years) ah vaipaw ding Chairperson, Vice Chairperson, General Secretary, Jt. Secretary, Finance Secretary, Treasurer leh a poimaw dan zil in Departmental Secretary tuomtuom ban ah mi 3 tan Standing Member ding in nominate a bawl thei ding hi.
- 5.1.3 Chairperson, Vice-Chairperson, Secretary, Jt. Secretary, Finance Secretary, Treasurer, concerned Director, Women Promoter/Co-ordinator khu ELWA Headquarter Office Bearer Committee member ahi ding uhi.
- 5.1.4 ELWA Headquarter in kum khat sung in a tawmpen in Standing Committee 4 vei tan a nei ding hi. Member ding in Office Bearer teng, Departmental Secretaries teng leh Division a Chairperson leh Secretaryte, Vondei

Sauliim Secretary ban ah Annual Session/Khawmpi in nominate abawl mi 3te ahi ding hi.

- 5.1.5 **ELWA Headquarter Annual Session member dinge:**
ELWA Headquarter Office Bearer teng, Standing Committee member teng, Division Office Bearer teng, Local chin a ELWA Office bearer teng, MELC a semtu teng, Upa a telkha teng ban ah Pastor/Upa zi teng ahi ding hi.
- 5.1.6 ELWA in nasep-silbawl anei jousie akisaipi Director toh kithuzah in bangkim ah hatsem leh khantou sem na ding in leh MELC thupieh bang in nna asem ding hi.
- 5.1.7 ELWA Headquatter in sum kengding ding in Anntang ham (Veilam) a neithei ding hi.
- 5.1.8 A poimaw leh kul dungzui in sum-le-pai suina leh zahna a bawl thei ding ua, hinanleh sum zahna pen MELC DDO theipina toh zah thei ahi giap ding hi.
- 5.1.9 ELWA Headquarter Annual Session Thupusahte MELC Annual Session/Khawmpi ah a tut ding hi. Alou theilou thu, ELWA Annual Session a atut manloute uh, MELC Executive Committee ah a tut ding uhi.
- 5.1.10 Vondei Sauliim pen MELC theipina nuai a ELWA HQ mawpuohna a koi ahi.
- 5.1.11 Tamna um khalou ELWA Kivaihawmna dang teng khu ELWA Kipuihuoina Dan 2024 a um bangbang a set ahi.

KHIL – 2
YOUTH DEPARTMENT: LUTHERAN YOUTH FELLOWSHIP (LYF)

- 5.2.1 Khanglai pawl kitup tah a kipuiuoina ding leh i pawlpi sung a khanglaite kankhawm ding in Lutheran Youth Fellowship Headquarter, a lamtom in LYF a um ding hi.
- 5.2.2 Pawlpi peidan bang in kum teng in Kumtawp Khawmpi a nei ding a, kum thum (3 years) chinna ah Chairman, Vice Chairman, General Secretary, Joint Secretary, Finance Secretary, Treasurer leh a poimaw dan zil in Departmental Secretary tuomtuom telna a nei ding a, mi 3 tan Standing Member ding in nominate a bawl thei ding hi.
- 5.2.3 Chairman, Vice Chairman, General Secretary, Joint Secretary, Treasurer, akisaipi Director (i/c Youth), Youth Co-ordinator/ Promotor khu Office Bearer Committee member ahi ding a, tua leh Out-going Chairman leh Secretary zong Ex-Officio member ahi ding uhi.
- 5.2.4 LYF in sil bangkim ah akisaipi Director toh kithuo in khanglaite hatsem nading leh a khantou sem na ding in nna asem ding hi.
- 5.2.5 LYF Headquarter in kum khat in a poimaw dan zil in Standing Committee 4 vei tan anei thei ding a, member ding in – Chairman, Vice Chairman, General Secretary, Joint Secretary, Treasurer, Departmental Secretaries teng, akisaipi Director (i/c Youth), Ex-Officio (Out-going Chairman leh Secretary), Youth Co-ordinator/Promotor leh Division chin LYF Chairman leh Secretaryte, Divisional Superintendent ban ah Khawmpi in a guot member 3 teng ahi ding hi.

- 5.2.6 LYF Headquarter Session Member dingte – LYF Office Bearer teng, Standing Committee member teng, Local chin LYF a khanglai kum 15 apat a tunglam hattuum (LCC) in piching a aphuan khietsa teng, Semtu teng, ELWA Headquarter leh Mission Department apat Chairperson/Chairman leh Secretaryte ahi ding hi.
- 5.2.7 LYF Headquarter in MELC thupieh bang in nna a sem zel ding hi.
- 5.2.8 Apoimaw leh kul dungzui in sum-le-pai suina leh zahna a bawl thei ding a, hinanleh MELC DDO theipina toh a zang jel ding uhi.
- 5.2.9 LYF Headquarter Annual Session Thupusahte MELC Annual Session/Khawmpi ah a tut ding hi. Alou theilou hizal a atut manloute uh MELC Executive Committee ah a tut ding uhi.
- 5.2.10 Tamna umlou teng LYF Kipuihuoina Dan 2024 a um bangbang a set ahi.

KHIL – 3 MISSIONS DEPARTMENT

- 5.3.1 Mission Department in kumchin in Missionary Khawmpi a nei thei ding uhi. A kum thumna ah vaipaw ding telna anei jel ding uhi.
- 5.3.2 Mission Department kivaihawmna ah akisaipi Director of Mission and Evangelism (DME) khu bangkim bawjuitu leh semsuotu ahi ding hi. Director of Missions and Evangelism (DME) nuoi ah Mission Department office bearer ding in Chairman, Vice Chairman,

Secretary, Assistant Secretary, Finance Secretary cum Treasurer teel ahi ding hi.

5.3.3 Missions Standing Committee member ding in Office Bearer teng leh Division Superintendent teng, ELWA HQ Chairperson, LYF HQ Chairman leh Missions khawmpi in a guot mi 5 te ahi ding hi.

5.3.4 Missionary toh kisai nasepna leh hagau mangthai sui leh matna nasepna ding in khochin apat Missionary tuohkhawm sum suina dangdang leh zahna tuomtuom neithe in hagau mangthaite lainatna leh itna toh nna a sem ding hi. Hinanleh tami sum te'n Pasian sumpi a sukha theisih ding hi. Tualeh MELC in a kul leh poimaw dungzui in sum kengding ding a bawlpieh jel ding hi. Tuaban ah sum zahna zousie MELC DDO theipina toh zah ahi ding hi.

5.3.5 Missionary nasepna toh kisai in hattuumte hantawh in a suthathou ding a, hattuum sung ah vaiguon bawl in kikhopna zong a bawl ding uhi.

5.3.6 Mission Department Khawmpi thupusahte MELC Annual Session/ Khawmpi ah a tut ding hi.

5.3.7 MELC apat Missionary nasep ding toh kisai a a guon pieh vaiguonte a supiching ding uhi.

5.3.8 **Mission Department vaipaw a teeldingte:**

i) **Chairman:**

a) Upa Ordain/Pastor (Upa ahileh ordained ahi apat term 2 or Kum 6 apat a tunglam) ahi ding hi.

b) MELC Assembly in a guot committee khat poupou a member a term khat ana pangsa ahi ding.

- c) Missionary nasepna lam lunglut leh tawmngai mi ahi ding.

ii) **Vice Chairman:**

- a) Upa Ordain/Pastor (Upa ahileh ordained ahi apat term 1 or Kum 3 apat a tunglam) ahi ding hi.
- b) MELC Assembly in a guot committee khat pou pou a member a term khat ana pangsa ahi ding.
- c) Missionary nasepna lam lunglut leh tawmngai mi ahi ding.

iii) **Secretary:**

- a) MELC Assembly in a guot committee khat pou pou a member a term khat ana pangsa ahi ding.
- b) Missionary nasepna lam lunglut leh tawmngai mi ahi ding.

iv) **Assistant Secretary:**

- a) MELC Assembly in a guot committee khat pou pou a member a term khat ana pangsa ahi ding.
- b) Missionary nasepna lam lunglut leh tawmngai mi ahi ding.

5.3.9 **A nasep dingte:**

- i) Mission Department Chairman in Mission Khawmpi leh Committee ah Chair ala ding hi.
- ii) Director of Missions toh kithumu in nna asem ding hi.



- iii) Missionaryte nasep dante zousia, Director of Missions toh kithumu in a enkai ding ua, nna asem khawm ding hi.

5.3.10 Office Bearer Committee Member dingte:

- i) Chairman
- ii) Vice Chairman
- iii) Director of Missions & Evangelism/ Secretary
- iv) Assistant Secretary
- v) Director of Ministries
- vi) Treasurer

5.3.11 Standing Committee Member dingte:

- i) Office Bearer member teng
- ii) Divisional Superintendent teng
- iii) Khawmpi in a guot mi 5
- iv) ELWA Headquarter Chairperson leh Secretary leh
- v) LYF HQ Chairman leh Secretary

5.3.12 Missions Department khawmpi palai dingte:

- i) Missions Office Bearer Committee Member teng,
- ii) Missions Standing Committee member teng,
- iii) Local Missions Committee member teng,
- iv) Semtu teng, MELC pensioner teng,
- v) Khochin LCC Member teng leh Upa teng
- vi) ELWA Headquarter office bearer teng leh
- vii) LYF Headquarter office bearer teng

BUNG –06

MELC ASSEMBLY TOH KISAI

KHIL – 1

ANNUAL SESSION/KHAWMPI

6.1 Manipur Evangelical Lutheran Church kivaiahawmna sangpen khu Annual Session/Khawmpi ahi. Moderator lamkaina nuai ah kum chin in Annual Session/Khawmpi a um ding hi. Tualeh tam Annual Session/khawmpi ah Moderator leh Deputy Moderator vaisaina nuai ah kum teng in vaihawmna a um ding a, a kum 3 (thum) china/kum thum dan ah kitelna (election) leh semtute kisuonkuolna (general transfer) a um jel ding hi.

6.1.1 **Annual Session/Khawmpi Palai:** Annual Session/Khawmpi Palai ding in tam a nuoi ate ahi ding hi.

- i) Core Committee member teng,
- ii) Executive Committee Member teng,
- iii) Upa Ordain tangsa tengteng
- iv) ELWA Headquarter Standing Committee Member
- v) LYF Headquarter Standing Committee Member teng,
- vi) Mission Department Standing Committee Member teng,

- vii) Hattuum chin a Local Church Committee (LCC) member teng
- viii) Annual Session/ Khawmpi in a guot Board/ Committee tuomtuom a member teng.
- ix) MELC permanent worker teng (contractual staff chilou)
- x) MELC Pensioner teng
- xi) Moderator/Bishop in a chiel mi 5 tan.

6.1.2 Local Church Committee member umlounate leh hattuum neu leh kiphut tha ahi zieh a member nei thei nailou a um khathe leh tuabang hattuum te'n tuolsung palai (lay delegate) mi 3 (thum) tan a sawl thei ding uhi.

KHIL – 2

ANNUAL SESSION/KHAWMPI NASEP DINGTE

- 6.2.1 Office Bearer (OB), Center Core Committee, Executive Committee, Division leh Sub-Division, Department Committee tuomtuom leh Board tuomtuom apat thulutte a ngaituo ding hi.
- 6.2.2 Division leh Pawlpi hoina ding ahi pou leh Division umsate khenzah in, a gawm thei hi. Tualeh Division umsa zong a subei thei a, zong a bawl belap thei ding hi.
- 6.2.3 Pawlpi nasem koi zong a chitlouna nei a um leh a phawh thei a, a suon thei (transfer) hi. Tuathamlou in a hoizawhna ding ahi pou leh a topsah thei (terminate) ding hi. Tualeh a poimaw leh a kul dungzui in Pawlpi nasem ding a guong thei ding hi.

- 6.2.4 Sum-le-pai muna ding a ngaituo thei a, tualeh sum-le-pai zong a poimawna mun a zah ding in sanction a bawl thei ding hi.
- 6.2.5 Hattuum a ding a sil poimaw zousie – Kipuihuoina Dan kal ahisih pou leh ngaituo in a supiching ding a, hoi asahloute a pai thei ding hi.
- 6.2.6 Committee tuomtuom, Department tuomtuom leh Division thupuasahte a enkai ding a, hoi asahte kipah tah a pom in, pichinna ding a ngaituo ngal ding a, hoi a sahloute/a pomloute a pai khe thei ding hi.
- 6.2.7 Pawlpi sung hoizahna ding ahipou leh Kipuihuoina Dante pen Annual Session/Khawmpi Member Vaihawmte se-thum-suo-se-ni (2/3) thukimna in a hoiloute leh a chingloute a phiet in a belap thei ding hi.
- 6.2.8 Pawlpi sung a buoina a um leh a kin lam in a suveng ding hi. Tualeh pawlpi vanzah ding a poimaw dungzui in a leithei in zong a zuoh thei ding hi.
- 6.2.9 Pawlpi sung hoina leh kxanthouna ding in Project leh Programme tuomtuom sai ding mi a guong thei ding hi. Tualeh hagau mangthaite hundam ahi theina ding in Missionary tamsem sawlkhiet dingdan a ngaituo ding hi. Tuaban ah siltup hoi leh kilawmte guong in hattuumte tahsa lam leh hagau lam a a khan sem theina ding a ngaituo ding hi.
- 6.2.10 Khawmpi in kul leh poimaw asah dungzui in Bishop leh Directorte tanvou a sulamdang thei ding hi.
- 6.2.11 Hattuum dangdangte toh hagau lam nasepkhawmna ngaisang leh suh buchingna ding in pan ala ding hi.

- 6.2.12 A poimaw leh a kul dungzui in Hattuum Planning leh Policy umsate a subei thei a, a umloute zong a lalut thei ding hi.
- 6.2.13 Annual Session/Khawmpi in a kul leh poimaw asah dungzui in hattuum hoina ding in Committee/Board tuomtuom a guong thei ding a, zong a subei thei ding hi.
- 6.2.14 Annual Session/Khawmpi in, a kul leh poimaw dungzui in Office a nasem ding Elective Postte a belap thei ding a, zong a gawmkhawm thei ding hi. Tualeh a kiemsah thei ding a, zong a subei thei ding hi.
- 6.2.15 Upa/Pastor namdetna (ordination) abawl thei ding hi.
- 6.2.16 Kitel kum hisih nanleh Workerte Transfer & Posting a term ching naisih nanleh, a kul a poimaw dungzui in a bawl thei ding hi.
- 6.2.17 Annual Session/Khawmpi kivaihawmna ah Kipuihuoina Dan Bu dungzui a kivaihawmna ahi ding hi.
- 6.2.18 MELC huang sung a nei-le-lam zousie (moveable & immoveable properties and assets) tung ah thuneina anei ding hi.

KHIL – 3

KHAWMPI VAIHAWM CHIENG A HAMDAN LEH UMDAN KILAWM

- 6.3.1 Member/Palai khat thugen ding a adin chieng in Moderator houpi (address) in thu a gen ding uhi. “Pu Moderator” chi’n a sam ding a, member/palai dangte a genkhah chieng in zong “Member/Palai zatat

um” ahilouleh “A zatat um Member/Palaite” chin a gen ding a, koima a min tahtah ahilouleh a minseel (nickname/surname) in a lousih ding hi. Moderator inzong koima a min tah in a lou sih ding hi.

- 6.3.2 Member/Palai in thu a gen chieng in a din teitei ding ahi.
- 6.3.3 Member/Palai thugen te’n a chieng theipen leh a tom theipen a gen ding ahi. Tualeh thukup (agenda) deina leh deilouna gen ding ahi. Mimal hindan leh kihousietna kichi a um ding ahisih a, tualeh khat suh zalahna ding a thului zong va gengen ding ahisih hi. Khawmpi a Chairman (Moderator) in zong tambang a hamdan kilawmlou a zahlou ding ahi.
- 6.3.4 Thu kikap laitah in vaihawmna a lamkaite, palaite/ memberte khat-le-khat a tuom a houlim, ahilouleh ihmu/lusu, Phone a buai, mi dap houpi kuaukuau ahilou leh buaina bawl a kikou chite a umlou ding ahi.
- 6.3.5 Kikap khawm lai a member/palai koipou umdan, hamdan, gamtat-khohei kilawmlou (kitom, mi tha-le-mat ding a giihna ahilouleh lungthah a sousang a um leh Moderator in vaihawmna apat a sawlkhe ding hi.
- 6.3.6 **Special Invitees:** Vaihawmna ah Pawi hing siim (Special invitee) mi 5 tan Moderator in a chiel thei ding hi. Mi kichielte khu hattuum a ding a mi etton tah, leitung siemna-pilna leh hindan-poudan a etton tah mi ahiban ah pawlpi kalsang tawina ding a phatuomngai mi ahi ding hi. Tambang a chiel a um mite khu touna a tuom a pieh ahi ding a, doh a um ahisih uleh vaihawmna ah gen-le-sah a neitheih sih ding uhi. Tualeh election ah zong vote a neitheih sih ding uhi.

KHIL – 4 KHAWMPI A VAIHAWM DINGDAN

- 6.4 Hattuum vaihawmna pen Laisiangthou toh kituoh leh Pasian deina bang ahi zieh in a nielpawl kichi a um sih hi. Hinanleh a hoina ding deina zieh a kiniel pen a um thei a, mi khat gupzieh ahilouleh guplou zieh ahilou ding ahi.

Manipur Evangelical Lutheran Church sung ah a tamzaw deina bang a thutanna bawl ahia, Pasian deilam sui kawm a, Pasian a kipan a mawpuohna leh thuneina palaite'n a tan pen dihtat tah leh pawlpi a ding a khantouna leh masawmna ding tupna toh vai hawm ahi ding ahi. Vaihawmna tambang in a pei ding hi:

- 6.4.1 **Vaihawmna lamkai:** MELC vaihawmnate (Assembly/Khawmpi) ah Moderator in Chairman hina ala ding a, laigieltu mi 2 a um ding hi. Moderator panpitu ding in Deputy Moderator, Bishop leh Directorte a um ding uhi.
- 6.4.2 **Khawmpi theisahna:** MELC Vaihawmna a um ding chieng in khawmpi theisahna leh chielna hattuum chin leh akisaipite kung ah a tompen in ha khat masang in pieh ahi ding hi. Tam theisahna/ chielna ah khawmpi umna ding mun, ahun leh ani kichientah a giel ahi ding a, kikap ding thusun (agenda) tangpi zong a tuom a pieh ahi ding hi.
- 6.4.3 **Quorum:** Vaihawmna a pangding palai bikhiehsa a um leh tua ki bikhiehsa a phahlou leh vaihawm thei ahi sih ding hi. Tambang a quorum chinlou zieh a vaihawmna paisuoh theilou a a um tah leh ha khat (one month) tan tam vaihawmna hun suontou ahi ding hi. Ha khat nua a vaihawmna kikhopna a um

kia chieng in quorum thu genkhah ahi nonsih ding hi.

- 6.4.4 **Minkhumna Bu:** Member/Palai min khumna laibu khat a om ding ahi. Vaihawmna kikhop chin in min khumna laibu ah member/palai te'n suai akai chiet ding uhi.
- 6.4.5 **Thupuasah bawlina:** Vaihawmna ah member/palai tamzaw deina bang in thu a pua ding hi. Thubuoi gen hamsa vawt a um chieng in Chairman in agenda toh kisai thutan ding dan mipite a theisah masa ding hi. Vote lahlou a thupuasah a um thei leh a hoipen leh deihuoipen ahi. Hinanleh thubuoi a vote lah (khut lihna ahilou leh secured ballot) ahi chieng in 'hi hen/ hoi kasa hi' ahilou leh 'hisih hen/ hoi kasa sih hi' chi lamte khat-a a tamzaw lezong a tamzaw a pom ahi ding hi. Tambang a vote lah ding ahichieng in Chairman in vote simtu ding mi a guong ding hi.
- 6.4.6 **Thupusahte simna leh pomna:** Recording Secretary in khawmpi thupuasah a giellutte vaihawmna bei masang in simkhietna a nei ding hi. Tam thupusahte ki gioldan (ham zahdan) deihuoilou ahilouleh dihlou tah a kigiel kha a um leh suh dih ahi ding hi. Tam hun ah Chairman ahilouleh a vaihawm-upate deina toh thupuasah kigielsa teng ban ah bangma belap ahilouleh lahdoh a hithei nonsih ding hi. Tuajou chieng in member/ palai te'n tam thupusahte ka theipi a, ka pom hi chi etsahna in khut zietlam dopna nei ahi ding hi. Khut dopna kineijou chieng in ken ka pomsih hi chi a khut dopna bawl teitei a um thei sih ding a, tualeh Chairman leh Khawmpi lamkai te'n zong ama uh deina bang in a heng thei sih ding uhi.



6.4.7 **Vaihawmna kikhopna pai dingdan:**

- i) Member/Palai min lamna a om masa pen ding hi. Tam bang in min lamna a um ding hi.
Upa teng, Pastor teng, khawmpi palai teng, MELC pawlpi sung a hunbit a semtu (regular worker) teng.
- ii) Tam member/palai minlamna pen khawmpi a vaihawm ding member/palai poimaw jat a um leh umlou velchetna ahi hi.
- iii) Member/Palai a chin leh Moderator in vaihawmna a kipanta hi chi'n a phuonzah ding a, Laisiangthou sim in thumna toh hun a pan ding hi. A ut leh midang zong thumna nei ding in a guot thei hi.
- iv) Vaihawm kipat chieng in Bishop's report simkhietna a um ding a, kikupna (agenda) a lah ding a umleh agenda bu a belap hivan in, pomna a kinei ding hi. Tua khit chieng in MELC department tuomtuom ahilouleh committee tuomtuom thupuasachte simna leh pomna nei ahi ding hi.
- v) Sim ding teng simjou, gen belap leh kikup ding umte kikup ahinua in thukup (agenda) gen ahi ta ding hi.
- vi) Tuajou chieng in thupuasachte simkhietna leh pomna in a zui ding hi.
- vii) Recording secretary in thupuasachte a simjou, khut dopna nei ahijou chieng in Moderator ahilouleh ama she midang khat in thumna toh hun a khah ding hi.

BUNG – 07

COMMITTEE TUOMTUOMTE

KHIL – 1 EXECUTIVE COMMITTEE

7.1 **Executive Committee:** Hattuum Kumtawp Khawmpi umlou kal a Khawmpi sih-le-tang a hattuum kepna leh etkolna vaisai ding leh hattuum nei-le-lam tahsa lam hi in Hagau lam hitaleh, kem leh nasem ding in Khawmpi in Kum 3 sung a ding EXECUTIVE COMMITTEE a guat/tel ding hi.

7.1.1 Executive Committee ah Moderator khu Chairman ahi ding a Deputy Moderator khu Vice-Chairman ahi ding hi. Tamteng ban ah member a nuoi a bang a guot/tel ahi ding hi.

7.1.2 **Executive Committee Member dingte:**

- i) Khawmpi (Annual Session) in kum 3 a ding in mi 10 (Upa 5 leh layleader 5)
- ii) Moderator
- iii) Deputy Moderator
- iv) Bishop
- v) Directors
- vi) Divisional Superintendent
- vii) Division Chairman leh Secretary

- viii) MELC Department (ELWA, LYF) a Chairperson/ Chairman leh Secretary ban ah
- ix) MELC Finance Committee, Ministerial Committee, Missions Committee leh Music Committee a Chairman leh Secretaryte.
- x) Centre Core Committee membrete.

7.1.3 Tam Executive Committee khu kum khat sung in 4 vei sang a tawmzawlou meeting anei thei ding hi. Tualeh a poimaw leh akul dan zil in a hatbe thei ahi ding hi.

- i) Tam Executive Committee in Recording Secretary ding khat a guot zel ding hi. Recording Secretary te'n meeting/committee na ah Chairman thutanna bangbang in thupuasahthe khu ana giellut jel ding hi. Tualeh Committee zaw ahi chieng in akisaipi Secretary/Directorte kung ah record buteng a pelut jel ding hi.
- ii) Tam Executive Committee member ding a guot/tel a um teng bangma theisahna umlou a, committee 3 vei tan kizom a a absent leh committee ding a hatna (notice) pieh ahi nonsih ding hi. Tami thu in Ministerial, Finance, Music, OB, Missions, LYF leh ELWA apat member teng zong a huom ding hi.

7.1.4 Executive Committee nasep dinge:

- i) Planning leh Policy zousie
- ii) Finance
- iii) Doctrine leh Ordinance
- iv) Appointment, Dismissal & Pensions
- v) Personal Administration
- vi) Church Disciplines
- vii) Properties & Rights

- viii) Khawmpi Agenda & Nomination
- ix) Training
- x) Interpretation of Constitution, By-law, rules & regulations, Khawmpi thupuasahle leh thupuasah dangdang
- xi) General Administration
- xii) Hattuum dang leh Pawl dang toh kisai leh mun dang a sep ding kipekkelou tengteng a sai ding hi.
- xiii) Executive Committee in Department leh Committee tuomtuom thupuasahle a enkai ding a, hoi asahloute paikhie in, a heng thei ding hi.
- xiv) Annual Session khawmpi thupuasahle bawzui in apichin theina ding a ngaituo ding hi. Tualeh Annual Session khawmpi leh Khawmpi kikal a thupoimaw teng a ngaituo ding hi.
- xv) Annual Session/Khawmpi kikal a thupoimaw kin leh kinaw mama, alou-theilou a um leh, Member se-thum suo se-ni (2/3) thukimna toh Special Assembly a han thei ding hi. Tualeh tambang hun chieng in assembly a member teng ma member ahi ding hi.
- xvi) Election um ding chieng in Nomination Committee a guong ding a, tua committee member ding in mi 5; Upa – 3 leh Laymen – 2, hattuum sung a member pichingte ahi ding ua Semtu (Paid worker)te a pang thei sih ding uhi.
- xvii) Nna tuomtuom sem ding sub-committee dang poimawna a um leh a nasep ding leh thuneina kichientah pia in poimaw asah jatjat a bawl thei ding hi.

KHIL – 2 CENTRE CORE COMMITTEE

7.2 Hattuum Kumkai Khawmpi ahilouleh Executive Committee leh Executive Committee kikal a hattuum kepna vai sai ding leh hattuum nei-le-lam, tahsa-hagau a kipuihuoina enkol ding in Khawmpi in kum 3 a ding a atel Centre Core Committee khat a um ding hi. MELC Pawlpi khantouna ding, hattuum, khotang leh tahsah chidamna ding, Pasian theikawm a pawlpi maban sawn theina ding ngaituo khu Centre Core Committee mawpuohna lienpen ahi.

7.2.1 Centre Core Committee thuneina:

MELC sung a LCC, Divisional Committee, Departmental Committeete leh Committee/Board tuomtuomte, Office thusuoh ngaisahlou a um leh a suveng/phiath thei ding hi. Tuaban ah suveng/phiath seselou in zong a member a heng thei ding hi.

7.2.2 Deputy Moderator khu tam committee ah Chairman ahi ding hi

7.2.3 Committee Member dinge:

Khawmpi in kum 3 a ding a atel doh mi 7 (khawmpi palai Upa Senior leh Pastor pensioned = 4, lay leader = 3) ahi ding hi. Kumsim khawmpi in a tel doh Moderator, Deputy Moderator, Bishop leh Directors teng zong member ahi ding uhi.

7.2.4 Nasep dinge:

- i) Planning leh Policy zousie
- ii) Doctrine leh Ordinance
- iii) Personal Administration
- iv) Church Disciplines

- v) Properties & Rights
- vi) General Administration
- vii) Hattuum dang leh Pawl dang toh kisai leh mun dang a sep ding kipekkelou tengteng a sai ding hi.
- viii) A thupuaashte uh Executive Committee ah a tut jel ding a, Executive Committee in lem asahpi leh sepsuo ahi ding hi.

KHIL – 3 OFFICE BEARER COMMITTEE

7.3 MELC toh kisai a Executive Committee meeting leh Executive Committee meeting khat kikal thu-le-la poimaw umte leh thutha aloutheilou umte enzing ding in Office Bearer a um ding hi.

7.3.1 Office Bearer Member ding in – Moderator, Deputy Moderator, Bishop leh Director teng ahi ding hi.

7.3.2 Office Bearer Committee ah Bishop in Chair ala ding hi.

7.3.3 **Office Bearer Committee nasep dingte-**

- i) Assembly leh Executive Committee Thupuaashte a pichin theina ding in pan ala ding hi. Tualah MELC Office a nasemte sepdan leh Pawlpi nasemte jousie Progress Report lungtun louna anei leh Executive Committee toukhawmna um mateng in a law/Pay/honorarium a khasah/withheld thei ding hi. Tambang a abawlte pen Executive Committee atat tou jel ding hi.

- ii) Executive Committee meeting kikal a thupoimaw umte a ngaituo ding a, tualeh Executive Committee leh Core Committee agenda ding a guong ding hi.
- iii) Assembly leh Executive Committee thupieh dungjui in Pawlpi neita ding lei in a zuo thei ding hi. Tambang a lei leh zuoh a umte Executive Committee masa penpen ah a report ngeingei ding hi.
- iv) OB in a thupuasahte khu Core Committee ah atat jel ding hi.

KHIL – 4

BOARD/ COMMITTEE TUOMTUOMTE

- 7.4.1 MELC Executive committee nuoi ah Department-te nasep leh sepding tuomtuomte sem ding leh sepna enkai ding in Board leh Committee tuomtuom a um ding hi.
- 7.4.2 Member khat in MELC sung a committee tuamtuum ah (Ministrial Committee, Missions Committee, Music Committee, Finance Committee,) Chairman ahilouleh Secretary hina mun khat sang a tamzaw ah (Chairman or Secretary) apaw thei sih ding hi.
- 7.4.3 **Ministrial Committee:**
 - i) Hattuum a hagaulam kikepna leh nasepnate – thu nasep, Sunday School, hagau mangthai suina leh hagaulam silte toh kisai tengteng sai ding khu Ministerial Committee mawpuoh ahi.
 - ii) Member dingte:

- iii) Tam Ministerial Committee member ding khu Upate lah apat mi 5 leh Pastor/ Pastor pensioned 3 khawmpi in a guot jel ding hi.
- iv) **A nasep dingte:**
 - a) Semtu Pastor leh Sawltahte nasepte a enzui ding a, semtute nasep lungtun huailou a atheite uh tung ah thutanna a bawl thei ding ua, Executive Committee/ Annual Session ah a polut in, report a bawl jel ding hi.
 - b) MELC Ministrial kivaihawmna ah akisaipi Director of Ministries khu bawjuitu leh semsuotu ahi ding hi.
 - c) MELC Moderator leh Bishop khu ex-officio member ahi ding hi.
 - d) Pawlpi sung, a dieh a tahsa lam leh hagau lam hinkhua a ihat sem na ding un Crusade, Camp, Revival, Seminar leh Training tuamtumte a poimaw leh kul bang in a hun leh a mun zil in vaiguonte a bawl in, na a sem ding hi.
 - e) Pastor leh Sawltah ding lahma ah post creation bawl ding in recommend a bawl ding ua, pawlpi phasahna bang in a lahma ah bangkim saituh leh enkaitu ahi ding a, Executive Committee ah tuttou in, Annual Session/ Khawmpi in thutop a bawl jel ding hi.
 - f) Pastor kilathate Pastor piching a ordain lathei dingte leh Evangelist apatsa Pastor a promotion piehthei dingte a enkai ding a, Centre Core Committee/ Executive Committee ah a tut jel ding hi.
 - g) Semtu (Ministerial line) ate leh hattuum Upate tung a thubuai-labuai umte – Centre

Core Committee/Executive Committee ah
a tut jel ding hi.

7.4.4 Finance Committee:

MELC sung a sum-le-pai muna leh senna, nei-le-lam a pawlpi panpitu leh nei-le-gou a lamkaite thumopna neithehi ding in Finance Committee a um ding hi.

- i) MELC hattuum/pawlpi in Annual Assembly/ Council chieng in sum leh pai lam sai ding Finance Committee member mi 5 tan a guong ding hi.
- ii) MELC DDO/Bishop leh Accountant zong member ahi ding uhi.
- iii) Director of Finance um masang teng Director of Ministries in Finance Department a enkai ding hi.
- iv) Director of Ministries mapuina in member lah a Hattuum Upa khat Chairman in a teel ding ua, membrete lah a khat penpen Secretary in a teel ding uhi.
- v) **A nasep dingte:**
 - a) Half Yearly leh Annual Audit a bawl ding hi.
 - b) Annual Budget a siem ding hi.
 - c) Sum lutdan leh paidante enzui in, a poimaw leh kul bang in a hoi theina ding ngaituo in na a sem ding hi.
 - d) Local hattuumte sum dinmun poimaw leh kul asah hunhun un ava enkai ding ua, adihloute suhdih ahina ding in pan ala ding uhi.
 - e) Pawlpi sum kengding ding leh Pawlpi sum leh pai a kitoudel jouna ding in plan

tuamtuam guong in, a lawchinna ding a ngaituo ding uhi.

- f) Asai-abawlte uh Centre Core Committee/ Executive Committee Annual Session ah a tut jel ding uhi.
- g) A poimaw dungzui in Head khat apat head dang ah fund diversion a bawl thei ding uhi.

7.4.5 **Music Committee:**

Pawlpi in thu leh la sai ding, a dieh a la lam a ma isawn thei sem na ding un Director of Missions and Evangelism nuoi ah Music Committee MELC in anei ding hi.

- i) Director of Missions and Evangelism lamkaina nuoi ah Chairman leh Secretary a teel ding uhi.
- ii) Member ding Annual Session/ Khawmpi in Music toh kisai siemna nei member 5 tan a guong ding hi.
- iii) **A nasep dingte:**
 - a) Music (ginglawm) lam leh la lam toh kisai teng etkaina leh suhpichin semna ding ngaitua in na a sem ding hi.
 - b) Labute ahun ahun a siemphatna, bawldihna leh belap ding umte belapna nasep a sem ding uhi.
 - c) Poimaw leh kul dungzuiin Solfa Camp, Music Camp, Seminar leh Training vaiguonte a bawl in pan ala ding hi.
 - d) La lam a kidemna tuamtuamte saitua leh endihtu in a pang ding hi.
 - e) Music Committee in asepe-abawlte uh Executive Committee/Annual Session ah a tut zel ding hi.

7.4.6 Project Management Committee (PMC)

Pawlpi sung a project tuomtuom sai ding in Project Management Committee a um ding hi.

- i) Project Management Committee member ding MELC Annual Assembly/ Council in mi 3 a guong ding hi.
- ii) MELC Bishop khu Project Director ahi ding a, MELC a Project Coordinator khu Secretary ahi ding hi.
- iii) Project Management Committee member ding in
 - a) Bishop
 - b) Director of Ministries
 - c) Director of Missions and Evangelism
 - d) MELC a Project Coordinator leh
 - e) Member mi 3 ban ah
 - f) Moderator, Deputy Moderator khu Ex-Officio member ahi ding uhi.
- iv) **A nasep ding:**
 - a) Funding agency tuamtuam sui in, project (DPR) bawl in, mipi khantouna ding, dinmun dopkangna ding leh sum-le-pai suina, neh-le-tah muna ding a ngaituo ding uhi.
 - b) Project amu bangbang uh semsuo in, Executive Committee theipina toh, a poimaw bang in semtu ding (staff) a la ding uhi. Project in permanent staff a nei theisih ding a, project kilah dan dungzui in semtu ding lah ahi ding a, contract basis ahi ding hi. Tualeh pay/allowance/honorarium etc. pen MELC Finance Rule zui ahi ding hi.

- c) Project sepsuona leh etkaina (implementation and monitoring) a mawpuoh uh ahi ding hi.
- d) MELC tungtawn a scholarship/grant umtheite a enkai ding hi.

7.4.7 Tam atung a Ministerial, Finance, Music leh Project Management Committee chilou nna tuomtuom sem ding Committee hi'n Board hitaleh a poimawna a um leh a nasep ding leh thuneina kichientah pia in poimaw asah jatjat a Annual Session/ Khawmpi in ahun leh amun zil in a guong thei ding hi.

KHIL – 5

COMMITTEE, SUB-COMMITTEE LEH BOARD TUOMTUOM PUIHUAITU (GUIDELINES)

- 7.5.1 Committee, Sub-Committee leh Board kibawlte Annual Assembly pansa a kibawl hi in, Executive Committee in abawl ahitah lezong amau department chiet ah lamhilna (guidance) piehding pen Executive Committee mawpuohna ahi.
- 7.5.2 Committee, Sub-Committee leh Board tuamtuum thupuasahate a hun dungzui a zahtheipai ding hinanleh department policy toh kisaite, department plan, project toh kisaite Annual Assembly/Executive Committee theipina (approval) a um masang zahthei ahisih ding hi.
- 7.5.3 Committee, Sub-Committee leh Board ahi dungzui in thuneina tahtah anei sih a, recommending authority toh kibang ahi zieh in final authority anei sih ding hi.



- 7.5.4 Committee, Sub-Committee leh Board apat Executive Committee tungding pouma Bishop Office tungtawn in a lut ding hi.
- 7.5.5 Committee, Sub-Committee leh Board in amau nasep ding plan leh goal setting a bawl ding ua, program leh project tuamtuam a guang tah uleh Committee khat (Core Committee ahilouleh Executive Committee) lemsahpina ala masa ding uhi.

BUNG – 08

KITEELNA

KHIL – 1 NOMINATION COMMITTEE

- 8.1.1 **Nomination Committee:** Kitel hun leh Transfer & Posting hun/kum chieng in 3rd Executive Committee in **Nomination Committee** member ding a guong ding hi.
- 8.1.2 Nomination Committee member ding in Upa muanhuai leh piching 3 leh laymen apat pawlpi it leh ngaina mama mipiching 2 toh (agawm a mi 5) guat/telkhieh ahi ding hi. Tualeh amaute lamkai ding teng leh semtute sepna/upna ding munte tan in ahing guong ding uhi.
- 8.1.3 **Nomination Committee thuneina:**
- i) Nomination Committee in MELC sung a elective post-te kiteelna a sai ding hi.
 - ii) Nomination Committee in telthaw a lemlouna a um ding leh nominate zong a bawl thei ding hi.
 - iii) MELC sung a Committee tuomtuom member ding (Missions Committee chilou) a guong ding hi.
 - iv) Pawlpi sung a semtute suonkuolna zong a guonggal ding hi.
 - v) Kiteljou ni 10 sung in (within 10 days) Bishop consecration bawl ahi ding a, lamkailui leh

lamkaitha incharge kipiehna pen Bishop consecration zingni in a um ding hi.

- vi) Incharge kipieh masang in out-going Bishop in Caretaker hina toh office ana enkol ding a, sum-le-pai zahna ah semtute halaw leh office maintenance chilou thuneina anei sih ding hi.

8.1.4 Teel dingte:

- i) Moderator
- ii) Deputy Moderator
- iii) Bishop
- iv) Director of Ministries
- v) Director of Missions and Evangelism

KHIL – 2 KITEEL DING DAN

8.2.1 MELC sung a kiteelna pouma tam a nuoi a bang a bawl ahi ding hi.

- i) Kum thum (3) dan in kitelna a um jel ding hi.
- ii) Elective post tengteng term khu a kitelni apat kum 3 sung ahi ding hi.
- iii) Secret Ballot a vote khiet ahi ding hi.
- iv) Kitelna khu Simple Majority ahi ding hi. (Vote tam mu penpen china ahi).
- v) Elective Post khat mi khat in term 2 (ni) val akizom in a tu(serve) theisih ding ding a, hiinanleh Elective Post dangte ah candidate ahitheis ding hi. Tami in MELC Department leh Committee chin a Chairman leh Secretary teng a huam ding hi.
- vi) Tambang hun chieng in Vote sui phal ahisih hi.

- 8.2.2 **Candidate guondan:** Nomination Committee in a post toh kituoh a chinna leh experience nei leh subuchingte (RR 2024 18.2) candidate in a guong ding uhi. Tualeh candidate dingte min list pen Alphabetical order a giel ahi ding hi.
- 8.2.3 **Vote simdan:** Nomination Committee in vote a sim ding hi. Vote khieh leh sim chieng in panpitu ding mi a chielthei ding uhi. Tualeh tam mun a chiel khah hiloute result phuon tan ah koima'n counting area lam ava subuoi theisih ding uhi.
- 8.2.4 **Result puonna:** Nomination Committee Chairman in a election zingni chieng in Election result leh transfer and posting um dan a puong (official declaration) ngal ding hi.
- 8.2.5 **Vote neithei dingte:** MELC Khawmpi a hattuum lamkai ding kitelna ah tam a nuoi a teng in vote a nei thei ding uhi.
- i) Core Committee member teng,
 - ii) Executive Committee Member teng,
 - iii) Upa Ordain tangsa tengteng
 - iv) ELWA Headquarter Standing Committee Member
 - v) LYF Headquarter Standing Committee Member teng,
 - vi) Mission Department Standing Committee Member teng,
 - vii) Hattuum chin a Local Church Committee (LCC) member teng
 - viii) Annual Session/ Khawmpi in a guot Board/ Committee tuomtuom a member teng.
 - ix) MELC permanent worker teng (contractual staff chilou)



- x) A tung a kigen bang a palai nei theilou tualsung hattuum a um leh tambang hattuum apat lay delegate 3.

8.2.6 **Telthaw nasemte paitheina:**

- i) Upa leh Pastorte koizong thununna (**Bung 14, Khil 1-6**) tuoh a um leh a nasepna apat Executive Committee thupuasah dungzui a khawlsah (suspend) ahi ding hi.
- ii) Telthaw midangte pen a hoilouna leh chitlouna um hi chia mi 2 in hehna thu leh lai anei uleh Executive Committee in vote sethum-suo-seni (2/3) a tamzaw in a paithei ding hi.

8.2.7 **Mun-awng huhtheina:** MELC Pawlpi sung a telthaw nasepna muna kal lah a a awng khah leh Executive Committee in poimaw asah leh mun-awng hu ding mi a guong ding hi.

BUNG – 09

MELC A SEMTUTE

KHIL – 1 MODERATOR

- 9.1.1 Moderator khu Pawlpi sung a Pawlpi khaitu (Nominal head) ahi.
- 9.1.2 MELC Recruitment Rules a Moderator chinna leh teel dingdan kigan bang a teel ahi ding hi.
- 9.1.3 **Moderator nasep dingte:**
- i) Moderator nasep ding pipen ahileh vaihawmna kikhop zatathuoi, kilawm leh dihtah a pui ding leh hun kepsiem ding ahi.
 - ii) Palai/member ni-le-thum thakhat a adin khah chieng un Moderator in a hat masah penpen in thu a gen masa ding hi.
 - iii) Palai/member thugente'n Agenda hilou-thudang gen a athei leh tua thugenpa khu a tousah thei ding a, midangte a gensah thei ding hi.
 - iv) Vaihawmna hunsung in ham-le-pau kilawmlou, thanguhoi leh mot-huoi a phal ding ahisih hi. Ama'n zong ham-le-pau kilawmlou leh mi demsietna azah ding ahisih hi. Tuabang kampau kilawmlou zang teitei leh thugen teitei a um leh a thugen lai a bawtansah thei ding a,

- kam nemtah in tou ding in thu a pe ding hi.
Tua tan chieng a zong thu manglou a um leh
Vaihawmna innpi apat a notkhe thei ding hi.
- v) Vaihawmna mun ah member tamzawte deina bang in thu a tan ding a, Vote lah ngai leh ngailou a enkhe ding a, Thupuasah penpen palaite thei ding in a puong khe zel ding hi.
 - vi) Vaihawm lai in Moderator in a touna/Chair a nuosie ding ahisih hi. Nuasie lou theilou ahileh a thakhel ding in Deputy Moderator in a touna aluo ding a, ahing tun chieng in ama'n (Moderator in) a luo kia ding hi.
 - vii) Moderator in Agenda a kihawm bangbang in a banban in a puongkhe ding a, suh lamdang ding (a nukhiate gen masah, a masate gen nukhia ding chibang hitaleh) a um leh membrete a dong ding a, membrete phasahpina toh a hei lamdang thei ding hi.
 - viii) Officete toh Vaiguon bawl ahi dungzui in Moderator in Biel a tuonzel ding hi.
 - ix) Moderator in shina/hithe nonlouna khat anei leh Dy. Moderator in amun a luo ding hi.
 - x) Core Committee, Executive Committee, Annual Session/Khawmpite masang leh nua chieng in a poimaw dan zil in Moderator khu Office a kai ding hi.
 - xi) Annual Session/Khawmpi leh Executive Committee-te ah Chair ala ding hi.
 - xii) Officete nasep dan adieh in sum-le-pai dinmunte, MELC sung a nasep tuomtuomte (implementation and monitoring) akul leh apoimaw dungzui in ava enkai ding hi.
 - xiii) Bishop khuolzinna ding toh kisaite ah Tour Dairy Moderator khut ah alut ding a, atheipi

- ding hi. Tualeh ava zinna toh kisai a report leh expenditure teng zong theipina abawl ding hi.
- xiv) Hattuum hoizawhsem na ding ahinahleh akul leh poimaw dungzui in Core Committee/ Executive Committee a han thei ding hi.
 - xv) MELC Office in kivaihawm theilouna buoina anei tah leh Moderator khu thuneitu (caretaker head of the church) ahi ding hi. Aman ha 3 (three months) sung in, tam thubuoit ngaituo ding in Executive Committee ahilouleh Special Assembly a han ding hi.

KHIL – 2 DEPUTY MODERATOR

- 9.2.1 Moderator khu Pawlpi sung a Pawlpi khaitu (Nominal head) ahi a, Moderator in umlouna khat a nei leh pawlpi khaitu ding in Deputy Moderator a um ding hi.
- 9.2.2 MELC Recruitment Rules a Deputy Moderator chinna leh teel dingdan kigan bang a teel ahi ding hi.
- 9.2.3 **Deputy Moderator nasep dingte:**
 - i) Moderator in umlouna ahiei ahilouleh hitheilouna anei leh Moderator touna a luo ding a, Moderator thuneina teng zong a nei ding hi.
 - ii) Office lamte program guondan dungzui in Deputy Moderator in zong Biel a tuon zel ding hi.
 - iii) Deputy Moderator khu MELC Core Committee ah Chairman ahi ding hi.

KHIL – 3

BISHOP

- 9.3.1 MELC Pawlpi sung a Official nasepnate semsuo ding in Bishop khat nei ahi ding hi.
- 9.3.2 MELC Recruitment Rules a Bishop chinna leh teel dingdan kigen bang a teel ahi ding hi.
- 9.3.3 Tam Bishop ding a teelching a um Pastor penpen khu Bishop ding a Consecration bawl ahi ding hi.
- 9.3.4 Bishop hina atuh nawnlou hun chieng in a Bishop hina abei ahita ding hi.
- 9.3.5 MELC Pastor khat ahi dungzui in Hattuum/Pawlpi in akoi na munmun ah Pastor dangte bang in a semta ding hi. Tualeh Bisop ichi pen apanmun/a touna mun (post) ahizaw hi.
- 9.3.6 **Nasep dingte:**
- i) Bishop khu Office a lianpen (MELC Executive Head or Chief Executive Officer) ahi ding a, MELC ah over all control leh supervisor na asem ding hi.
 - ii) Bishop khu MELC sung a Drawing and Disbursement Officer (DDO) zong ahi ding hi.
 - iii) General Administrative Department (GAD) enkol in MELC Secretariat a staff tengteng ama direct controlna nuoi ah a om ding hi.
 - iv) Literature, Planning, Doctrinal Matters, Christian Ethics, Social Justice, in-service training, Scholarship leh Publication ah maw apaw ding hi.

- v) Office nasep dan a paihoi sem na ding in Bishop in Staff Meeting a neipi zel ding hi.
- vi) MELC a ding in Financial Controlling Officer zong ahi ding hi.
- vii) Assembly or Committee theipina toh Development, Relief, Resource, Project leh Programme tuomtuomte zong Bishop in mawpuo in a enkai ding hi.
- viii) MELC in Project a bawlte, funding agency tuamtuum apat ahilouleh MELC partnerte tungtawn a project umte ah Project Director ahi ding hi.
- ix) Pawlpi tuamtuum toh kizopna (external affairs) ah palai ahi ding a, Memorandum of Understanding ahilouleh kinoptuona suoikaina ah ama suoikai in a pang ding hi.
- x) Bishop in 10 working days val umlouna anei chieng in Moderator theipina toh Director of Ministries khut ah Bishop mawpuohna a pejel ding a, DDO hina pen a pethei sih ding hi.
- xi) Director-te nasep a telkhalou teng zong a mawpuoh ahi ding hi.
- xii) Bishop in Office Bearer Committee ah Chair ala ding hi.
- xiii) MELC sung a construction work nasepnate a enkai ding hi.

KHIL – 4 DIRECTORS

9.4 Bishop panpi ding in Assembly in kul-leh-poimaw asah dungzui kum 3 sung sem ding Pastor Senior te lah apat in Director teel ahiding hi. MELC Recruitment Rules a Director chinna leh teel dingdan kigan bang a teel ahi ding hi. A poimaw leh kul dungzui in annual Session khawmpi in Assistant Director(s) a guongthei ding hi.

9.4.1 **Director of Ministries:**

Director of Ministries in tam anuoi a tanvoute a sem ding hi.

- i) Biel a um Divisional Superintendentte, Pastorte, Evangelistte nasep a enkai ding a, hoizaw sem leh hatzaw sem a hattuum hagau lam a a khantou theina ding in enkaitu hina nna asem ding hi. Pastor leh Evangelistte report jousie ama khut ah a lut ding hi.
- ii) A poimaw dungzui in semtute leh Theological Studentte vaiguon a bawlpieh zel ding hi.
- iii) Khristian Education toh kisai – Sunday School leh a Khristian ginna dungzui a thu-le-la toh kisaite a sai ding hi.
- iv) MELC in pension apieh thei ding semtute (pensionable worker) thu toh kisai leh hattuum Upa patatna lai piehthei dingte toh kisai Committee na ah apawkhe zel ding hi.
- v) Ama Department sung a semtu teng tung ah General Control anei ding hi.
- vi) Kumsim in Division teng ah DS, Biel Pastor leh Division lamkai ahisih leh Division Committee Memberte toh kimutuona kum khat in khatvei tei a nei ding hi.

- vii) Nasep ngainate hilou, ama portfolio sung a siltha/thutha hattuom policy toh kisaite a um khah leh Bishop leh Director of Missions and Evangelism toh kikum in Centre Core Committee ahisih leh Annual Session/Khawmpi ah a tuttou ding hi.
- viii) Ama department core value pansan in Vision leh Missionte sepkhiet ding dan gelna (action plan) kichien tah bawl in, tuate sepkhietna a enzui ding hi.
- ix) Revival & Evangelism, Executive Committee, Centre Core Committee, Evangelical Lutheran Women Association (ELWA), Lutheran Youth Fellowship (LYF) leh Lutheran Children Fellowship (LCF), Finance Committee nasepna a et kaipi ding a, Director of Finance um masang sie in Finance lam zong Director of Finance hina toh a enkai ding hi.
- x) Director in a nasepte uh Bishop kung ah hachin in report abawl ding hi
- xi) Bishop in umlouna anei chieng in Moderator theipina toh Bishop mawpuohna ala zel ding hi.

9.4.2 **Director of Missions and Evangelism:**

Director of Missions and Evangelism in tam anuoi a tanvoute a sem ding hi.

- i) Missionary nasepna lam a hat theina ding leh hagau mangthai tamsem mat theina ding in Missionary tamsem sawl theina ding plan, policy leh programme tualeh suhpichinna nna a sem ding hi.
- ii) Bible Societies leh Missions toh kisai society tuamtuannte a enkai ding hi.
- iii) Indigenous Church planting & growth nasepna a enkai ding a, Mission field a umte (Indigenous

leaders) training leh development zong a enkai ding hi.

- iv) Mission field tha survey bawl ding a um leh ama lamkaina ahi ding hi.
- v) Nasep ngainate hilou, ama portfolio sung a siltha/thutha hattuum policy toh kisaite a um khah leh Bishop leh Director of Ministries toh kikum in Core Committee/Executive Committee ahisih leh Annual Session/Khawmpi ah a tuttou ding hi.
- vi) Mission Field a semte a enkai ding a, a poimaw bang un training zong a bawlsah ding hi.
- vii) Institution-te leh Schoolte a hoizawh semna ding a ngaituo ding a, Mission Field sung a semtute leh Sangsea te'n ama khut ah Monthly report a pe gige ding uhi.
- viii) Statistic/Kisimpina a kum kum in a bawl/sai ding hi.
- ix) Ama department core value pansan in Vision leh Missiente sepkhiet ding dan gelna (action plan) kichien tah bawl in, tuate sepkhietna a enzui ding hi.
- x) Revival & Evangelism leh MELC Music Committee pawl nasepna a et kaipi ding hi.
- xi) Director of Institution a um masang in Director of Institution hina enkai ding hi.

9.4.3 **Panmun toh kisai:** MELC lamkai ding a tel ching a um Moderator, Dy. Moderator, Bishop leh Directorte ban ah MELC nuoi a Committee tuomtuomte, ELWA Headquarter, Mission Dept. leh LYF Headquarter a Chairman leh Secretary, tualeh Division sung a MELC Papawl, ELWA leh LYF a Chairman & Secretary te'n MELC Headquarter leh Division sung a elective post dang (Etsahna: MELC nuoi a Committee tuomtuomte,

LYF, ELWA etc.) toh a kop thei sih ding ua, Protocol dan a asangzaw a telching a a um uleh a khat penpen a nuasie ding uhi.

KHIL – 5 DIVISIONAL SUPERINTENDENT

- 9.5.1 **Divisional Superintendent:** Annual Session/Khawmpite in kul leh poimaw asah dungjui in Division a siemtha teleh a umsate ah Divisional Superintendent kum 3 sung a ding in a tel/guot ahi ding hi.
- 9.5.2 MELC Recruitment Rules a Divisional Superintendent chitna leh teel dingdan kigen bang a teel/guot ahi ding hi.
- 9.5.3 Divisional Superintendent nasep leh silbawlte theipi ahi theina ding in hatawp teng in, Worker dangte bawldan dungzui in, Director of Ministries kung ah Monthly Report ape zing ding hi.
- 9.5.4 **A nasep dingte:**
- i) Division sung kivaiahawmna leh Division Khawmpite ah Division Chairman toh kithuo in vai asai ding hi. Tualeh a division sung ah Executive Officer (E.O) ahi ding a, bangkim bawjuitu leh semsuotu ahi ding hi.
 - ii) Division sung a semtute a enkai ding a, hateng a report ama kung ah kipe-te akisaipi Director kung ah apesawn ding hi.
 - iii) Leave leh Tour programme phalna apethei ding hi.
 - iv) A nuai a semtute tung ah (a) Taihilna (b) Hasum hensah ding in recommend a bawl thei ding (c)

Ha sum kah pieh ding in recommend a bawl thei ding (d) Nasem mi khawlsah (suspension) ding in recommend a bawl thei ding.

- v) A division sung a Hattuanthe leh semtute tahsa leh Hagau lam a akhantou sem theina ding uleh a pichin thei na ding uh ngaituo in a lamkai tawntung ding hi.
- vi) Pawlpi kivaihawmnate leh Kipuihuaina (Danbu) dungzui a sepsuo na ding in thaneina anei ding hi.
- vii) A Division sung a semtute a hoizawhna ding ahi pouleh akisaipi Divisional Chairman, Secretary tetoh kikum in akisaipi Director leh Bishop lemsahpina toh Internal Arrangement a bawl thei ding hi.
- viii) Ama Division sung ah ELWA, LYF, LCF leh Department tuomtuomte a enkai ding a, adviser zong ahi ding hi. Tualeh a nasepnate uah akithuopi ding hi.

KHIL – 6 BIEL PASTOR

- 9.6.1 Annual Session/Khawmpi in kul leh poimaw asah dungjui in Divisional Superintendent nuoi a khuo umte enkoltu ding in Biel Pastor a guot ding hi.
- 9.6.2 Biel Pastor in a biel kum 3 sung a enkol ding hi.
- 9.6.3 Biel Pastor nasep leh silbawlthe theipi ahi theina ding in hatawp teng in Worker dangte bawldan dungzui in Monthly Report khu Divisional Superintendent kung ah ape zing ding hi.

9.6.4 **Biel Pastorte mawpuohna:**

- i) Pastor te'n zong a Biel sung ua School umte leh Sangseate nasep dan a entup ding uhi. Tualeh a nasep dan uh Divisional Superintendent kung ah a report ding a, Divisional Superintendent in a kisaipi Director kung ah a report abawl ding hi.
- ii) Pastorte a umna ding uh (station) dia kiguot piehna mun ah a kisuon ding a, thu kipiehjou ha khat (one month) sung ngei a apemlut ding uh ahi.
- iii) Pastor koizong ha khat sung a a umna ding mun tungloute khu a law (pay) uh henpieh a thununna pieh ahi ding hi. 'A mun uh tung in a va um ngeina uh' chi theina ding in a joining report ah a umna Local Chairman in suoi a bawl ngeingei ding ahi. Tualeh Divisional Superintendent inzong theipina lai ape ding hi.
- iv) Pastor/Semtu koizong a umna biel leh hattuom toh kilemlouna lientah, hahsatna tuomtuom leh buoina nei a um leh Ministerial Committee lemguotna toh Executive Committee in a hengkuol thei ding hi.
- v) MELC huangsung a local hattuom buaina nei a um leh a concerned Division lamkaite leh MELC Headquarter lamkaite theipina toh Biel Pastor in khumi hattuom ah Local Chairman hina ala ding hi.

KHIL – 7

LOCAL PASTOR

- 9.7.1 Annual Session/Khawmpi in kul leh poimaw asah dungjui in Divisional Superintendent nuoi a khuo umte lah a khuo/ hattuum khat enkoltu ding in Local Pastor a guot ding hi.
- 9.7.2 Local Pastor in a local hattuum kum 3 sung a enkol ding hi.
- 9.7.3 Local Pastor nasep leh silbawlte theipi ahi theina ding in hatawp teng in Worker dangte bawldan dungzui in Monthly Report khu Divisional Superintendent kung ah ape zing ding hi.
- 9.7.4 **Local Pastor mawpuohnate:**
- i) Local Hattuum sung a vaihawm LCC/ELWA/LYF/Missions leh a dangdangte ah Adviser ahi ding hi.
 - ii) Tambang a local hattuum sung a departmentte vaihawmna pawlpi peidan toh kikal kha a um chieng in koikoi teng thupuasah hinanleh a khaam in a khahtan thei ding a, a siempha sah ding hi.
 - iii) Hattuum sung a Biehna toh kisai zousie ah ma akai ding a, kikhopna a huntang ding leh kizahna dingte zousie Local Secretary toh a guoltuoh ding hi. Tuachieng in Local Chairman/Secretary toh ki thuzachtuo in a suokhesah ding hi.
 - iv) Local sung a tahsa leh hagau khantouna ding a buoipi ding a, Upate leh local sung a committee tuomtuomte toh pangkhawm in a hunhun in Crusade, Camp, Seminar, Training programte

a sai ding hi. Tualeh tahsah leh hagau lam a khantou theina ding ahiphot leh local sung a department tuomtuomte toh ki kumkhawm in vaiguon tuomtuom local fund nei dan toh kituoh in a sai thei ding hi.

- v) Upa umlouna hattuumte (Etsahna: City Churches) ah LCC Chairman hina ala ding a, tualeh Mangpa Nitah Annsieng (Sacrament) zong ama in a hawm ding hi.
- vi) Hattuum sung a gindan dihloou hinglut ding a dal dinga, muntuom apat mituom hing vahlut a thugenna ding hing ngen leh hattuum sung apat mi chiel ding a um leh aman khumbang mite thugin peipidan a suichien masa ding a, MELC pawlpi peidan toh kituohlou hattuum sung ah a lutsah sih ding hi.

vii) **Local sung inn vena:**

- a) Local Pastor in inn vena apibawl ding a, Local sung a hattuum membrete dinmun Local Committee mai ah a luikhe zel ding hi. Tuachia koi tobang panpi ngai mimal ahisihleh innkuon a um leh LCCte leh Upate khum bang mite panpina bawl ding in Committee tungtawn in a ngansie ding hi.
- b) Local hattuum sung ah Upate biel a hawmsah dinga, amau biel sung chiet ah mawpuohna tuomtuom a ngansie ding hi. Tualeh Upate biel tuon ding in a hanthawn ding a, Upa biel lamkai toh kithuo in biel a tuonkhawm ding uhi.
- c) Hattuum sung a damlou koi tobang a um khah chieng in Biel Upa in avave ban ah Pastor a theisah ding a, Pastor ama tang in ahisih leh biel Upa toh kizui in khum bang damlouna/nu vave in ava thumsah ding

hi. Tualeh damlou pen hamsatna a tuoh a, panpina tan poimaw a um ahi chi atheileh Local Chairman leh Secretary toh ki thuzah in Committee a hansah ding a, Committee phasahna bang in panpina a bawlsah zel ding hi.

viii) **Station nuasiena toh kisai:**

- a) Innsung vai, mimal vai, U-le-nau vai, khotang leh vai tuomtuom a umna local toh kisai khalou vai khat pou pou a pawtkhieha ding a nei chieng in Local Chairman leh Secretary kung ah kihil masa in, amaute theipina toh a pawtkhe thei giap ding a, hinanleh Ni thum (3 days) sang a sawtzaw ahi theisih ding hi.
- b) Ni thum (3 days) sang a sawtzaw pawtkhietna ding anei leh Local Chairman leh Secretary theipina banah Divisional Superintendant kung ah gielthaw in theisahna ape masa ding a, Divisional Superintendant in Director of Ministries kung ah gelthaw in theisahna a bawl ding hi.

ix) **MELC Division toh kisai:**

- a) MELC Division Committee sung ah Office Bearer Committee member ahi ding hi.
- b) Local Pastor hinanleh a division bypassed in bangma a sem theisih ding hi.
- c) Local sung a Siempu khutzahnate zousie asai ding a, sil bangkim Divisional Superintendent toh aki thuzah tuo zing ding hi.

- d) Division te'n a poimawna bang in a zangthei ding ua, Local te'n khumbang a division te'n zah nuomna anei chieng un kou a ahi chi'n a it theisih ding ua, aman zong kei Local Pastor ka hia division a ka hisih a chi theisih ding hi.

KHIL – 8

MISSION FIELD SUPERINTENDENT

- 9.8.1 Pawlpi in Mission Department nuai ah Pawlpi in a kul-le-poimaw asah dungjui in Mission Field sung a sem ding in Field Superintendent a guong thei ding hi.
- 9.8.2 Mission Field Superintendent nasep leh silbawlte theipi ahi theina ding in hatawp teng in Worker dangte bawldan dungzui in Monthly Report khu Director of Missions and Evangelism kung ah ape zing ding hi.
- 9.8.3 **A nasep dingte:**
- i) Mission field sung kivaihawmna leh MELC Missions Khawmpite ah Missions Committee Chairman toh kithuo in vai asai ding hi. Tualeh a Mission field sung ah Executive Officer (E.O) ahi ding a, bangkim bawjuitu leh semsuotu ahi ding hi.
 - ii) Mission field sung a semtute a enkai ding a, hateng a report ama kung ah kipe-te akisaipi Director kung ah apesawn ding hi.
 - iii) Mission field a semte Leave leh Tour programme phalna apethei ding hi.
 - iv) A nuai a semtute tung ah (a) Taihilna (b) Hasum hensah ding in recommend a bawl thei ding (c) Hasum (monthly honorarium/pay) kah pieh



ding in recommend a bawl thei ding (d) Nasem mi khawlsah (suspension) ding in recommend a bawl thei ding.

- v) Mission field sung a hattuumte leh semtute tahsa leh Hagau lam a akhantou sem theina ding uleh a pichin thei na ding uh ngaituo in a lamkai tawntung ding hi.
- vi) Pawlpi kivaihawmnate leh Kipuihuaina (Danbu) dungzui a sepsuo na ding in thaneina anei ding hi.
- vii) Mission field sung a semtute a hoizawhna ding ahi pouleh akisaipi Missions Committee chairman, secretary tetoh kikum in akisaipi Director leh Bishop lemsahpina toh Internal Arrangement a bawl thei ding hi.
- viii) Ama Division sung ah ELWA, LYF, LCF leh Department tuomtuomte a enkai ding a, adviser zong ahi ding hi. Tualeh a nasepnate uah akithuopi ding hi.

KHIL – 9

NNA HAWMNA LEH NASEP GENCHETNA

- 9.9 Pawlpi sung a hunbit nasepna nei Bishop, Directors, Divisional Superintendents leh Pastorte (Ministerial line) nasep leh sep dingdan kigente ban ah Executive Committee in a kul-le-poimaw dungzui in a guon belap ahilouleh a ladh thei ding hi. Tualeh pawlpi sung a hunbit nasepna nei dangte (non-ministrial line) nasep leh sep dingdan pen akisaipi Director ahilouleh Bishop in a poimaw dan dungzui in a bawl ding a, akisaipi committee ah approval a la ding hi.

BUNG – 10

PAWLPI SUNGA NASEM MITE

- 10.1 Manipur Evangelical Lutheran Church sunga nasem mite lah a, ahina suh danglam theilou - Pastorte leh Upate ahi uhi. Pastor leh Upa khiehna/hilchetna khu **Mangpa Belampu/Mangpa Belam ching leh vah** ahi. Pastor in Biel nei in Mangpa Belamte kem in a enkol ding hi. Upa in hattuum khat sung a Mangpa Belamte kem in a enkol ding hi. Hattuum khat sunga Pastor leh Upa te'n -tahsah leh Hagau lam thu toh kisai in hattuum ah hatsem leh khantou sem na dingin pan ala jel ding uhi.

KHIL – 1

PASTOR-TE NASEP DING

- 10.1.1 Mangpa belamte hagau ann a vah leh thu-le-la toh kisai nasep khu a thupipen ahi. (Jn.21:15-17; Nas. 6:2-4; 20:28)
- 10.1.2 Mangpa belam taimangte suikhie a, Khrist huongsung a puilut kia ding (Dan. 12:13; Mt. 18:11-14; Jac.5:20).
- 10.1.3 Hagau mangthaite it a, amaute itna toh suikhie a, gim leh genthei khohsalou a Pasian thu a hil ding (Late 125:5,6; Sai 53:6).
- 10.1.4 Pasian thu kukal tah a gen a, a hun leh a hunlou a zong pilvangtah leh lungduoitah a kiveng siem a thugen,

taihil leh phawh a; gimthuahna khawhsalou a sawltah hina nasep leh mawpuohnate buchingtah a sep ding ahi. (II Tim. 4:2-5).

- 10.1.5 Jesu Khrist thu: Thugousie - Baptistma, Mangpa Nitah Annsieng, Kiteenna, Shivuina, Biehinna honna leh latna, naulatna leh a dangdang bawl ding leh sai ding teng asai ding hi. (Mt. 28:19,20; I Kor.11:23-26)
- 10.1.6 Hattuum sunga vaihawmna leh thununna thu ah Upate toh kituoh a nasep bangkim guonkhawm leh sepkhawm ding (I Kor. 5:11-13).
- 10.1.7 Pasion sum kem a pangkhate'n muonhuoi tah leh siengthou tah a kep leh kisuhsienngthou ding ahi (ITim. 6:20).
- 10.1.8 Hattuum sung leh biel sunga sep ding a na kiguong zousie kituptah a sep leh a sem ding a kiguot mite sep dingte zong kituptah a endih a, biel sunga nate kituptah a sep leh bawl piching ahitheina ding a enkol leh kem ding (Mk.6:7-13; Heb.10:25; I Thes.5:17).
- 10.1.9 Hattuum thuginpi hoitah a kem a, hattuum mite'n zong hoitah a kem a zang ding a sinsah ding. (Heb. 10:23)
- 10.1.10 Hattuum sung tahsa lam vaihawmna leh hagau lam ann a vah a, buchingtah a kepthaina ding a Local Hattuum toh kithutuoh tah a semkhawm leh hattuum mite nasep ding guondan siem ding (Nas. 6:2-4). Hagau silpieh dungzui a midangte nasem thei ding a sinsah atup ding ahi.
- 10.1.11 Pasion kunga silpieh leh sillatte, lungdam tah a pieh dan leh a piehte uh Pasion biehnna a kilawm tah leh bawl ding mawng ahi chi sinsahna pie a alamkai ding ahi (Late 24:24; Mal.3:10; I Kor.16:2; II Kor. 9:7).

- 10.1.12 Thuneina a nei bangbang in mawpuohna zong a nei hi chi kithei kawm in Khristian zousie Khrist theipitu leh nuazui muon huoitah ding in a sinsah ding hi. (Mt. 20:26-28; 21:19,20; I Kor.9:8)
- 10.1.13 Thu hilna lamsang poimaw ngai ding ahi. Hundamna thu maimai hilou in tahsa lam thu zong a ngaisah ding hi. Nupa kituohloute bang lemna thu genpi ding, kiteng dingte bang houlimpi ding, kitenzaw chienga kilawmlou tah a umlou ding thute bang ahithe i tan a houlimpi ding ahi.
- 10.1.14 Pastor koi inzong Baptisma atansahna local ah a nitah chiengin Mangpa Nitah Annsiang (Sacrament) ahawm ding hi.

KHIL – 2 PASTOR HINA DING A CHITNA

- 10.2.1 Pastor ding khu mi muonhuoi/muon-ngam ahi ding ahi. Khristian hiloute nangawn in a phat leh apahtat mi ahi ding ahi (Nas.20:26-28; I Tim.2:2-5).
- 10.2.2 Gen baanglou, zi khat nei, kidehthei leh midihtat, mi pahtat dan siem, zindou siem, thuhil siem, zu dawnlou kihau hatlou, sum deigawlou, mi thuohhat, nunnem, mi sollou, ama innsung leh a zi-le-tate kem siem mi ahi ding ahi. (I Tim.2:2-5)
- 10.2.3 Tahsa upat lam a, pichingsa ahi ding ahi. Tualeh, hagau lam leh leitung khosahdan leh hindan ah zong vantang mitmu a pahtat kham ching leh zuitah ahi ding ahi (I Tim.3:6,7)

- 10.2.4 Tahsa leh lungsim sienthoua ding; tualeh, leitung nate a navah theina ding in laisengthou maimai hilou in laibu leh lekha dangdang simmi zong ahi ding ahi (I Tim 4:14; II Tim.2:15; Phil.4:10; I Jn.1:3)
- 10.2.5 Mawpuohna thei leh hangsan; hinanleh, mi kidehthei leh kamsiem ahi ding ahi. (Eph. 5:15)
- 10.2.6 Sum deigawna a buoilou, a nei sang a sangzaw a hinglou leh sum chil teptup mi ahilou ding ahi. Pasian leh hattuumte itna nei mi leh hagau siengthou a dim ahi akul hi. (Deut.6:5; Lev.19:18; Pro. 11:24; Jn.4:7-18; I Tim. 3:6-10; Eph. 5:18; Gal 5:22; I Kor. 13:1-13; Kihil 3:19.
- 10.2.7 Pastor ding khat khu tahsa a mi chidam leh muonhuoi zong ahi ding ahi.
- 10.2.8 Pastor khat ding khu mi piangtha, zi neisa ahileh hattuum Dan Siengthou a zi nei mi ahi ding ahi.
- 10.2.9 Pastor hina dinga chitna dangte MELC Recruitment Rule (18.3.1-3) ah a um hi.

KHIL – 3 PASTOR SIEM DING DAN

- 10.3 Pastor khat akilah chieng in Probationary Pastor ahi ding a, Pastor piching hina ding a kisinsahna hun ahia, Pastor pichingsa khat nuoi ah a sem ding hi.

10.3.1 **Pastor siem ding dan:**

- i) MELC Pawlpi sung a Pastor semding poimawna um asah leh Ministerial Committee in a ngaituo ding hi.

- ii) A poimaw dan gen in Ministerial Committee in Executive Committee ah atut ding a, Executive Committee in poimawna um asah leh Annual Assembly/Session a genkhawm ahi ding hi.
- iii) Annual Session/Khawmpi in hattuum sungah Pastor khat poimaw ahi chi'n a puong ding uhi. (Post Creation a bawl ding hi).
- iv) Annual Session/Khawmpi in lem asah leh Recruitment Board/ DPC Member 3 a guong ngal ding hi.
- v) Recruitment Board/DPC Memberte lamkaina nuoi ah MELC Recruitment Rule pansan a notice bawl in, pastor recruitment process pat ahi ding hi.
- vi) Tam Probationary Pastor lahma dingah Recruitment Board/DPC in recruitment process teng a bawljou chieng in a result Bishop tungtawn in Ministerial Committee ah a pekhe ding hi. Ministerial Committee in Executive Committee ah ahing polut ding a, Executive Committee in pha asah dungzui Bishop in order a suo ding hi.
- vii) Probation period khu Probationary Pastor dinga aki lah ni apat Kum 3 sung ahi ding hi. Kum 3 jouchieng leh Ministerial Commiittee tungtawn in Executive Commiittee in recommend abawlte Pastor Ordination pieh ahi ding hi. Tualeh etchetna hun (probation period) Kum 3 sungin biel tuomtuom ah suonthei ahi ding hi.
- viii) Pawlpi nasem koizong Pastor dinga Ministrial/ Executive Committee in a etchet nua a, Annual Session/Khawmpi a namdet dinga kiguot mi khu namdet ahi masang teng Probationary Pastor ahi ding hi.

- 10.3.2 Pastor ding khat khu tahsa a mi tahsa leh lungsim damthei leh muonhuoi ahi ding ahi.
- 10.3.3 **Probationary Pastor nasep ding dan:** Probationary Pastor khu Pastor panpitu ahi ding hi. Bial Pastor leh awptu Pastor nuai ah na asem ding hi.
- 10.3.4 Probationary Pastor in tam anei a bang in nna asem ding hi:
- i) Kitenna thu ah: Probationary Pastor in kitenna nasep anei hun chiengin apanpi ding hi. Rehearsal hunte ah, Premarital/marital counselling hunte ah arrangement kulnate leh Pastor in panpih kul a china munte ah a panpi jel dinga, Biahinn leh pindan a kitennate ah a uap jel ding ahi. Hinanleh kiteenna vaiguon ah Siempi in a pang theisih ding hi.
 - ii) Mishi vuina ah: Mishi vuina ah Pastor panpihna mun ding tam sih nanleh Pastor training ahi ziehin a bawl a sep dan ding bangkim a theichet na dingin Pastor bul ah a um jel ding hi. Mishi vuina ah Siempi in a pang thei ding hi.
 - iii) Crusade, Camp, Training, Seminar etc. neina hunte ah: Probationary Pastor in a bial sungah Crusade, Camp, training Seminar etc a sai hun chiengin, a sai pihtu a hi ding hi. Arrangement bawl na ah, counselling thu ah, mi hatkhawmna leh Pastor in mawpuohna a pieh bang jelin a panpih ding ahi.
 - iv) Hattuum ni tanna leh hun sehtuum zatnate ah: Hattuum in nitan leh hun seh tuom anei na hunte Day/week zahna hunte ah, Pastor tanvou deuh in koita lei, Pastor amanlou chieng bang, a ki daihlou hun chieng bang ahilouleh Pastor in a tanvou a piasawn chieng in hun atang ding

hi. Hun tangsih nanleh meeting Chairman/ Conductor in a tanvou a pieh sawn chiengin hun a tang ding hi. Hun tangsih nanleh meeting chairman/ conductorte a pang in Pastor a uap ding ahi. Naulatna, Inn honna/latna leh maitam tuomtuom zong a laan thei hi.

- v) Counselling bawlna ah: Sepgual hun/na mun te hilou a personal counselling neina mun te ah apanna mun ding kilawmna mun ah Pastor jui in a panpih jel ding ahi.
- vi) Sacrament (Mangpa Nitah Annsieng) leh Baptisma bawlna ah: Sacrament (Mangpa Nitah Annsieng) hawmna leh Baptisma bawlna/ tanna munte ah Pastor nasepna theipih ding in a uap ding hi. Hinanleh Siempi nasepna asem theisih ding hi.
- vii) Hattuom vehna mun ah:
 - a) Baptisma tang nailou akan dinga, baptisma tang dinga a lemtang hun ah Pastor leh Upate kungah genin Baptisma tan hun ding abawl ding uh ahi.
 - b) Hattuom thununna nuai a um/ Dan pua a umte a dinga, hattuum theipih a/ pindan a kiten ding dan a ngaihtuah pih ding a, bawlthei ding ahi chiengin Upate leh Pastor kunga gen in, kiten tha dan lampi a bawl ding uhi.
 - c) Pastor in hattuumte lam tuomtuom ah kan ding veh ding a chi bang bangin a kan in aveh ding ahi. Hattuomte a vehna a ama ngentang a hasatna um a athei leh Pastor kungah agen ding a, Pastor lamkaihna in ani un a veh jel ding uhi.

10.3.5 Pastor probation period a umte member a apanthei nate :-

- i) Local Church Committee member a umna mun ah
- ii) Division Khawmpi ah
- iii) Division LYF, ELWA leh Missions Committee
- iv) Abial sunga Khawmpi tuamtuum ah
- v) Kumtawp Khawmpi ah.

KHIL – 4 EVANGELIST/SAWLTAH

10.4 Sawltah khu hundamna thugen mi ahi ua, Pasion awiloute Khrist itna toh thuhil a, Ama kunga puilut sawm a thugente ahi uhi. A nasep ukhu Apostle-te nasep ahi hi. Sawltah hi ding in Pasion hatna leh mimal Pasion thuhil ahiei, mipi chiehpina, panpi ngaite panpi thei mite ahi ding hi. Sawltah chi khu nasepna min ahia, Upa leh Pastorte chitna bangbang nei mi a hi ding hi.

10.4.1 MELC Recruitment Rules a Evangelist/Sawltah chitna leh lah dingdan kigen bang a lah (recruit) ahi ding hi.

10.4.2 Sawлтаhte khu Jesu Khrist khantanhoi gen a Khrist a ding a theipitu leh hagau mangthai sui a man ahi ding ahi.

10.4.3 Hattuum mi hi'n a umna kiim a ginglou mite hitaleh awlmaw in Hagau mangthai zonna nna (Chiepi, Crusade, Revival, Seminar etc.) a sem ding hi.

10.4.4 Biel, Mission Field ahilouleh Local Hattuum a Missionary nasepna toh kisai in Missionary Promoter



toh ki thuzah in promoter hina nna asem ding a, mi
hanthawnna (motivation) a bawl ding hi.

- 10.4.5 Hattuum mite (mimal leh innkuan) vena anei ding
a, Pasion thu a kipawlkhawmna a hing pang chiet
ding in a chielkhawm ding hi.

BUNG - 11

ORDINATION PROCESS

- 11.1 MELC hattuum in Pastor leh Upa-te chilou koima ordination aki pesih hi. Pastor ordination kichi pen **pasal** khat in Pastor nna sem ding a hatna, Mangpa Belamte chingding a Hagau thopna atan a, tambang nasem thei ding a chinna nei a, hattuum in a theipina leh pomna genna a thaunilna piehna genna ahi.

Hattuum Upa chi khu Thukhun Lui hun a Israelte lah a 'upa pilvang vaihawm ding a teeltuom a umte leh Thuhun Tha a tualsung Hattuum toh kisai a tahsa-hagau a piching lamkai ding a zahtah mite genna ahi.

Pastor te'n Office a vaihawmna (administration) nna a sep chieng un vaihawmtu lamkai hina nna asem ding ua, Bishop a teelching ahileh ordination lajousa ahizieh in '**consecration**' bawl ahi ding hi.

KHIL - 1

ORDINATION PIEHTHEI DINGTE

MELC Hattuum in Ordination a piehthei ding khu tam anuoi a bang ahi.

- 11.1.1 Pastor ordination bawl ding dan leh pieh hun ding:
- i) Annual Session/Khawmpi in a phatsah Probationary Pastor a kum 3 tei nasem sate.

Pastor in ordination atan masang Pastor form a silthei sih ding hi.

- ii) Tualeh Ordination piehjousa hinanle uh Pastorte pen Ordination atan ni ua pat Kum 6 tan asepen zou chieng un Reverend title pieh thei ahi panding uhi. Khumi masang teng Pastor chia hat leh giel ahi ding uhi. Kum 6 achin chieng un Khawmpi in akisaipi Committee recommend na dungjui in Reverend title pieh ahithu aphuong khe ding hi.
- iii) Hattuum sunga mi, Hattuum pulam a sem ut MELC Recruitment Rule dungjui a Theological training neisa, Ordination tang ut te'n Bishop address in ama umna local church leh Division tungtawn in ngetna lai abawl dinga, Local Church Committee in Division committee ah apetou ding a, Division ten Head Office ah Bishop kungah ape ding uhi. Tuachiin Ordination Certificate hawmkhie/issue ahi ding a, a interview na alawchin/a sepna a join ding chiengin Ministerial leh Executive Committee theipina in Ordination pieh ahi giap ding hi. Tambang miten MELC huong sunga sepna a claim ut uleh a experience na uh set thei ahi sih dinga, fresh te bang banga treatment pieh ahi ding uhi.
- iv) Executive Committee/Annual Session Thupuasahna umlou in Pastor koi inzong MELC Hattuum mi leh sa hina neiloute khu Ordination apethei sih ding hi.

11.1.2 Pastor ordination piaah hun ding a recomend ding dan:

MELC Recruitment Rule 19.3.3 dungjui a Pastor ding a lahsa, probation hun a zaw chiang leh tam banga bawl ahi ding.



- i) Probationary Pastor khu Division committee in ama kemtu Department Committee a hiai in recommend a bawl dungjui in Ministerial Committee in a ngaitua dinga, Pastor piching a ordination pia ding pha asah leh Executive Committee in angaitua dinga pha asah leh MELC kipuihuaina dungjui, MELC Annual Assembly/Khawmpi ah ordination pieh ahi ding hi.
- ii) Recommend thei dingte :
 - a) Pastor probation a kum 3 semsa
 - b) MELC nuoi a Ministerial Committee in Pastor probation asep sung a a kipiehzawna, a nasep-silbawl toh kisai, Pasian a pat sapna a tang tahtah nai, siemna-pilna toh kisai, Pastor khat hiding a gamtat-khohei, neh-le-tah, sum-le-pai zahdan leh a umna Divisional Superintendent(te) apat recommend dungzui a lungtun huoi asahte uh
 - c) Hattuum dan siangthou a zinei.
 - d) Koi tobang zi neilou a Pasian nasem ding a kipumpiehna (commitment) nei a kingetna hing pete.

11.1.3 Upa Ordination piehthei ding te:

- i) Khawmpi in a phalpie dungjui a Local Hattuum in 2/3 a atelchingte
- ii) MELC Kipuihuaina Dan dungjui a, telching a aum nua a, Upa training a pangte
- iii) Ministerial Committee leh Executive Committee in Ordination pieh thei dinga recommend a bawlte.

BUNG - 12

HATTUOM UPA

- 12.1 Hattuom Upate zong Pastorte mabang a Local hattuum sung a Mangpa belamte enkol, kem leh vahte ahi uhi. Local hattuum a Pastor toh umkhawmna munte ah Upa in hattuum sung vaihawmna thu-lela lam ah pan a la ding a, Pastor umlouna munte ah Upa in hagau lam nasepna ah mangpa belamte ching leh enkol ding hi.

KHIL – 1 UPA DING A CHITNA

Upa ding a chitna pen Pastor a toh akibang hi.

- 12.1.1 Hattuom Upa ding pen Hattuam khat sunga Local Church Committee-te lah apat kum 25 leh kum 60 mite lah apat teel ahi ding hi.
- 12.1.2 Zatathuoi, kamtam lou, mi suhtuo chinglou.
- 12.1.3 Zu leh khamthei sil bawllou leh lepna (scale) dihlou dei a huoiham mi hilou, sawm-a-khat dihtah a pe zing, sie-le-pha theina siengthou a ginna thuguh kem mi leh gen baanglou ginna lam a mi piching ahi ding hi.
- 12.1.4 Zi khat nei, tate leh innsung a vaihawm siem leh navah, a zi-le-tate zong zatathuoi, mi gensiet chinglou, kidehthei leh bangkim a muonhuoi ahi ding ahi. (I Tim. 3:1-12)

- 12.1.5 Innchin tuon velvel a, damlou, chimaw leh lungkhamte leh panpi ngaite panpi leh henem siem (Nas. 12:20) Hagau a dangtah leh gentheite kaithou a Jesu melhoina kilawm sem a, a mutheina ding ua lampi kawhmutu ahi ding ahi.
- 12.1.6 Hattuum Upa dingin koi hizong leh Hattuum dan kal a ji ni neite LCC member hinanleh Upa candidate ahi theisih ding hi. A ji masa toh kikhen, a ji dang neite zong Upa candidate ahitheih sih ding hi.
- 12.1.7 Hattuum Upa teel ahi chieng in candidate koitobang ama tahsa ngei a umlou (physically present) leh teelthei ahisih ding a, hinanleh election commission theipina toh umlou (leave) ahileh teelthei ahi ding hi.

KHIL – 2 HATTUOM UPA TEEL DING DAN

- 12.2.1 Hattuum khat sung a dan zoukim (Vote neitheih) member 15 apat a tunglam a umleh hattuum Upa khat a neitheih ding uhi.
- 12.2.2 Hattuum khat in hattuum Upa a dei leh a Division Kumkai Khawmpi ah ngetna a nei ding uhi. Division Khawmpi in pha asah leh Annual Session/ Khawmpi ah a petou ding a, Annual Session/ Assembly in pha asah leh a tel ding in Pastor khat leh Upa khat a sawl ding hi.
- 12.2.3 Upa telna ah Vote se-thumsuo-seni (2/3) mu penpen a ching a puon ahi ding.
- 12.2.4 Hattuum khat a Upa a kiteel ding chieng in a hattuum sung a dan zoukim (Vote neitheih) a kimkhat sang a

tamzaw a um leh a telthei ding ua, a kimkhat sang a tawmzaw a umleh a telthei sih ding uhi.

- 12.2.5 Upa telte'n a telching uleh a telchinglou dan uh a kisaipi Director kung ah written report a kinthei lam in a pe ding uhi. Tualeh, telching aumte khu Ministerial Committee theipina toh training pieh ahi ding hi. Tualeh tualeh Exeucutive Committe theipina toh Annual Session/Khawmpi ah namdet ahi ding uhi. Hattuum nasem sa, thununna thuohsate Upa ding atelthei ahisih ding hi.
- 12.2.6 Hattuum Upa namdetsa khat khodang a apem leh, a pmlutna hattuum ah Upa ahina a kenglut theisih ding a; hinanleh, Upa ahina pen a bei theisih ding hi (Pawlpi vaihawm leh nasepnate ah).
- 12.2.7 Hattuum Upa khat hattuum dang a a pmlut a, a pmlutna hattuumte a Upa hina nasep alung gul leh a umna ding local hattuum ah kingetna lai ape dinga, akingetna hattuum te'n angaitua pieh ding ua, akisaipi MELC Division ah ngetna ape ding hi. MELC Division Khawmpi in pha asah leh phasahpina/phuonkhiehna a nei ding hi.
- 12.2.8 Tualeh, pawldang apat Upa hingpem a um a, Upa hina nasep a lunggul leh a umna local hattuum ah kingetna ape ding a, Local Committee in hoitah a angaituo jouchieng in akisaipi MELC Division ah ngetna apesawn (forward) ding hi. MELC Division Committee in Division Khawmpi ah a tuttou ding a, pha asahleh MELC Division Khawmpi Annual Session/ Khawmpi a tuttou ding a petou kia ding uhi. MELC Annual Session/ Khawmpi in pha asah leh phasahpina/ phuonkhiehna a nei ding hi.



- 12.2.9 Upa tel dinga guot aum Pastorte leh Upate'n ava telna mun uah vote anei thei sih ding uhi.
- 12.2.10 Upa tel dinga guat a umte'n Ballot Paper Office ah ava la ding uhi.
- 12.2.11 Upa tel na ding toh kisai in Khosung Hattuum in Primary Election abawl thei sih ding hi.
- 12.2.12 Upa tel dinga Assembly in aguat te lah ah Pastor in Chair ala ding hi.
- 12.2.13 Candidate-te min khu Alphabetical Order a gel ahi ding hi.
- 12.2.14 Hattuum sung a Upa Appreciation Certificate (Patawina) sangsate dinmun ding-
 - i) Upa khat a tahsa kum 75 aphah chieng in Appreciation Certificate (Patawina) pieh ahi ding hi.
 - ii) Upa khat Patawina piehjousa ahileh umna hattuum ah LCC member hisa ahi ding uhi.
 - iii) A umna hattuum ah LCC Chairman hina a tu theisih ding a, hinanleh a tu thei ding Upa dang umlouna leh hattuum buainate ah Division-te theipina toh Kum khat sung a ding in a pang thei ding hi.
 - iv) Hattuum sung a sillat tuomtuomte guot a a um bang in a lan thei ding hi.

BUNG - 13

FINANCIAL RULES

KHIL – 1 FINANCE POLICY

- 13.1.1 Executive Committee, Kumtawp Khawmpi/Annual Session ahisihleh, thuneina kipie Committee ahiei, Lamkaite ahiei in Manipur Evangelical Lutheran Church sum muna ding a Thupuasah dungzui in sum-le-pai leh mimal silpieh dang dang leh sum pung leh muna zousie apat a mute khu Manipur Evangelical Lutheran Church sum ahi.
- 13.1.2 Manipur Evangelical Lutheran Church, Headquarter ah piekhawm/lahkhawm ahi ding hi. Annual Session/ Khawmpi in thunei ding leh a sai ding a, a guotte'n Financial Rule(s) toh kituoh in a sai ding uhi.
- 13.1.3 Division leh Localte'n amau Division leh Local sunga zahna ding a nei dungzui un Division leh Local in sum a tuom in a kineitheh ding ua; hinanleh, tambang sum in Pasian sumpi/Manipur Evangelical Lutheran Church sum a sukha theisih ding hi. Tambang Division leh Local a sumte zong Pawlpi a ahi veve hi. Divison leh Local in a sai ding a a guotte'n a sai ding ua, Audit zong kumkhat in nivei teitei a bawl ding uhi.

- 13.1.4 Manipur Evangelical Lutheran Church sum toh kisai pouma Head Office a kipan Receipt Bu zang a pieh teitei ding ahi.
- 13.1.5 ELWA, LYF leh Missiente'n zong Receipt Bu a tuom a sunlou in MELC a akitang ding uhi. Hinanleh, head tuomtuom a khen ahi ding hi.
- 13.1.6 ELWA, LYF leh Missionary sumte khu amau Department toh kisai lou ngal a dang a zah thei ahisih ding a, hinanleh aloutheilou zahna ding (Hattuum toh kisai a) aum chiengin a Department te theipina toh zah ahi ding hi.
- 13.1.7 Manipur Evangelical Lutheran Church phalna um masalou in Manipur Evangelical Lutheran Church sung a hattuum mite lah ah Pawlpi pulam leh sunglam; tualeh, sildang mawngmawng a zah ding sum-le-pai don phal ahisih hi.
- 13.1.8 MELC sung a Bank Account-te ah Bishop, concerned Department a Director leh Accountant khu signatory ahi ding uhi.

KHIL – 2 SUM SAI DING DAN

- 13.2.1 Hattuum member koi inzong tuohkhawm leh silpieh mawngmawng sumtang hihen, van hitaleh Biehinn kikhop ni a tawikhawm a Pasian masang a latkhawm chiet hileh a hoi ding hi. Bu-le-bal ahisihleh ganta, Biehinn sung a tawi lemloute zong hattuum Upa leh Treasurer hatkhawm a akoina ding mun a koi ahi ding chieng in Pasian kunga lat hileh a hoi ding hi. Biehinn sunga tunglou, tualeh hattuum leh sum saite

theiphahlou a mimal khut a pieh mawh a, hattuom khut tungloute tuohkhawm pie a kisim theilou ding hi.

- 13.2.2 Sum, silpieh leh tuohkhawm zousie sum saipa in a lakhawm ding a, Head Office apat Receipt Bu a lahte toh Receipt a pe paipai ding hi. Tualeh Head Office a lut dingte khu hentang denlou in apelut paipai ding hi.
- 13.2.3 Sumtang hilou a, a van a tuohkhawm hinglutte khu a van bangbang a Receipt pieh phot ding ahi. A sum a tuot leh sum suoh masang a Receipt piehlou mawh a koi ding ahisih hi. Sumtang a kipete leh a van a kipete Laibu (Register) tuomtuom in a chiemte ding hi. Vante sum suohsahna ding in Local Church Committee in a sai ding hi. Tua laibute ah sum pete min, Receipt Number leh a piehza hoitah a gellut ding ahi. Sum muna Laibute gelthang niainuai ding ahisih hi.
- 13.2.4 Tuohkhawm van a kipie, sum suotheiloute khu Head Office a theisah ahilouleh hah mai ding ahi.
- 13.2.5 Ha thum dan in LCC in hattuom sunga sum um tuomtuomte; sawm-a-khat, nipi tuohkhawm, anntang ham leh a dangdangte etkhawmna a neizel ding ua, sum saite'n tuabang a etthei zel ding a akoi ding uh ahi. Bawlkhel aum khah leh a sawtseng masang a suhdih ahi theina ding in.
- 13.2.6 Hattuom sung enkol LCC te'n kum teng in Kumkim leh kumtawp lam chieng in Half Yearly leh Annual Audit) sum endih ding (Auditor) mi a guot ding ua, tuate'n hattuom sung a sum um teng a endih ding ua, tuachi'n hattuomte thei ding in a puongkhe ding uhi. Sum Muna leh Zahna zousie (i.e Cash book, Vouchers etc) zousie etdih ahi nua inzong kum 3 sung tan beh koi nahlai ding ahi.

- 13.2.7 Local Hattuum sunga sum lam toh kisai a buoina a umleh Division Office ah a report ding ua tualeh Division ten asaifel dan ding angaituo ding uhi.
- 13.2.8 Local chin in Annual Audit Note leh khumi kum sunga Receipt Bu a zah teng uh, Head Office ah a submit zel ding uh ahi. Audit Note Copy pen Division Committee ah zong ape ding uhi.

KHIL – 3 HATTUOM SUM MUNA

- 13.3.1 MELC hattuum sum muna tangpi – Sawm-a-khat, missionary funds, kipana silpieh, ginna thuchiem, donations, sil thawnpieh, ELWA funds, LYF funds, laibu leh van tuomtuom zuohna, school income, inn sap (house rent) leh project tuomtuom ahi.
- 13.3.2 Sum lut zousie Cashier in Hattuum min in a lakhawm ding a, Receipt a pe paipai ding hi. Tuazou chieng in Ledger/Cash Book kitup tah in a giellut ding hi. Tualeh nichin in Director of Finance/ Accountant toh sum lutna leh paihna a entup gige ding uhi.
- 13.3.3 Accountant in Ledger/Cash Book ah kituptah mai in a entuoh ding a, sum mute chiemtena laidal ah suai a kai ding a tuazou chieng in Ledger Bu toh Cashier kung ah a nuapieh kia ding hi.
- 13.3.4 Kal teng in Account Closed ahi ding a, Bishop in endih in suai a kai ding hi.
- 13.3.5 Finance Controlling Officer/Bishop in Hachin in Hattuum sum khut a umza etna (Physical Cash Verification) Bank Balance toh etdihna a nei ding hi.

- 13.3.6 Sum mute zousie a kinthei pen in Bank ah MELC Hattuum min in a koi paipai ding hi. Ni thum sang a tamzaw/sawtzaw a khut ah a kem sih ding hi.
- 13.3.7 Thukin lakin a dingin Cashier in Rs. 1,00, 000/- (Rupees One lakh) only bang hunlai pou in akemzing ding hi.

KHIL – 4 HATTUOM SUM ZAHNA

- 13.4.1 MELC Headquarters sum zahna ah Bishop khu Drawing and Disbursing Officer (DDO) ahi ding hi.
- 13.4.2 MELC sum zahna pouma Pawlpi Budget sung apat zah ahi ding hi.
- 13.4.3 Sum zahna ding pouma Sanction Order (zah phalna) a um ding ahi.
- 13.4.4 Sum zahtheina ding Order (phalna) a umzou cheingin Bill Clerk in Bill a bawl ding a, Accountant/DF in endih in suai a kai ding hi. Tuazou chiengin Cashier in apethei dinga zah (pieh) ahi thei ding hi.
- 13.4.5 Sum zahna pouma Cash Memo/Voucher in a zui ding a, tua Cash Memo/Voucherte kum 3 sung kep ding ahi. Tualeh, sum zahna chiemtena Cash Book leh Ledger hoitah a kep ding ahi.
- 13.4.6 Sum Balance um leh umlou zil in Finance Controlling Officer/DDO in Non-recurring Expenditure pieh leh hentang theina thuneina a nei ding hi.
- 13.4.7 Budget sung a sumte Head khat apat Head danga suontheina thuneina (Diverting Power) Finance

Committee/Executive Committee maimai in a nei ding hi.

- 13.4.8 Bill Form chi tuomtuom a poimaw dungzui in a um ding hi - Salary Bill Form, Contingency Bill Form, Stationery Bill Form leh a dangdang.

KHIL – 5 HEAD OFFICE AH

- 13.5.1 MELC sum pouma kumteng in a tawmpen in 2vei (Half Yearly i.e. 1st Dec - May 31 leh Annual Audit i.e. 1st Dec - 30th Nov) tan etdih ahi ding hi.
- 13.5.2 Finance Controlling Officer in poimaw a sah leh sum etdihna (Surprise check) abawl thei ding hi.
- 13.5.3 Finance Committee leh Centre Core Committee in Audit bawl ding mi 3 tan a guot zel ding hi. Tualeh, Finance Committee in Audit kibawlte a enkai ding a, study a bawljou chieng un Centre Core Committee ah atat ding a, tuajou Chiang in Centre Core Committee in Executive Committee or/leh Annual Session/Khawmpi ah puohlut ahi ding hi.
- 13.5.4 **Division:**
- i) Division sung ah zong tam a tung a (13.5.1) bang in Audit bawl ahi ding a, Division Office Bearer Committee in Auditor ding a guot zel ding hi.
 - ii) Division chin sum muna leh paina zousie audit abawl teng un Head Office ah copy khat apelut zel ding uhi. Tuaban ah Head Office in D/S te tungtawn in apoimaw leh kul dungjui in Division sum dinmun a enkhe thei ding uhi.

13.5.5 Local:

- i) Local hattuom ah LCC te'n a poimaw dungzui a sum etdihna (Audit) a bawl ban uah, kum khat in, a lemchang dungzui in, 2 vei Audit ding mi guot in a endih ding ua, Head Office ah sum umte a pelut paipai ding uhi. Pawlpi sung ah Local hattuom khu a poimaw pen ahi ziehin, Financial Year beima (March ha beima) ngei a Local chin in Audit a zawsieng chiet ding uh ahi. March 31 tan a Head Office ah sum umte a pelut ngei ding uh ahi.
- ii) Local chin sum muna leh paina zousie audit abawl teng un Head Office ah copy khat apelut zel ding uhi. Tuaban ah Head Office in Divisional Superintendent te tungtawn in apoimaw leh kul dungjui in local sum dinmun a enkhe thei ding uhi.

13.5.6 Audit dan ding tangpi:

- i) Auditor ding mi a kiguot chiengin etdih ding a deidan, Report pieh ding dan chientah a theisahna toh guot ding ahi.
- ii) Receipt Bu kizang beiloute a kizahkia ding chieng in Auditorte'n hoitah in Authorise leh Certified a bawl ngeingei ding uhi.
- iii) Local leh Division a Receipt Bu kizangsa zousie a saite khut a mawh thamdenlou in, Head Office a Finance Department/Concerned Director a piehlut kia (hahkia) ngeingei ding ahi. Receipt Bu zahbeilou kizangkia dingte Head Office in a tha issue bang a, a chiemte ding ahi.

KHIL – 6
FINANCIAL YEAR (1ST DEC - 30TH NOV)

- 13.6.1 MELC Head Office, Division leh Local hattuumte'n Financial Year a kibang in a nei chiet ding uhi. Tuapen 1st December - 30th November ahi ding hi. Tam hun sunga sum-le-pai lut zousie kumkhat sung a lut a sim ahi ding hi.
- 13.6.2 Local hattuum chin in a sum muteng uh November ha beima ngeingei a Head Office a a piehlut ding uh ahi.

KHIL – 7
SANCTIONING POWER

- 13.7.1 Office ngaina dungzui in sum-le-pai zahna tengteng Bishop/DDO in Sanction Order (zah phalna) a suo ding a Cash Clerk/Bill Clerk in Bill a bawl ding hi. Tuachi'n Accountant in endih in suai a kai ding a, tuazou chiengin zahthei ahita ding hi.
- 13.7.2 Office ngaina dungzui hilou (Incidental Expenses) a sum zahna ding a um khah chieng in Budget huomsung hinanleh, anuoi a bang in thakhat thu in zahtheina thuneina a nei ding uhi.
- i) Executive Committee - Budget sung apat in sanction abawl thei ding hi.
 - ii) Bishop in kum khat sung in Rupees 1,00, 000/- (Rupees One lakh) only tan a zang thei ding a, atunglam Rs. 10,00, 000/- (Rupees Ten lakhs) only tan Office Bearer tungtawn a zah thei ahi ding.



- iii) Director in kum khat sung in Rupees 50,000/- (Rupees Fifty thousand) only tan a zang thei ding a, atunglam Rs. 1,00, 000/- (Rupees One lakh) only tan Office Bearer tungtawn a zah thei ahi ding.
- iv) Mission Department (Chairman) - 20, 000/- Kum khat a dingin MELC DDO theipina toh ala ding hi.
- v) Emergency a ding ahi ziehin a zahdan Finance/ Executive Committee ah Report a bawl ding uhi.

13.7.3 A tunga sum, a mutu ding a kingaituote pieh ahi chieng in Bishop leh a latu/mutu in suai a kai ngeingei ding uhi. (Register Bu leh Kinoptuona Lai)

KHIL - 8 DISCRETIONARY

13.8 *Discretionary* pen Moderator, Bishop leh Director ten koitobang mimal panpi ngaite kungah khatvei thu a ding in Rs. 500/- apat Rs. 1,000/- tan chieng tuoh pieh theina tha a nei ding uhi. Hinanleh, Pawlpi, Club leh Hattuum ban ah kipawlkhawmna min nei khat pouppou kung ah a pethei sih ding hi. Tualeh tami sum pen ahun jilin Khawmpi in sukiem in zong abelap thei ding hi.

BUNG – 14

THUNUNNA

KHIL – 1

THUNUNNA IN A TUP

- 14.1.1 Pasion hattuomte hagau leh tahsa lam a kibawl hoina ding, hatna ding, dem a umlouna ding leh Pasion hattuom sienthouna ding (Nas. 5:1-11; Rom 12:17; I Kor. 5:5; 14:3-25)
- 14.1.2 Hattuom thunnunna pen Laisiengthou sinsahna dungzui a kibawl- itna zieh, hoina ding leh kideisahna zieh a bawl ahi (Deut. 8:5; Pro. 19:18; Heb. 12:6; Kihil. 3:19). Tualeh, thununna pieh ding mite zong Laisiengthou thu toh kituohlou a gamtate ahi hi.
- 14.1.3 Hattuom kithununna chini a pha hi - Kivaihawmna lam leh Thusie-lasie; tualeh, Laisiengthou toh kituohlou a gamtatnate ahi hi. (I John 4-11)

KHIL – 2

THUNUNTHER KHELNATE

14.2 Angkawmna:

- 14.2.1 Pasa/Numei khat Zi-le-ta neisa hi in hisihleh midang toh a lupkhawm uleh Angkawmna khelna a pua ahita hi.

- 14.2.2 Tam Angkawmna khelna a puate, hattuum member piching ahileh, a tawmpen in haguh sung thunnunna nuoi a koi ahi ding hi. A kisiakia leh haguh jou chiengin lahlut dan ding ngaituo ahi ding hi.
- 14.2.3 Hattuum member hina nei hinanleh Dan zoukim nailou (Primary Member) in tambang angkawmna khelna a, apua khah leh, a tunga banga thununna pieh ahi ding hi. Hinanleh, Mangpa Jesu, Mang leh hundampa a pom a, a pientha leh Baptistma tansah ahi ding a Mangpa Nitah Annsieng ne in a dawnthei ding a; tualeh, lahlut ding dan ngaituo ahi ding hi.
- 14.2.4 Thununna pieh a um koimapou Dan sunga lahlut ahi masang teng Mangpa Nitah Annsieng ne in a dawnthei sih ding uhi.

KHIL – 3 HATTUOM SONG A NEH-LE-DAWN TOH KISAI THUNUNNA

- 14.3.1 Mi koi zong, hattuum sungah neh-le-dawn thu ahiei, gamtatna sienglou tuomtuom zieh a hattuum mit tunlouna leh gitlounate a tawpsan theina ding in hattuum lamkaite'n a guh in thumvei tan ahil ding ua, tuatan a zong a tawpsan tuomlou leh a kisiemtha theina ding in Local Church Committee in ngaituo in Thununna (Under discipline) ape thei ding uhi.

KHIL – 4

NUMEI LEH PASAL KAL A KHELNATE LEH THUNUN- NATE

- 14.4.1 **Kingaina:** Nungah leh Tangval kitenna um masalou a alupkhawm a sieng sih hi. Tuabang a lupkhawmna khelna pen Kingaina khelna ahi.
- 14.4.2 MELC sung a Numei leh Pasal kal a kingaina khelna a puate khu a kiten ngeingei ding uh ahi (Deut. 22:28,29). Kiteng nan uleh a kiten masang ua kingaina khelna a pua a hitah zieh un hattuum dan a thununna pieh ahi ding a, dan pulam a ha thum (3 months) sung koi ahi ding hi. Tuajou chieng in a kisia ua, dan sung a lahlut ding a kingetna lai a pieh uleh, a kingetna dungjui un *Pindan* a kitenna pieh ahi ding a, dan sung a lahlut ahi ding a, hattuum in a ngaituo ngal ding hi. Tambang a pindan a kitenna khu Upa inn khat ahi ding hi.
- 14.4.3 Kingaina khelna a puate a ni ua kiten utlou tuoh ahi uleh, a ni un hattuum dan a kumkhat sang a tawmzawlou dan pulam a koikhiet a thununna pieh ding ahi. Tuazou chieng a, a kisia uleh dan sunga lahlut ding ngaituo ding ahi. (A ni ua thakhat thu a ngaituo ding china ahisih hi).
- 14.4.4 Kingaina khelna a puate lah ah khat in kiten ding ut henlen, khat khu utsihtaleh, a utlouzaw pen kumkhat dan pulam a koi a thunun ahi ding a, a utzaw pen khu a tawmpen in haguh dan pulam a koi a thununna pieh ding ahi. Tuazou chieng in, a kisia dan dungzui un lahlut dan ding ngaituo ahi ding hi.
- i) Dan joukimsa hattuum dansiengthou a kitending ngaisahlou a kiguhtente khu Hattuum Dan pulam a koi a thununna ha thum (3

months) a tawmpen a pieh ahi ding hi. Tuajou chieng in a kisia ua, sung-le-pu kal a bangkim suhfel ahinua chieng in a kingetna dungjui un *pindan* a kitenna pieh ahi ding ua, dan sung a lahlutna nasep hattuom in a sai ngal ding hi. Tualeh Pindan a kitenna khu UPA INN khat ahi ding hi.

- ii) Tam kithununna pieh a umpen akitai/akiten uh kithei apat hun lemtang masa pen ah local Chairman/ Upa Ordain khat in thununna pieh ahi thu aphuong ding hi.
- iii) Tam atung a bang a Numei leh pasal kiguh a, kizawltai a um khah leh, a numei umna hattuom te'n nawsuo/thununna ape ding a, a tunna hattuom ah theisahna abawl ding uhi. Tualeh a tunna hattuom in lah lutna anei ua, hattuom dan a akitensahjou chieng un, a numei kipatna hattuom ah theisahna a bawl ding uhi.

14.4.5 Dan Siengthou a hoitah a kitengsa, a kiten nua uh haguh sunga nau anei uleh, atungtang thu local in suizui ahi dinga, a thu mu dungjui un atung thu uh khen ahi ding hi. Tualeh semtu khat ahileh asepn a pat tawpsah / kholsah ahi ding hi.

14.4.6 MELC Hattuom sungmi pasal khat in thugin kibahpilou (sakhuo dang) numei khat akitenpi leh, kingaina khelna a pua ahi. Tuaziehin ha 3 (thum) sung dan pulam a koi ding ahi. Tuazou chieng a, ahing kisia ua, ahing kinget uleh, ginglouni Or sahkho dang mipen in MELC Thugin a pom leh LCC phalsahna bangin Baptisma tansah ahi ding a, tuachiin Pindan ah akitensah ding a, tuachi'n Dan sunga lahlut ahi ding uhi. Tualeh Pastor in hattuom tetoh kihoutuo in anitah chiengin Mangpa Nitah Annsieng (Sacrament) ahawm ngal ding hi.

- i) MELC sung a Numei khat in ginglou/ Pasian oilou, milim bête lah a pasal khat nei nuom taleh 1 Kor 7:12-16 na dungjui in a kikkham theisih ding hi. Hinanleh Mou hahna vaiguon pen LCC te'n hattuom min in a bawl theisih ding a, Pastor te'n zong khutzahna anei theisih ding hi.

Tami in Messianic-Sabath, Seventh Day Adventist, Judaism, Sabbath leh Sabbath min pawjousiete china ahi. Amaute khu Jesu gingtalou leh, gingta a Mosi dan a kum kiate ahi uhi.

- ii) MELC sung a Numei in pawl dang a mi pasal a a nei nuom leh hattuom mi-leh-sa hina zieh in hahkhetna vaiguon hattuom in a bawl thei ding a, Pastor in zong khut a zangthei ding hi.

Tam in Evangelical Thugin zuite ban ah Salvation Army, Church of Christ, Penticostal, Roman Catholicte leh Jesu Khrist gingta Christian dangdangte a huom ding hi.

- iii) MELC sung a mi pasal khat in pawl dang apat numei zi a anei nuom leh numei pen khu MELC Thugin dungjui a Baptisma tansah kia ahi ding a, tuajou chieng in Hattuom dan a kitenna vaiguon sai thei ahi ding a, Pastor in khut a zang thei ding hi.

Baptisma tansah kia ding numei hing kipatna pawlte khu: Salvation Army, Church of Christ, Penticostalism, Mormon Church, Roman Catholic, Assembly of God (Trinity pomlou teng) etc. biehna hattuomte apat numei ahi ding hi.

- iv) MELC sung a mi pasal ahisih leh numei khat in gingloumi zi leh pasal a nei ut a um leh a biehna masa pen nuosie in MELC sung a local

hattuom member ding in a kingen Masa phot ding a, a kingetna hattuum te'n a phalpieh uleh pawlpi min a Baptism ape ding in Biel Pastor/ Local Pastor ahan ding ua, Baptisma piehjou chieng un kitensah ding dan vai saithei ahi ding hi. Tuabang a a kitenpi ding pasal ahiei numei ahiei in a ngamlou leh hattuum dan a kitenna vaiguon saithei ahisih ding hi.

- v) Tat dan thanghuoi - numei leh numei kingai, pasal leh pasal kingai ahiei ganta pou toh kipawl, tam-bang khelna a puate khu zi neisa hi in hisihleh MELC mi-le-sa (primary membership) a pom ahisih ding hi. A khelna kisia a atawpsan dungjui ua akinget uleh LCC phasah na bangin primary member lahlut thei ahi pan ding uhi.

14.4.7 Mi pawngsuol leh luppi mawngmawng ha 6 (six months) thununna pieh ahi ding hi. Tuajou chieng in a kisia a, bangkim suhfel ahinua chieng in LCC ah kingetna abawl ding hi. LCC phasahna bang in dan sung a lahlutna nasep a sai ding hi.

KHIL – 5 THUNUNTHEI KHELNA DANGTE

14.5.1 Laisiengthou sinsahna leh hattuum in gielthaw ahiei, ahilouleh a thu a zuithaw ding a dan a neite kal a hattuum sunga gindan tuom thugin leh kithuhilna khelna (II Kor.11:4; Gal 1:6-8; i Tim. 1:9; Tita 3:10; ii Pet.2:1-3, 14-22)

14.5.2 Sum thu a khelna, lepguhna, kumpi vankhaamte a summet bawl, sum kitha, laithai kaap, sum kitha a kilieukhaam, zuoutatna leh muonhuoilouna zousie leh

huoihamnate (Rom 13:10; I Tim. 6:10; II Tim. 3:2; Eph. 4:28; I Kor 5:11; Kol. 3:5)

14.5.3 Angkawmna/Numei Pasa kal a thangtatna : Hina kibang kingai leh kitenna te.

14.5.4 Tuolthana: Mihing tung a khut hahna (Mt. 19:18; Rom 1:29)

14.5.5 Zu khambuai, damdawi leh khamthei dangdang dawn leh neh zongsang leh chiingte leh tuabang khamthei zuohte (Pro.20:1; Lk.21:34; Rom 13:13; Gal. 5:21; Eph. 5:18)

14.5.6 Guhtatna zousie (Rom 2:21-23)

14.5.7 Pasion ngaisahlou a, dawile-kau silbawltheina kilah hun chienga Jesu Khrist min lawna toh sai leh ngaituolou a, nidanglai/Khangluilai a pu-le-pate bawldan leh gindan zui a sai leh bawlnate khu Pasion ngaisahlouna khelna ahia; tualeh, shi-le-man hun leh van leh gantate a man chieng a aisaan siemte doh leh dawithu a bumna nasep zousie zong Pasion ngaisahlouna khelna ahi. (Lev. 19:26-41; Isai 8:19,20).

14.5.8 Thusie-lasie deina, leiba ngaisahlouna, innsah-innhang heh hatna, zuau genn hatna, theipitu dihlou a panna, thuchiem a zuautatna, midang toh kihau leh aw-sie lawna, Pasion leh mihing gensietna, zummaw thu-le-la chinna, nu-le-pa leh tunga mite zatatlouna, khosung leh gamsung dan toh kituohlou a gamtatna zousie zong Pasion ngaisahlouna khelna ahi. (Rom 13:13; 2 Tim 3:1-7; Kol 3:8,9; II Pet. 2:1-7; Jude 1:8).

14.5.9 Semtu leh Upate koitobang Sumpi pelou leh ahi ding banga peloute zong Pasion ngaisahlouna leh gutatna

khelna chikhat ahia, apoimaw leh kul banga thununthei
khelna ahi.

KHIL – 6 THUNUNNA PIEH DING DAN

- 14.6 Hattuum kithununna pen itna, hoina ding kideisahna, hattuum siengthoutah a kepna ding leh a khiel mi hundam ahitheina ding bawl leh sep ahia, a poimaw dan dungzui a akisiakia masang hattuum sunga tanvoute uh lahsahna - taihil, phawh leh gawt a, a kisiakia chieng ua lungkimtah leh thanuomtah a kipahpi a, pomkia zel a tup ahi dungzui in khat-le-khat kal a kisietna thute ah zong bangteng hileh kilemna leh kingaidamtuona a deipen ahia, khelna phuba lah a gawtna hilou in bawlhoina a tup ahizaw hi.
- 14.6.1 **Taihilna:** Hattuum Upa leh Local Memberte hi in, mipite hitaleh Hattuum lamkai vaihawmtute'n mipi thei masangin a guh in kamdam tah in a khelnate a maitang a gen in a langсах ding ua; tualeh, a dinmun zauhuoi dan zong theisah in khelna kisia a Pasion lam nga a kihei kia ding in nguntah in a hil ding uhi.
- 14.6.2 **Phawthtop:** Tam phawthtopna pen taihilna sanga nazaw leh khauzaw ahia, taihilna banga, a khiel mi khelna leh dinmun zauhuoi dan theisah a, kisia leh kibawlpha a Mangpa lam a hing kiheikia ding a hilna ahia, taihilna khawhsalou leh kisia utna neiloute deisahna leh itna toh phawthtopna ahi.
- 14.6.3 Tam atung a Taihilna leh phawthtopna tan a zong akisia lou ua akisiem phat ut sih leh semtu hi'n Hattuum Upate hitaleh akisia a akisiemphat masang sia uh khut zahlou phot a koi ahi ding uhi. Tualeh

LCC member ahileh apan mun apat tawpsah/tuhsah nawnlou thei ahi ding uhi.

- 14.6.4 **Dan pulam a koina:** Tam Dan pulam a koipen in taihilna leh phawhthopna sang a nazaw leh khauzaw a thununna ahia, tambang thununna pen hun bangtan ahiei sung lut ding a ngiim ahi. A kisiakia sihleh a khielmi pen khawzaw sem a thunun nahlai ding ahi. (Tam thununna in hattuom Upate leh LCC tezong ahuam hi).
- 14.6.5 Thununna pen ama (a khielpa/nu) dinmun toh kituoh a pieh ding ahi. Hinanleh, khelna zousie a tung a banga bawl ding china ahi tuomsih hi. Taihil leh phawh ngailou a dan pulam a koitheipai zong aum hi. Tuaban ah, dan zoukim leh zoukimlou dinmun leh thununna a kibang sih ding hi. Dan zoukim a thununna nuoi a umte khu Mangpa Nitah Annsieng iimsahlou, Pulpit nasepna, hattuom dan siengthou a kitenna phallou leh hattuom phalna lai piehlou leh hattuom sunga panna himhim piehlou chite ahi.
- 14.6.6 **Nawkhiet/Nawsuo:** Tam nawkhietna ahileh gindan dihlou leh kisinsahna/kithuhilna dihlou a pei mite tunga taihilna leh phawhna nuoi a thunun zouloute'n ginna dihlou a mi tampi a puimang masang ua, Pasian hattuom siengthou leh Mangpa Belamte bitna ding a nasep ahi hi. Tambang a nawkhiette khu hattuom mi-le-sa ahi nawnsih ding a, hattuom inzong ama tung ah mawpuohna anei nawnsih ding hi.
- 14.6.7 Mi koizong a sil bawlkhelna apat a kisia a, a taihiltute kunga ngaidam ngen mite khu thununna nuoi a koi teitei ding ahisih hi.

- 14.6.8 Khelna pouma a khielmi leh a khelnate toh kituoh thununna pieh ding ahi. A tangpi in Taihilna leh Phawhna dingte khu Bung 14 Khil 1 na sunga kigen khelnate ahideu a, tambang a khielte a kisia sihleh a khauzaw a thununna piehthei ahi ding hi. **Bung 14 Khil 2-6** pen thununna dan a gah ahi ding hi. A kisia sih leh hattuom apat nawkhiet thei zong ahi ding hi.

KHIL - 7

NAMDETSATE THUNUNNA PIEH DING DAN

- 14.7.1 Manipur Evangelical Lutheran Church sunga mi - Pastor leh Upa Ordination tangsate, nupakal a kikhenna leh kikhulna (shina leh Angkawmna zieh hilou a) nei a umleh, a tungthu fel masang sie in khut zahlou phot ahi ding hi.
- 14.7.2 Manipur Evangelical Lutheran Church sunga nasepna ding a namdet ahizieh in, Hattuom Upa khat ahiei, Pastor khat ahiei hattuom a kipat a kinawkhiet leh namdet ahina lahkia ahi ding hi. Annual Session/ Khawmpi in namdetna toh kisai thuneina anei zieh in, tambang thununna pen Annual Session/ Khawmpi in a bawlthei giap ding hi. Tambang mite khu kum khat sung hattuom dan pawlam a koi ahi ding hi.
- Tuajou chieng in a kisia ua, dan sung a lahlut ding a kingetna lai a pieh uleh, a kingetna uh Ministerial Committee tungtawn in Annual Session/ Khawmpi a ngaituo ahi ding hi.
- 14.7.3 Namdetsa Upa ahiei, Pastor ahiei in Pasian hatna theikhiel a kigen a, sepnalou ding a asemkha leh kinamdet kha ahi kichita leh thununna dan a lah ahi ding a, tuabang mi tung a namdetna lahkia ahi ding hi. Hinanleh, nawkhiet ahisih leh namdet ahina khu lahkia



ahisih ding a, a sepna pen khawlsah (suspend) ahi ding hi. Lahlut ahikia chieng inzong a nasepna piehkia pai hilou in kum khat sung etkhietna hun pieh ahi nalai ding hi.

- 14.7.4 Hattuum mi koizong thununna pieh ahi ding chieng in thunun a um ding mi pen Vaihawmte masang a ding in, thununna pieh ahi ding ziehte hilchien in, thumna zong a nei pieh ding uhi. Tualeh, hattuum mipi masang ah zong a puong ding uhi. Tuaban ah, hattuum mipi inzong theipina leh phasahpina in khut tunna anei ngei ngei ding uhi. LCC in theisahna a bawl ngeingei ding ahi.
- 14.7.5 Hattuum in koizong thununna a pieh ding chieng in a kisiakiana ding leh kibawlphatna ding deisahna toh thununna a pe ding hi. Tuaban ah koizong thununna apat a ngaidamna mun a lahlut a um chieng in Pasian kung a kipahtu genna leh hantawh thu genna toh thuumna a lat ding ahi. Tualeh tambang a akibawl chiengin mipi in atheipina'n khut dopna anei ding hi. LCC in theisahna a bawl ngeingei ding ahi.
- 14.7.6 Manipur Evangelical Lutheran Church sunga Hattuum Upa, Pastor leh Probationary Pastor te'n Angkawmna khelna ahiei, ahilouleh sepna apat a nawkhiet theina ching khelna a nei uleh a damsung un Upa, Pastor leh Probationary Pastor nna a semthei nonsih ding uhi. Hinanleh, hattuum sung ah ama chitna dungjui a zahthei ahi ding hi. Annual Session/ Khawmpi in pha asah leh tambang kol-awhna neite Ministerial chilou Department dang ah a semthei ding hi

KHIL - 8

NAMDETLOUTE/THAUNULOUTE THUNUNNA

- 14.8.1 Koi hileh thaununa tang hilou a, hattuom sunga mawpuohna/pan mun/ hina khat pou pou nei mite in **Bung 14, Khil 1-6** na a kigente toh kisai a thunun thei dinga umte khu Hattuom/akisaipi Committee in ahina/mawpuohna/panna ua pat lahkhet ahi ding uhi.
- 14.8.2 Manipur Evangelical Lutheran Church sunga Evangeliste, non-ministrial staff, committee/board member leh Ojapute'n Angkawmna khelna ahiei, ahilouleh sepna apat a nawkhiet theina ching khelna a nei uleh a damsung un Upa, Pastor, Probationary Pastor leh Evangelist nna a semthei nonsih ding uhi.

BUNG - 15

KITENNA TOH KISAI

KHIL – 1

KHRISTIAN KITENNA

15.1 Hattuom Dan Siengthou a Kitenna:

- 15.1.1 Pasian in pasal ama tang a aum hoi a sa sih a, tuachin a umpi ding leh panpitu ding in numei asiem a, nupa a um dingin asep a, hah leh suan nei a, leitung luong ding leh silsiemte tunga thuneina toh apia hi. Kitenna ichi nupa hina loungal numei leh pasal kithua khawm (umkhawm) a siang sih hi. Numei leh pasal nupa hi nua in pumkhat (sakhat) hita in Pasian in angaita hi. (Gen. 2:18; 23,24; I Kor. 7:10; Matt 19:4b)
- 15.1.2 Khristian Kitenna ah tam anuai a teng poimaw masa hi –
- i) A kiteng ding gel lemsahna
 - ii) Akiteng ding gel nu leh pate tuoh lemsahna
 - iii) Hattuam (LCC) lemsahna.
- 15.1.3 Khristian kitenna ah sum-le-pai, man-le-mual, ken-le-tawi, khovel ngeina banga zulup-sagawte jiah a um leh det ahisih hi, tuate umlou zieh a kikhen leh kimah ding zong ahi tuansih hi. Akiteng ding nu-lepa ten tam athei uh poimaw mama hi. Bangkim

azawng-ahau kal a kidai danna umlou a, kingamtah leh zouthawtah a bangkim sai khu Pasion ngai a zong hoi pen hi dinga gintat ahi.

- 15.1.4 Khristian kitenna ah Kitenna Moupuon apoimaw pen ahi tuam sih hi.
- 15.1.5 Khristian kitenna ah theipitu (witness) ding zong apoimaw pen ahisih hi. A theipitu in Mou neite lam a mi khat leh Mounu nualamte a mi khat in certificate ah theipitu suoi akai thei ding uhi.
- 15.1.6 Khristian kitenna khu damsung dai ding ahia, shina leh Angkawmna lounal a zieh dang mawngmawng kikhen theina leh kimah theina aumsih chi thei chiet poimaw mama hi.
- 15.1.7 Kiteng dia bangkim lemsaten Hattuum (LCC) ah agen ding ua, a hun leh amun leh vaiguon ding zousie kikum khawm in Biehinn laidal tahna mun ah ni 10 tei tei anei ding uhi.
- 15.1.8 Kitenna umma in Siempi (Pastor) in akiteng dingte houlimpina (Counselling) aneipi ngeingei ding ahi. Nupakal kopna, kivenna ding leh sil dang dang poimaw leh kulte athuhil masat ngeingei ding ahi.
- 15.1.9 Khristian kitenna ah Pastor/Siempi khu hun keemtu ahi ngal ding hi.
- 15.1.10 A loutheilou buaina khawhtah um hun ah LCC in hun kiguot khu asu gamla thei ahisih leh asukai thei ding hi.
- 15.1.11 Ahun (Ani) tun hun chiengin LCC te'n lemlouna umlou a athei uleh Siempi mai ah phuonng khie in lai ape ding uhi. Mundang/hattuum dang tuoh in

lemlouna amah ahisih leh lemlouna umlouna lai apetuoh ding uhi.

- 15.1.12 Kitenna vaiguon pen akitengsah ding pa, LCC teleh innsung mite phasahna bangbang in abawl ding uhi. Tuaban ah Vaiguon pen a zangkhai theipen a bawl thei ahi ding, zingkal, suun ahisihleh nitah khat penpen a bawl thei ahi.
- 15.1.13 Tuachiin kiten hun/ni ang tun chieng in Siampi in Khuttawi bu/Hattuam lamkaite puitu laibu kibawl khu enton in kitenna aneisah ta ding hi.
- 15.1.14 Shina in Nupa a khen a, a dam nalai pen in Zi/Pasal dang nei a ut leh anget hun hun in phalsah ahi ding hi.

KHIL – 2

GIKHUL LEH GIKHENTE KITEN THEINA

- 15.2 Hattuom Dan a kitenna neisate Angkawmna khelna zieh loungal bangma in a khenlou ding ahi.
- 15.2.1 Shina in nupa a khen a, a dam nalai pen in zi/pasal dang a nei ut leh a nget hunhun in phalsah ahi ding hi. Hinanleh, zi/pasal dang a nei teitei ding china ahisih hi.
- 15.2.2 Nupa kal a Angkawm zieh a kikhenna a umleh, a khiellou zawpen midang nei phalsah ahi ding hi (Tuabang a anget nah leh).
- 15.2.3 Angkawmtuoh - nupa kal ah kingaidamna umta nanleh, a khielpen leh a khelpi pen haguh sung Dan pulam a koi ahi thouthou ding hi. Tuazou chieng a,

akisia uleh Dan sunga lahlut dan ding ngaituo ahi ding hi.

- 15.2.4 Hattuum Dan Siengthou a kitenna nei nupa, shina ahilouleh Angkawmna zieh hilou a kikhenna aumleh, zi/pasal koppi nei masa penpen a mawzaw a pom ahi ding hi. Tuaban ah a nei nailou penpen in Dan Siengthou a zi/pasal nei theikiana a nei ding hi. Tuaban ah khul a um pen thunun ahisih dinga, a khul pen thununna pieh ahi ding hi.
- 15.2.5 Koitobang numei kiten nua a kikhul/kikhenna zieh a hing phungkia aum tah leh a innsung miten Hattuumte kung a theisahna abawl ding uh ahi. Tuachin hattuum ten hattuum member hi dingin lahlutna anei ding uhi.
- 15.2.6 Tualeh tambang numei phungkiate khu hattuum in ana nawsuo sa ahi dungjui in atha a nawsuo ahi nawnsih dinga amabou kisia a ngaidam ngen a ahing kinget chiengin dan sung a lahlut ahi ta ding hi.
- 15.2.7 Nupa koijong amau deina leh Innsung mite deina banga kikhen a (ki phakhen) Anu leh apa upna hattuum ahing bel kia leh, hattuum ah theisahna abawl ding ua, LCC te phasahna bangin, hattuum mite sa hi dinga lahlut ahi ding uhi.
- 15.2.8 Hattuum sunga Dan zoukim hinanleh member piching hinailou (Junior Communicant) ahileh Kum 15 apha chiengin member piching a lahlut thei ahi dinga, Baptisma tangsa ahi nah leh Mangpa Nitah Annsieng a iimthei ding hi. Hinanleh Kum 18 ching nailou a kiteng um thei ahi man in, khumbang mite pen alang alang a nu leh pate phasahna banga kitenna piehthei ahi ding hi.



15.2.9 Kingaina khelna a puata a kiteen ngeingei ding uh ahi. (Deut. 22:28,29). Kiteeng nanle-uh, a kiteen masang ua Kingaina khelna a pua ahitah ziehun hattuum dan a thunnun a dan pulam a **ha thum koi ahi ding** hi. Tuazou chieng in, akisia ua, kingetna apieh uleh akingetna dungjui un **Pindan** a kitenna pieh ahi ding a, dan sunga lahlut zong ahingal ding uhi.

KHIL – 3 KOL-AWHITE A KIZAH/KITEN THEINA

15.3 Numei leh pasal hattuum Dan bang a kitengsa a tungtang thu bangma suhfel sienglou a, zi leh ta dang a nei leh, zi-le-ta dang nei nu/pa pen kol-awh a kichi ding hi.

15.3.1 Hattuum Dan bang a kiten nua a zi dang-pasal dang anei tahleh kitenkia theina (zi/pasal dang toh) a ngen thei ding hi. Hinanleh a zi /pasal masa toh a kal a sien masang sia hattuum dan siangthou a kitenna pieh ahisih ding hi.

15.3.2 Manipur Evangelical Lutheran Church sunga Hattuum Upa, Pastor, Probationary Pastor leh Evangeliste leh Ojapute’n Angkawmna khelna ahiei, ahilouleh sepna apat a nawkhiet theina ching khelna a nei uleh a damsung un Upa, Pastor, Probationary Pastor leh Evangelist na a semthei nonsih ding uhi. Hinanleh, hattuum sung ah ama chitna dungjui a zahthei ahi ding hi. Annual Session/ Khawmpi in pha asah leh tambang kol-awhna neite Ministerial chilou Department dang ah a semthei ding hi.

BUNG - 16

MELC PAWLPI TOH KISAI

KHIL – 1
PAWLPI VAN NEITE

- 16.1.1 **Hattuum Vanneite:** Tualsung hattuum hi'n, Divission hi'n, Pawlpi hi'n, Department tuomtuomte hi'n, Committee tuomtuomte hi'n, Mission Field leh Institution tuomtuomte hitaleh tami Manipur Evangelical Lutheran Church Hattuum nuoi a um zousie vannei tuonthei leh tuon theilou (moveable & unmoveable) a kaikhawmna tengteng neitu hina (title) Manipur Evangelical Lutheran Church ah a um hi.
- 16.1.2 **Hattuum Vanneite zahna:** Manipur Evangelical Lutheran Church vannei zousia, tuonthei hiin, tuon theilou hitaleh, tualsung hattuum ahiei, Division ahiei, field ahiei, Department tuomtuomte ahiei, Pawlpi headquarter ahiei, Committee/ board ahiei leh Institution ahiei in ana kaikhawmte a deina bangbang a zahtheina thuneina Manipur Evangelical Lutheran Church in anei hi.
- 16.1.3 **MELC sum neisa zang a sil kaikhawmte:** MELC sum toh ki kaikhawm vanneite zousie a deibang a zahtheina thuneina MELC in a nei hi.
- 16.1.4 **Hattuum vanneite zuohkhiehna/ lei belapna:** Manipur Evangelical Lutheran Church vanneite zuohkhieh ahiei, paikhieh ahiei leh **lei belap** ding kulna a umleh Executive Committee in Rs 30,00,000/- (Rupees Thirty

lakhs) only manchieng abawlthei ding a, a tunglam te zousie pen kumtawp khawmpi maimai in a bawlthei ding hi.

- 16.1.5 **Tualsung Hattuum vanneite/silneite piehkhiehna:** Hattuum khat a member teng kithutuoh a a tawpsieng uleh, khumi tuolsung/khosung vanneite/silneite zousie Manipur Evangelical Lutheran Church a ahi zing dinga, hattuum mite'n MELC nei leh lam tung ah thuneina anei thei sih ding uhi.

KHIL – 2 KIHEH- KIPEI

- 16.2 **Kihev - Kipei:** Kihev - Kipeina a um leh Manipur Evangelical Lutheran Church sih-le-tang in Bishop ading ding hi.

KHIL – 3 AFFILIATION

- 16.3.1 Manipur Evangelical Lutheran Church Thugin kizilsahnate sangthei Hattuum pawlpi koi zong nasepkhawm ut a MELC a Affiliation hing bawl ut a umleh kipahpi ahi gige hi.
- 16.3.2 Khumbang a affiliation hing bawlte ama uh Identity leh autonomy kepbit sah ahi ding hi.
- 16.3.3 Affiliation bawlina ding in MELC kumchin Khawmpi ah a tawmpen in simple majority in a lemsahpi a ngai ding hi.

- 16.3.4 Affiliation hing bawl ut Hattuumte toh sepkhawm ding dan (terms & conditions) Khawmpi a puohlut ding in Executive Committee in geel ding hi.

KHIL – 4

HATTUOM PAWLPI SUHBEINA/ PHIAT THEINA DANTE

- 16.4 Manipur Evangelical Lutheran Church kigawmna suhbei/phiat ding in Hattuum MELC Kumtawp Khawmpi palai zousie se-li-suo se-thum (3/4) phasahna leh khumi ding mawngmawng a kikhopna thupitah a um a ngai ding hi. Khumbang a kisuhbeina/phiatna a umleh Pawlpi vanneite Pawlpi dang khut ah a manbei a piehsawn thei ahi ding a, khumi ding in Khawmpi ma in koi khut a pieh ding ahiei chi a gen fel pai a ngai ding hi. Tambang kisuhbeina/ kiphiatna in Divission leh tualsung Hattuum Vanneite bangchi tan in a subuai theisih ding hi.

KHIL – 5

TUALSUNG HATTUOM KISUHBEINA/PHIATNA

- 16.5 Manipur Evangelical Lutheran Church sung a um tualsung Hattuum khat delkhieh/hawlkheh ahiei, ahisihleh azieh dang khat poupou zieh a khumi tualsung Hattuum kem ding a um nonlouna khat a um leh nei leh lam (properties & assets) MELC pawlpi (denomination) in alasieng ding hi.

KHIL – 6

KIPUIHUOINA BU AMENDMENT/ BAWLTHA THEINA

DAN

- 16.6 Tam Kipuihuoina bu khu, paikhiet ding, siemphat ding leh belap ding um a thei ahi chiengin MELC Assembly/ Khawmpi palai se-thum suo seni (2/3) in pha asah leh, siemphatna dinga poimaw/ deina munte, Assembly/ Khawmpi masanga Executive Committee a pieh lut masah ding ahi. Tuachiengin Assembly/ Khawmpi palaite'n pha asah chiet uleh siemphat thei ahi ding hi.

KHENPI – NINA

Manipur Evangelical Lutheran Church

**KIVAIPUOHNA DAN
(RULES AND GUIDELINES) 2024**



BUNG – 17

SERVICE RULES 2024

KHIL – 1 LAIBU MIN LEH KIZAHNA

- 17.1.1 **Laibu Min:** Tami Laibu min Manipur Evangelical Lutheran Church Service Rules, 2024 (MELC SERVICE RULE 2024) a kichi ding hi.
- 17.1.2 **A kizahna:** Tami Laibu pen Manipur Evangelical Lutheran Church Thuginpi, Kipuihuoina leh Danbu dungjui a kivaihawmna nuoi a Pasian bekhawm leh nasemkhawmte, tualeh MELC in a theipi hattuumte sung a zah ahi ding hi.
- 17.1.3 **Dan kizah Patni:** MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in, January 1, 2025 apat zah ahi ding hi.
- 17.1.4 **A kiphiatte:** MELC SERVICE RULES 2020 leh a nua a MELC Annual Assembly/ Khawmpi in a puophatnate leh Khawmpi thupusahte tam Kipuihuoina Danbu sung a thu um toh kituohlou teng tam Kipuihuoina Danbu zahpat ahini apat in aki phietsa ahita ding hi.
- 17.1.5 **A kisendente:** Tam Manipur Evangelical Lutheran Church Kipuihuoina Bu a kizah patni a Manipur Evangelical Lutheran Church in hattuum sung a nna a sepsa leh a sep nalaite, tam Kipuihuoina Bu toh

kikalloute, tam MELC SERVICE RULES 2024 toh kituoh a kisem bang a ngai ahi.

KHIL – 2 NNA GUONNA LEH A SEMTU DING MI LAHNA

17.2.1 **Nasepna tha guonna (post creation):**

Telthaw leh lahtaw a sepna kip/det (Permanent appointment) jousia Khawmpi in a guang thei hi. MELC Executive Committee in a poimaw na a um dungzui in sepna kip hilou (contract) a guang thei hi. Post tha a kiguang (post-creation) chieng in tam a nuoi ate chiengtah in a um ding hi.

- i) Sepna min
- ii) Sepna poimaw zat
- iii) Sepna kip leh kiplou (Permanent or contract)
- iv) Halaw ding
- v) Sepna in a poimaw chitna-siemnate

17.2.2 **MELC nasemmi chi ni:**

- i) **Permanent Worker:** Permanent Worker khu sepna kip/det, pension thei nasem a kiguoite ahi. Permanent workerte khu khien ni a siem ahi ding hi:
- a) **Ministerial:** Tam Ministerial staff-te khu Pastorte leh Evangelist-te ahi uhi. Annual Session/ Khawmpi in Post Creation abawl ding a, tuate luod ding in Board/Committee guot a um te'n DPC han in nasem ding mi a sui ding uhi. Tualeh tambang a sem ding mi a kilah chieng in kum 3 teitei Probation Period pieh ahi ding ua, tuazaw

chieng in a sepna ua a muonhuoi nah uleh ordained/regularize ahi ding ua, pension sum sangthei/pensionable ahi ding uhi. Tualeh tam Ministerial Staff-te khu a dieh a Pastorte leh Evangelist-te genna ahi ngal hi.

- b) **Non-Ministerial Staff:** Tam toh kisai a mun awng ahing um chieng in ahisihleh Annual Session/Khawmpi in Post Creation abawl chieng in Board/Committee ding a kiguot te'n DPC han in a sem ding mi lahna anei ding uhi. Tamna kilate pen asepnua ua Kum 3 sung ginumtah a asepnua uleh regularize bawl thei ahi ding uhi. Tualeh tambang nasem ding kilate pen lungtunlouna a um leh topsah ahithe i ding ua, amabou tambang semtute pension hunlou a topsah ahi uleh Investment Fund akoi teng uh akhinna umlou in amu ding ua, tuachi'n topsah ahita ding uhi.

- ii) **Contract Worker:** Sepna kip/det hilou a poimaw dungzui a kihoulema (Contract) toh hattuum a nna sem mi ahi.

17.2.3 **Nasepna awng huhdimna:** Hattuum a sepna umsa, a zieh tuamtuum um zieh a awng (vacant), huhdim poimawna a um leh akisaipi department in Executive Committee ah a tut ding a, pha asah dungzui in a kisaipi Director in a bawzui ding hi.

17.2.4 **MELC nasemmi ding a chitna:** Na kiguon dungzui a nasem ding mi lah ahi chieng in ala ding penpen – mimal, board, committee in Recruitment Rule(s) a bawl masah/bawlsa a nei ding uh ahi.

- i) **Chitna ngiempen:** MELC hattuum a semtu dingte Hagau lam a pianthana hoitah ban ah

tahsa leh hagau subua thei silte apat kikem siangthou mi leh Khristian hinkhuo hoitah zang mi ahi ding ahi. Permanent worker dingte hunbit (fulltime) a Pasian nasem ding a hatna/ sapna tang mi ahi ding ahi.

- ii) **Tahsa kum:** Mitha lah ding ahileh upat lam kum 35 sang a upazawlou ahi ding ahi. A semsa ahileh kum bihie a um sih ding hi. Tualeh siemna leh chitna tuom nei mi ahileh kum 5 belap thei ahi ding hi.
- iii) **MELC member hina leh gupna:** Permanent a sem ding a kila tapou Dan sung a mi, MELC Kipuihuoina Danbu a kigiel Thuginte (Kibulphuna Dan Bung 2) leh sinsahnate pom mi ahi ding hi.
- iv) **Nna dungui a chitna poimawte:** A nna dungzui in chitna leh siemna kiguong galsa pen khum nna a ding a chitna ahia, Recruitment Rules a kigielsa ahilouleh Executive Committee in a guon bangbang ahi ding hi.

17.2.5 **Na Guonna:** MELC sung a telthaw leh guotthawte zousie Annual Session/Khawmpi in a nna guonna anei ding a, tualeh nasepna ding munte zong a guong (post creation)/ a bawl masa ding hi.

17.2.6 **Nasem ding lah dan:**

MELC sung a semtu ding lah dan chi nih:

- i) **By Promotion:** Sepna awng a um chieng in MELC sung a semsate chitna nei a um leh umlou ahilouleh kaisang sah thei semtu a um leh umlou et masah ahi ding hi. Tambang mi a um a, interview poimaw sahna a um leh candidate-te sap/hat ahi ding uhi. Tambang a chitna nei a umlou leh mi tha lah ahi ding hi.

- ii) **Direct Recruitment:** Sepna ding post awng a um a, direct recruitment ding ahileh Notice (theisahna) ni 15 sang a tomzawlou bawl teitei ding ahi. Tualeh application piahlut hun, interview bawl ding ni leh munte zong kichientah in a tuong ding hi.

17.2.7 **Departmental Promotion Committee (DPC):** Manipur Evangelical Lutheran Church sung a sepna (post) khat lahtha ding a um leh Departmental Promotion Committee (DPC) bawlkhih ahi ding a, ama uh pansan in mi lah ahi ding hi. DPC in result khu akisaipi Department/Committee ah report a pe ding hi. Tuajou chieng in Executive Committee a thupieh bangzel in malam a sawnsah ahizel ding hi. Departmental Promotion Committee (DPC) pen Annual Assembly a guon ahi ding a, akisaipi department a director pen Secretary ahi ding hi. Hinanleh contractual staff lah hun chieng in akisaipi Durector khu DPC Chairman ahi ding hi.

17.2.8 **Na gotdan:**

- i) **Appointment leh Contract:** Nna sem ding a ki latha te'n appointment order kichiangtah leh contract a sem dingte a ding in contract sign-na lai kichiantah a om ding ahi.
- ii) **Orientation:** Semtu hiding a lah a um koimapou a sepding toh kisai kawhmuna (orientation) leh a poimaw bang a commissioning zong pieh ding ahi.
- iii) **Joining report:** Semtu ding a kilatha koimapou in appointment order amu dawnna in joining report a pe ding a, a join ni leh hun kichiantah in a giel ding hi.

- iv) **Charge kipiehna:** Nasemtu khat-le-khat charge a kipiah chieng un memorandum hoitah a giel in charge a kipekhe ding uhi. Memorandum ah nna sepsa, sepding a lemguotte, akisaipite, plan leh policy tha kiguongte, dateline tuomtuom etc. a tel teitei ding ahi.
- v) **Probation:** Permanent a sem, lahtha a umte kum 3 sung etkhietna hun (Probation) ahi ding hi. Tam hunsung a semtu in chinlouna anei leh topsah kia thei ahi. Kum 3 jou chieng in evaluation bawl ahi ding a, lungtun huoilou a thei ahileh lah teiteilou ding ahi.
- vi) **Confirmation:** Etkhietna hun (Probation period) a bei chieng in Director in akisaipi Committee ah atut ding a, khum hun a pat Executive Committee ahilouleh MELC Core Committee ah report a bawl ding a, committee in pha asah dungzui in namdetna (confirmation) bawl thei ahi ding hi.

KHIL - 3

SERVICE BOOK LEH SERVICE RECORD (ACR)

- 17.3.1 MELC a hunbit a semtute hi in, contract leh part-time a semtu hitaleh service record bu khat a om ding a, tua ban ah mi malmal a Annual Confidential Report (ACR) a om chiet ding a, khum laibu ah nasepna toh kisai chiemte thamte a ki chiemte ding hi. Nasemmi sep hoi leh hoilou zong, nasemmi tung a thuneipen in a phatna, a demna leh poimaw asahte a record thei ding hi. Tam Service Book ah semtute kum dihtah (personal age) giellut ahi ding hi.

- 17.3.2 Biel a umte ahileh a umna Biel a Divisional Superintendent (D.S) khu reporting ahiding a, Director (department dungzui in) ah a pelut ding hi.
- 17.3.3 Office a sem staff-te ahileh Director of Ministries khu reporting officer ahiding hi.
- 17.3.4 A kisaipi Director in Bishop kung ah suai kaiding (final approval) in a petou ding hi.
- 17.3.5 Tualeh DDO leh semtu te'n kumchin in Service Book ah suoi akai ding uhi.

KHIL – 4

WORKERS' ETHICAL CODE (SEMTUTE GAMGI)

- 17.4.1 **Mimal leh Innkuan toh kisai:** MELC semtu jousie ama mimal kikem a, ama adia poimaw zing devotion nei, tahsa leh hagau hoina dia poimawte (Eg. Tahsa etkolna, laisim) bawl a, a hoiloute (Eg. Kuva, Dummuom, Khaini, Gutkha, Shikhar leh *PAN MASALA* tuomtuom, tep-le-muom, zu-le-khamthei, bil a zahthei leh mit a muthei lim hoilou) apat kihepmang ding ahi. Ama ban ah a innkuante zong tambang sil hoiloute apat a veng ding hi. MELC a semtu koimapou in sum a bawl (business) ding ahisih hi. Semtu muonhuoi khat ahina ah mimal leh innkuan vai a buoitheinate, leiba-thangba apat a pilvan mama ding ahi.
- 17.4.2 **Hattuam toh kisai:** Semtu jousie a umna tualsung hattuum ah hun, sum-le-pai, tha-le-zung seng in aki zang ding hi. Tualsung hattuum leh MELC a panna nei ahitahleh zong Hattuam a zatat ding a, ama mimal phattuamna ding in hattuum mite, vante leh Hattuam min a zat ding ahisih hi. Hattuam minsiet theina ding

leh Hattuum sungthu a hoilou lam a houlimna anei ding ahisih hi.

17.4.3 **Seppite toh kisai:** Semtu khat ahina ah a seppite toh kituohtah a semkhawm in, kituohlouna piengsah theiding, nasep-silbawl, gen-le-sah a nei ding ahisih hi. A tung a semte ahilouleh ama nuoi a semte nasepna a kikumlou in, ama mimal sepna ah theitawp a suo ding hi. A seppite guptuom-paituom, sih-le-lang anei ding ahisih a, a tung leh a nuoi ate jadan leh patawidan siem in a sem ding hi.

17.4.4 **Khotang toh kisai:** Semtu koimapou khotangmi etdan a zong 'Pasian thei, mi chitah leh khotang a ding a mi phatuom' hi sawm chiet ding ahi. Khotang a zahtah leh mite zatatna muna ding in hattuum a gin-um tah a sep a poimaw masa pen hi. Hinanleh hattuum a sepna paulam a khotang ngaisahlou chi zong sil kilawm ahisih hi. Semtute Political Party khat pouppou a member ahitheih sih ding uhi. Tualeh MELC semtu khat in a sep sung in Pradhan/Municipal Council Member/M.D.C., M.L.A. leh M.P chite a tet theih sih ding ua, kitelna khatpou a zong guptuom nei in vote a sui theih sih ding uhi.

KHIL – 5

NASEPNA MUN KIPIEHNA LEH KISUONNA

17.5.1 Nasep pouma hagau silpieh dungzui a sep-le-bawl ahitheina ding in nasem mite sepna ding mun guot ahi ding hi. Ama uh kingen ahiei ahisihleh Pawlpi hoizawhna ding ngaituona zieh in Annual Session/ Khawmpi guot leh bawl hinanleh nasem mite sepna Ministerial Committee ahilouleh Executive Committee in heng in a sulamdang theih ding hi.

- 17.5.2 Nasem mi khat mun khat ah atangpi in kum 3 (thum) a sep masang suonlou ding ahi. Hinanlehzong hattuum hoizawhna ding ahi a, tualeh, a poimawna tuom tinten a um leh kum 3 (thum) chinglou in zong suonthei ahi ding hi.
- 17.5.3 Nasem mi koizong a sepna apat nasep tuom khat a akisawl chieng in anasep pen lien in neu taleh ama halaw ngai puo (same pay scale) in sawl ahi ding hi.
- 17.5.4 Mi koizong hattuum nasem ding leh sum sang a/ lawnei (full time worker) ding a kipete hattuum sawlna mun a apei ding ahi. Ahi'n, azi ahilouleh a pasal government nasem ahileh Pasian nasem zawpen a suhbuoi khahlou ding ahi.
- 17.5.5 Nupa hattuum a sum sanna neite hattuum poimawna zieh a khat zawhzawh suon (transfer) ahileh a kizui theina ding uh Pawlpi thuneitute'n a ngaituo pieh a kilawm ding hi. Hinanleh ahithe i vawtlou leh phut teitei thei ahisih ding hi.



BUNG - 18

RECRUITMENT RULES 2024 (POUPHATNA 2024)

18.1 RR masa toh kibahlounate:

MELC sung a post tuamtuam lahna ding a kibawl rule-te ban ah post tuamtuam dungzui a kigielte tam bang ahi ding hi. Tualeh Ministerial leh non-ministerial post a semtu ding lahna a um chieng in tambang dan zui ahi ding hi.

- i) Written exam ah minimum cut-off mark a um ding a, khum khu exam paper (subject) chin a 50% teitei amu ding uh (aggregate hilou ding).
- ii) Tahsa leh lunggel bukim leh damthei (physically and mentally fit) ahina lai (fitness certificate), Baptismal certificate, personal testimony, birth certificate ban ah siemna- pilna leh experience certificate atawi uh angai ding hi.
- iii) Bishop appointment leh commissioning ah Moderator in incoming appointment & commissioning ape ding a, Directorte leh Divisional Superintendent-te appointment leh commissioning pen incoming Bishop in a pe ding hi.
- iv) Moderator, Deputy Moderator, Bishop, Directors leh Divisional Superintendent-te chitna (qualifications) bawltha ahi.

- v) Pastor apat Senior Pastor (Reverend Title) pieh theina ding kum suh ngiem ahi.
- vi) Pastor lahna ding toh kisai in guideline leh application package a tuom a bawl ahi. Tam application package ah Advertisement, Application form leh applicant profile, MELC Thugin pomna, leh recruitment toh kisai a tentative date a um ding hi.

KHIL – 1 LAIBU MIN LEH KIZAHNA

- 18.1.1 **Danbu min:** Manipur Evangelical Lutheran Church Recruitment Rules (Puophatna) 2024 a kichi ding hi.
- 18.1.2 **Dan huomsung:** Tam Danbu in Manipur Evangelical Lutheran Church (MELC) sung a nasepna tuomtuom (posts) a ding a semtute direct recruitment leh promotion piehdingte ban ah contract basis a semte a huom ding hi.
- 18.1.3 **Dan zah patni:** MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in January 1, 2025 apat zah ahi ding hi.
- 18.1.4 **A kiphiatte:** Manipur Evangelical Lutheran Church Recruitment Rules 2021 leh a nua a MELC Annual Assembly/ Khawmpi in a puophatnate leh Khawmpi thupuasahate tam Kipuihuoina Danbu sung a thu um toh kituohlou teng tam Kipuihuoina Danbu zahpat ahini apat in aki phietsa ahita ding hi.
- 18.1.5 **A kingansiete:** Tam Manipur Evangelical Lutheran Church Recruitment Rules (Puophatna) 2024 a kizah patni a Manipur Evangelical Lutheran Church

in hattuum sung a nna a sepsa leh a sep nalaite, tam Kipuihuoina Bu toh kikalloute, tam Manipur Evangelical Lutheran Church Recruitment Rules (Puophatna) 2024 toh kituoh a kisem bang a ngai ahi.

- 18.1.6 Manipur Evangelical Lutheran Church Kipuihuoina Bu (Puophatna) 2024 Bung X leh Bung XIII na dungzui a chitna neite tam anei a bang in semtu a lah ahi ding hi.

KHIL – 2

TEELTHAW PANMUNTE (ELECTIVE POSTS)

18.2.1 Name of Post: **MODERATOR**

- i) **Lah ding dan:** MELC Moderator ding khu Annual Assembly/ Khawmpi in a tel ding hi
- ii) **Nomination:** Nomination Committee in candidate ding mi a telkhe ding a, MELC Annual Assembly ah telna aki nei ding hi.
- iii) **Nasep thei hunsung:** Term khat (kum 3) sung sem thei ding mi ahi ding a, term 2 kizom in a sem thei ding hi. Term khat a khawl ding a, a tet kia thei ding hi.
- iv) **Minimum Qualification:**
 - a) Upa Ordain Senior kum 6 tan mi, Executive Committee a term 2 tan ana pangstate or Senior Pastor (Director tan post ana tu/ pangsa) ahi ding
 - b) Evangelical/MELC thugin jui leh pom mi ahi ding.
 - c) A tawmpen a kum 10 sung MELC mi leh sa ana hisa ahi ding hi.

18.2.2 Name of Post: **DEPUTY MODERATOR**

- i) **Lah ding dan:** MELC Annual Assembly/ Khawmpi in a tel ding hi
- ii) **Nomination:** Nomination Committee in candidate ding mi a telkhe ding a, MELC Annual Assembly ah telna aki nei ding hi.
- iii) **Nasep thei hunsung:** Term khat kum 3 sung sem thei ding mi ahi ding a, term 2 kizom in a sem thei ding hi. Term khat a khawl ding a, a tet kia thei ding hi.
- iv) **Minimum Qualification:**
 - a) Upa Ordain Kum 3 tan mi, Executive Committee a term 2 tan ana pangstate or Senior Pastor (Divisional Superintendent tan post ana tu/pangstate) ahi ding
 - b) Evangelical/MELC thugin jui leh pom mi ahi ding.
 - c) A tawmpen a kum 10 sung MELC mi leh sa ana hisa ahi ding hi.

18.2.3 Name of Post: **BISHOP**

- i) **Lah ding dan:** MELC Annual Assembly/ Khawmpi in a tel ding hi
- ii) **Nomination:** Nomination Committee in candidate ding mi a telkhe ding a, MELC Annual Assembly ah telna aki nei ding hi.
- iii) **Nasep thei hunsung:** Term khat (kum 3) sung sem thei ding mi ahi ding a, term 2 kizom in a sem thei ding hi. Term khat a khawl ding a, a tet kia thei ding hi.
- iv) **Minimum Qualification :**
 - a) Pastor piching khat ahi ding ahi. (Pastor piching khat kichi khu “Senior Pastorte

lah apat khat china ahia, tami Senior Pastor kichi khu Ordained ahi apat kum 6 semsa, Reverend Title kipete genna ahi”).

- b) Bishop ding pen Director a term khat (kum 3) teitei semsa ahi ding ahi.

18.2.4 Name of Post: **DIRECTOR**

- i) **Lah ding dan:** MELC Annual Assembly/ Khawmpi in a tel ding hi
- ii) **Nomination:** Nomination Committee in candidate ding mi a telkhe ding a, MELC Annual Assembly ah telna aki nei ding hi.
- iii) **Nasep thei hunsung:** Term khat (kum 3 sung) sem thei ding mi ahi ding a, kizom in term 2 a sem thei ding hi. Tuajou chieng in Director ahina pen ah² a candidate theinawn sih ding a, term khat a khawl phot ding hi.
- iv) **Minimum Qualification:**
 - a) Pastor piching khat ahi ding ahi. (Pastor piching khat kichi khu “Senior Pastorte lah apat khat china ahia, tami Senior Pastor kichi khu Ordained ahi apat kum 6 semsa, Reverend Title kipete genna ahi”).
 - b) Director ding pen Divisional Superintendent a term khat (kum 3) teitei semsa ahi ding ahi.

18.2.5 Name of Post: **DIVISIONAL SUPERINTENDENT**

- i) **Lah ding dan:** MELC Annual Assembly/ Khawmpi in a tel/ guong ding hi

² Director of Ministries ahileh term 2 jou chieng in Director of Ministries a teet thei nonsih ding hi. Tua mabang in Director of Missions and Evangelism zong ahi ding hi.

- ii) **Nomination:** Nomination Committee in Senior Pastorte lah apat Divisional Superintendent a guong ding a, MELC Annual Assembly in namdetna/pomna a nei ding hi.
- iii) **Nasep thei hunsung:** Term khat (kum 3) sung sem thei ding mi ahi ding hi.
- iv) **Minimum Qualification:**
 - a) Pastor piching khat ahi ding ahi. (Pastor piching khat kichi khu “Senior Pastorte lah apat khat china ahia, tami Senior Pastor kichi khu Ordained ahi apat kum 6 semsa, Reverend Title kipete genna ahi”).

KHIL – 3 MINISTERIAL POSTS

18.3.1 Name of Post: **SENIOR PASTOR**

- i) **Lah ding dan:** By promotion ahi ding hi.
- ii) **DPC siam dan ding:** MELC Ministerial Committee in a enkai ding hi.
- iii) **Minimum qualification:** Pastor a kum 6 sung semsa ahi ding hi.

18.3.2 Name of Post: **PASTOR**

- i) **Lah ding dan:** By promotion ahi ding hi.
- ii) **DPC siam dan ding:** MELC Ministerial Committee in a enkai ding hi.
- iii) **Minimum qualification:**

- a) Pastor probationary a kum 3 sung semsa
- b) Dan a zi nei

18.3.3 Name of Post: **PROBATIONARY PASTOR**

- i) **Lah ding dan:** Direct recruitment ahilou leh by promotion ahi ding hi.
- ii) **DPC Siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification (Direct Recruitment):**
 - a) **Theology:** Bible zilna ah ATA leh Serampore affiliated college or seminary chilou pom ahisih ding hi. Foreign a ahileh Lutheran hattuum sung leh Evangelical doctrine pom college or seminary ahi ding ahi.
 - b) **Secular:** Graduate zousa
 - c) Zi neisa ahileh Dan Siengthou a zi nei ahi dinga, MELC Kipuihuoina bu 11.1.2 na in akan khahloute ahi ding hi.
 - d) Mi piengtha ahi ding ahi.
 - e) Kum 25-35 kikal a mi ahi ding hi.
 - f) Evangelical/MELC thugin jui leh pom mi ahi ding
 - g) A tawmpen a kum 6 sung MELC mi leh sa ana hisa ahi ding hi.
 - h) MELC Kipuihuoina Bung 10 Khil 2 (10.2.1 – 9) dungzui a chitna neite

iv) **By promotion ahileh**

- a) Evangelist nna atompen a Kum 6 semsa ahi ding hi.
- b) B.Th. apat a tunglam zousa ahi ding hi.
- c) Promotion pieh dingte khu merit list leh ACR apatsa et ahi ding hi.
- d) Ministrial Committee in recommend abawlte.
- e) Hattuum pawlpi angainatna leh ginum tah a asejna pawlpi in atheipi ahi ding ahi. Tuabanah thu nasejna lam ah Laisiengthou Thuginpita leh MELC Pawlpi peidan leh Kipuihuoina danbu theisiam a jui mi ahi ding ahi.
- f) MELC Kipuihuoina Bung 10 Khil 2 (1 – 9) leh Bung 17 Khil 4 (1-4) dungzui a chitna neite

18.3.4 Name of Post: **EVANGELIST**

- i) **Lah ding dan:** Direct recruitment ahilou leh by promotion ahi ding hi.
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siam ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification (Direct Recruitment):**
 - a) **Theology:** B.Th. apat a tunglam zousa ahi ding hi.
 - b) **Secular:** Matriculate apat a tunglam.
 - c) Zi neisa ahileh Dan Siengthou a zinei.

- d) Koi tobang zi neilou a Pasian nasem ding a kipumpiehna (commitment) nei a kingetna hing pete.
 - e) Mi piengtha leh Hagau mangthai lainatna nei mi ahi ding hi.
 - f) A tawmpen a Kum 6 sung MELC Hattuum pawlpi mi-le-sa ana hisa ahi ding hi.
 - g) MELC Kipuihuoina Bung 10 Khil 4 dungzui a chitna neite
 - h) Amah tahsa kum 25-35 kikal mi ahi ding hi.
- iv) **By promotion ahileh**
- a) Theology: MTC/DTC/Dip.Th. a tunglam Certificate neisa ahi ding hi.
 - b) Promotion pieh dingte khu merit list leh ACR apatsa et ahi ding hi.
 - c) Ministerial Committee in recommend abawlte ahi ding hi.
 - d) Kum 6 sanga tawmjawlou Evangelist Teacher nna semsa ahi ding hi.

KHIL – 4 NON-MINISTERIAL POSTS

18.4.1 Name of Post: **MISSIONARY**

- i) **Lah ding dan:** Direct recruitment or by assignment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary

c) Third member

iii) **Minimum Qualification (Direct Recruitment):**

- a) Secular: 10+2 apat a tunglam
- b) Theology: B. Th apat a tunglam zousate ahi ding.
- c) Lai hilna lam a siemna (experience) neisate duthusam ahi ding.
- d) Mi piangtha leh MELC pawlpi (a dieh a ELWA/LYF/LCF) sunga atawm pen a kum 3 tan lamkai a pangsa mite deituom ahi.
- e) Kum 25-35 kikal mi ahi ding hi.

iv) **Nature of Post:**

- a) Missionary post pen regular/permanent ahithei sih ding a, term a neithaw ding hi. A term beichieng in Pawlpi in poimaw asah leh extend a bawl thei ding hi.
- b) Tualeh a pay ahileh ahun leh amun zil in Finance Committee leh a concerned department kithuzah a bikhiahsah ding hi.

18.4.2 Name of Post: **ELWA/ LYF/ MISSIONARY PROMOTER**

- i) **Lah ding dan:** Direct recruitment or by promotion or by assignment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member

iii) **Minimum Qualification (Direct Recruitment):**

- a) Graduate (Secular and Theological) apat a tunglam zousate ahi ding.
- b) Lai hilna lam a siemna (experience) neisa ahi ding.
- c) Mi piangtha leh MELC pawlpi (a dieh a ELWA/LYF/LCF) sunga atawm pen a kum 3 tan lamkai a pangsa mi deituom ahi.
- d) Kum 25-45 kikal mi ahi ding hi.

18.4.3 Name of Post: **EVANGELIST TEACHER**

- i) **Lah ding dan:** Direct recruitment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:

- a) Chairman
- b) Secretary
- c) Third member

iii) **Minimum Qualification (Direct Recruitment):**

- a) Graduate apat a tunglam zousate ahi ding.
- b) Lai hilna lam a siemna (experience) neisa ahi ding.
- c) Mi piangtha leh MELC pawlpi sunga atawm pen a kum 6 tan Pawlpi mi-le-sa hisa leh ngaina mi ahi ding hi.
- d) Kum 25-45 kikal mi ahi ding hi.

18.4.4 Name of Post: **ADMINISTRATIVE SECRETARY**

- i) **Lah ding dan:** By assignment
- a) Nomination Committee in hattuum sung a semsate lah a ching asah penpen last

Executive Committee ah apawlut ding a, thupuasah um dan dungzui in MELC Annual khawmpi in guong ding hi.

ii) **Minimum Qualification:**

- a) Graduate apat atunglam zousate ahi ding hi.
- b) MELC hattuum sung a non-ministerial or ministerial post a kum 3 tan teitei semsa.
- c) Computer, networking leh desktop publishing siem leh experience nei mi ahi ding ahi.

18.4.5 Name of Post: **SENIOR ACCOUNTANT/HEAD CLERK**

- i) **Lah ding dan:** By promotion
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member

iii) **Minimum Qualification :**

- a) Jr. Accountant a atawmpen a Kum 6 semsa ahi ding hi.

18.4.6 Name of Post: **JUNIOR ACCOUNTANT/UDC**

- i) **Lah ding dan:** By promotion or by assignment or by direct recruitment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:

- a) Chairman
- b) Secretary
- c) Third member

iii) **Minimum Qualification :**

- a) LDC Grade a atawmpen a Kum 6 semsa ahi ding hi.
- b) Pawlpi in aginumna athei mi ahi ding hi.
- c) Service Book hoitah a et a asepnal lam a genbanglou ahi ding ahi.
- d) Computer, networking, desktop publishing leh account toh kisai software tuomtuom siemsa leh experience nei mi ahi ding ahi.

18.4.7 Name of Post: **PROJECT COORDINATOR**

- i) **Lah ding dan:** By direct recruitment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:

- a) Chairman
- b) Secretary
- c) Third member

iii) **Minimum Qualification:**

- a) Graduate apat atunglam zousate ahi ding a, MSW/MBA duthusam ahi.
- b) Mi piengtha, pawlpi mi-le-sa hisate leh Pawlpi ngaina mi ahi ding hi.
- c) Kum 25 apat a tunglam a upa mi ahi ding ahi.
- d) Contract basis ahi ding a, chitlouna aneilou leh a contract renewable or extendable ahi ding hi.

18.4.8 Name of Post: **CASHIER**

- i) **Lah ding dan:** By promotion or by assignment or by direct recruitment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification (Direct recruitment) :**
 - a) Mi piengtha, Pawlpi sung a member piching khat ahi ding hi.
 - b) Sum-le-pai muna leh etkolna lam a siemna neisa, gin um ahi ding hi.
 - c) Hattuom ngaina leh mi muonhuoi mama khat ahi ding hi.
 - d) Laisimna lam a graduate (secular) degree nei ban ah account lam toh kisai computer program leh bookkeeping theisa ahi ding hi.
 - e) Kum 25-35 mi ahi ding hi.
- iv) **By promotion/assign**
 - a) LDC Grade a atawmpen a Kum 6 semsa ahi ding hi.
 - b) Pawlpi in aginumna athei mi ahi ding hi.
 - c) Service Book hoitah a et a asepnal lam a genbanglou ahi ding ahi.

18.4.9 Name of Post: **LOWER DIVISION CLERK (LDC)**

- i) **Lah ding dan:** By direct recruitment

- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification:**
 - a) Class 10+2 apat atunglam zousate ahi ding hi.
 - b) Computer siamna lam a angiempen a DTP Certificate nei ahi dinga, Tualeh Typing Speed atawmpen a thuteng 30 min. (wpm) khat sunga sun zou ahi ding hi.
 - c) Mi piengtha, pawlpi mi-le-sa Kum 6 hisate leh Pawlpi ngaina mi ahi ding hi.
 - d) A kum Kum 25-35 tan a mi ahi ding hi.

18.4.10 Name of Post: **DRIVER**

- i) **Lah ding dan:** By direct recruitment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification:**
 - a) Class X apat atunglam zousate ahi ding hi.
 - b) Driving license a nei nua kum 3 chingta ahi ding
 - c) Mi piengtha, pawlpi mi-le-sa Kum 6 hisate leh Pawlpi ngaina mi ahi ding hi.

d) A kum Kum 20-35 tan a mi ahi ding hi.

18.4.11 Name of Post: **PEON-cum-CHOWKIDAR/ Grade IV**

- i) **Lah ding dan:** By direct recruitment
- ii) **DPC siam dan ding:** MELC Annual khawmpi in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification:**
 - a) Class VIII apat atunglam
 - b) MELC Hattuum ngaina mi leh atawmpen a Kum 6 tan Pawlpi mi-le-sa hisa ahi ding hi.
 - c) Mi piengtha, taima leh thumang ahi ding ahi.

18.4.12 Name of Post: **NATIVE EVANGELIST (For Mission Fields only)**

- i) **Lah ding dan:** By direct recruitment
- ii) **DPC siam dan ding:** Missions Committee, MELC in DPC conduct dingin anuoi a bangin DPC members a siem ding hi:
 - a) Chairman
 - b) Secretary
 - c) Third member
- iii) **Minimum Qualification:**
 - a) Class X apat atunglam zousate ahi ding a, Theology ah B. Th neite duthusam ahi. A umlou leh a hun leh mun dungjui a ngaituo ahi ding hi.

- b) Mi piengtha, pawlpi mi-le-sa hisa, pawlpi ngaina mi, khamthei-guithei bawllou mi ahi ding hi.
- c) A kum Kum 20-45 tan a mi ahi ding hi.
- d) Contract basis ahi ding a, renewable or extendable ahi ding hi.

KHIL – 5

NASEMTU CONTRACT A LAH DING DAN 2024

18.5 MELC in sepna khenkhat a hun-leh-mun dungzui in poimaw asah leh permanent hilou ding in ala thei ding hi. Khovel peidan a kiheng hat tahlut zieh in Hattuum in zong tulai toh kituoh siemna-pilna nei mite a lah thei na ding ngiimna ahi.

18.5.1 **Semtu ding suina:** A nna zil in semtu ding tambang in MELC pawlpi sung a siemna-pilna nei mite kung ah tambang in sui ahi ding hi.

- i) **Advertisement:** A sepna min, a sep hunsung ding leh chitna tuomtuom (educational qualification, experience, personality etc.) kichientah a gen in Bishop, MELC in advertisement a bawl masa ding hi.
- ii) **Mi chielthaw:** Nasepna khenkhat a siemna tuom neite deituom ahina ah, tambang mi a um leh chielthaw thei ahi ding hi.
- iii) **Qualification:** Tambang sepna khu MELC semtu ding lahna ma bang in mi piangtha leh hindan siangthou, khamthei-guithei bawllou mi ahi ding hi. Tualeh tomkhat sung siemnel tah a semding ahina toh siemna (qualification) pen a sepna toh kituoh ahi teitei ding ahi.

- iv) **DPC:** Executive Committee, MELC in Departmental Promotion Committee (DPC) member ding a guong ding a, chielthaw ding ahitah lezong DPC tungtawn in chiel leh recommend ahi ding hi. DPC ah concern director khu Chairman ahi ding hi.
- 18.5.2 Semtu ding lahjou ahi chieng in Centre Core Committee/ Executive Committee ah approval lah ahi ding a, Bishop, MELC in appointment ape ding hi.
- 18.5.3 **Halaw (Pay):** MELC in a zui Pay Commission rule bawl pen zui ahi ding hi. Semtu dangte bang in General Provident Fund leh Pension Contribution etc. kholsah/bawlsah ahisih ding hi.
- 18.5.4 **Appointment Order:** Tambang a semtu lah ahi chieng in a term kipat hun ding leh bei hun ding, a halaw ding, a nasep ding kichientah a genna a um ding a, contract suoi kaisah ahi ding hi.
- 18.5.5 **Contract belapna:** Contract a kila semtu in a nasep a thazaw a, soiselna umlou a asepe leh tambang in a contract belap ahi ding hi. A kisaipi director in a poimaw dan kichientah a giel in, a ACR photocopy khat toh recommendation Bishop, MELC kung ah ape ding hi. Nasep hun belap poimaw sah ahileh Office Bearer in Personal Interview a sam ding hi. Personal interview a hing pei a, sem ut nalai leh semthei ding a chinna neite a contract belap sah ahi ding hi. Tam contract kibelapte Bishop, MELC in appointment a bawltha ding hi.
- 18.5.6 **ACR:** Contract a semtute hi in, part-time a semtu hitaleh akisaipi director in Annual Confidential Report agiel teitei ding ahi.

- 18.5.7 **Topsahna:** Contract a sem koipou a nasep ding jouta, ahilouleh poimaw nawnlou ahilouleh chinlou sahna a um leh term lahlaw chi umlou in topsah thei ahi ding hi. Tam termination of contract a um leh Centre Core Committee ahilouleh Executive Committee in theipina abawl jel ding hi.
- 18.5.8 **Ama leh ama kitop:** Semtu koimapou contract a kilate a kitop ut uleh a kitop thei zing ding uhi. Hinanleh a kitop masang ha khat (one month) in akisaipi lamkaite gielthaw in a theisah ding hi.
- 18.5.9 **Dan tangpi:** Leave Rules, Working hours leh Service rule khu MELC Kipuihuoina Dan a bang ahi ding hi.
- 18.5.10 **Dalna:** Tambang a contract basis a semtu kila te'n regularize ding ahilouleh seniority protection chite a phuut thei sih ding uhi.
- 18.5.11 **Dan bawlina:** Tam Contract basis a nasem ding a lahna (recruitment) toh kisai in bawltha ding, belap ding, lahkhiat ding a poimawna a um leh MELC Executive Committee thuneina toh bawlthei ahi ding hi.



BUNG - 19

LEAVE

KHIL – 1

LEAVE OF ABSENCE LEH HOLIDAY(S)

- 19.1 MELC a nasemmi khasum sang te'n damlou zieh ahilou leh special case leave chilou leave tam bang in ala thei ding uhi. Hinanleh leave lalou te'n a sum (leave encashment) a lah phal ahisih hi.
- 19.1.1 **Leave ngatheite** : MELC sung a nasem mi hasum sangte'n Casual Leave leh Sick Leave chilou ngal a sepchil kum in a lathei sih ding hi. Kum khat a sepzaw chieng in Leave dang dangte a ngatheih bep ding hi.
- 19.1.2 **Casual Leave (CL)** : Nasem mi in adieh in Office leh Institution ten Casual Leave kumkhat in ni 12 a nei ding a, khatvei thu in ni 3 sang a tamzaw a lathei sih ding hi. Casual Leave pen nget leh zah thuothei pai ahi ding hi.
- 19.1.3 **Earned Leave (EL)** : Nasem mi in kumkhat sung in Earned Leave ni 30 sung, Kiginni leh Pasianni sim in a neitheih ding hi. Hinanleh, Earned Leave ala sung Full Pay pieh ahi ding hi. Earned Leave pen a kulna bang a pietheih ahi giap ding a, lahlou-theilou a ngai ahisih ding hi.

- i) Vacation nei School a semte'n Earned Leave a neithei sih ding a; hinanleh kumkhat in Half-pay in ni 30 tan chieng Leave a neithei ding uhi. Earned Leave khu kholthei ahisih ding hi.
- ii) Earned leave la ding te'n ni 10 masang in akisaipi Divisional Superintendent/ Field Superintendent (Eg. Field a umte) ahilouleh Director (Eg. Office staff leh DS) tungtawn a Bishop kung ah gielthaw in ngetna a bawl ding hi.

19.1.4 Leave Without Pay (LWP) : Semtu khat in pumpel theilou buoina anei leh tam a nuoi a bang in leave with/without pay ala thei ding hi.

- i) Nasem mi khat in kumkhat sung in hasum bei in leave ha thum sung a ngathei ding hi. Hinanleh a zieh kilawm ahisih leh pieh teitei ahisih ding hi.
- ii) Semtu khat in ha 3 (three months) val leave a lah ding leh Core Committee/Executive Committee ah a zieh dihtah giel in, Bishop tungtawn in ngetna a bawl ding hi.

19.1.5 Study leave : MELC in a sawl hilou, siemna sangzaw leh Training kuon ding mi a umleh Committee phalna toh Bung 19 Khil 1 Serial No. 8 (19.1.8) na bangin sawlthei ahi ding.

19.1.6 Maternity Leave : MELC sung a numei nasem koi zong nau nei ding chieng in Maternity Leave hathum a ngathei ding a, tua hun beitan a a dam naisih leh Sick Leave a ngen thei ding hi.

19.1.7 Sick Leave : Natna zieh a Leave ngen a um a, Doctor lai a umleh ha 3 tan leave pieh thei ahi ding a, ha 3 bei chieng a asepngap naisih leh a ngetna dungzui

in Core Committee/ Executive Committee a ngaituo ahi ding hi.

19.1.8 Study Leave (Laisiengthou zil sutzom theina) :

- i) Semtu koitobang Laisiengthou zilbe nalam a lunglutna nei tinten te'n Pawlpi a akingetna dungjui ua Annual Assembly/ Khawmpi in pha asahpi leh sawlthei ahi ding hi. Tuat khatvei kisawl sung a Law (pay) toh akuon thei dinga, maban zil be nuam nalaite pen leave without pay a sawl ahita ding uhi.
- ii) Pawlpi in semtute lah a poimaw leh kuul asah dungjui a Laisiengthou zil be dinga asawlte amauh deitena toh sawlthei ahi ding. Tamte zong khatvei a law (pay) toh sawl ahi dinga maban zilbe aut leh leave without pay a sawl ahita ding uhi.
- iii) Tam atung a (i) & (ii) a leave without pay a Laisiengthou zil nuamte khu Pawlpi in pha asah leh stipend dan in panpina abawlsah thei ding hi.
- iv) Ministerial line hilou, semtu dangte zong amauh nasep toh kituoh a maban a zilbe ding poimaw sahna nei tintente leh Pawlpi in poimaw sahna nei a zilbe ding a asawlten zong tam atung a (i) (ii) & (iii) na dungjui in sawlthei ahi ding uhi.
- v) Tambang a sawl a umte khu bond signed khat bawlsah a sawl thei pan ahi ding uhi.

KHIL – 2
LEAVE PIEH DING DAN

- 19.2.1 Nasem mi khat in Leave a dei chieng in ama tung a Controlling Officer kung ah gelthaw in a ngen ding hi.
- 19.2.2 Nasem mi in Leave a nget chieng in phalsah ahi chi a thei masang in a nasepna taisan a, a nuasialou ding ahi. Casual Leave late'n zong a kinaipipen Controlling Officer kung a theisahna a pieh ding ahi.
- 19.2.3 Leave photphot piehlou - theilou leh mulou-theilou ahisih a, a kul leh poimaw dungzui a pieh ding chithu ahi giap hi. A pe ding Officer in kul a sah leh sahlou thu a kinga ahi.

KHIL – 3
HOLIDAY (S)

- 19.3.1 Bishop in kumbul a kipat Office, School leh hattuumte zahthei ding in Holiday List/Year Planner hoitah in a bawl ding a, Last Executive Committee ah approve bawl ding in a luikhe ding hi.
- 19.3.2 MELC sung ah Office hi in School te hitaleh, Kiginni leh Pasianni, tualeh Holiday List a umteng khu Holiday in a mang ding uhi.



BUNG – 20

NASEM MI THUNUNNA

KHIL – 1

SEMTUTE THUNUN THEINA DANTE

20.1 Manipur Evangelical Lutheran Church nuoi a nasem mite tam anuoi a bangin thununna piehthei ahiding hi.

20.1.1 Semtute thunun theinate:

- i) MELC kivaihawmna kal a gamtate.
- ii) Nasep ding kipie bang a semloute (Jeremiah 48:10).
- iii) Khristian gamtatna ngaina toh kituohlou leh kilawmlou a umte (Phil. 1:27).
- iv) MELC Thuginpi kal leh demte (I John. 9-10)
- v) Criminal Case a mawpaih a umte
- vi) Politics/ Active Politics a kidiete leh hina khat pou pou a panna neite
- vii) Tam atung a banga gamtate taihilna/vauhilna vanei ding ahi. Tambang a taihilna leh vauhilna ngaisahlou tekhu anuai a banga Thununna pieh ahi ding hi.

20.1.2 Thununna dingte :

- i) Law/Ha sum hen sah
- ii) Nasep khawlsah (Suspension)
- iii) Hasum khansahlou ding

- iv) Kaisangna (Promotion) khahsah
- v) Nasepna apat tawpsah.
- vi) MELC apat nawkhiet

20.1.3 **Thubuoi Ngaituona:**

- i) Thubuoi pouma gelthaw a hehna a-um masah ding ahi. Tualeh tambang hehna a-um chiengin theipitu mi ni teitei a-um ding ahi.
- ii) Thunun theina thusie khu nasem mi Head of Department ah thu tut masahpen ahi ding hi. Tualeh, a Biel Divisional Superintendent inzong a theipi masah ding ahi (Office a nasemte ahisihleh)
- iii) Thusie pouma suichetna um masalou in thununna piehthei ahisih ding hi.
- iv) Nasemte tung a thusie pouma ngaituo ahi ding cheing in ama kihut theina (Defence) ding hun lemtang pieh masahlou in thununna piehthei ahisih ding hi.
- v) Thununna thu toh kisai thute a kigen sung in/chieng in Pension thu genthei ahisih ding hi. Nasepna apat tawpsah leh Pawlpi apat nawkhiette Pension piehthei ahisih ding hi.

KHIL – 2

SERVICE EXTENSION RULE

- 20.2 Manipur Evangelical Lutheran Church sung a gin-um tah a pension tan nasem mi koizong sem nalai ding a hattuum in deihuoi asah nalai leh pension piehpai sang in a sep nahlai theina ding in a sep hun tam a nuoi a bang in a suhsau thei ding hi.

- 20.2.1 Annual Session/Khawmpi in a susau thei ding hi.
- 20.2.2 Nasepna tambang a suhsau a umte mongmong kum 3 (thum) sang a sauzaw bawlthei ahisih ding hi.
- 20.2.3 Nasep hun kiskusau a bei/top hun chieng a zong sem malai ding a deihuoi ahi nahlai leh nasepthei kiana dan (Re-employment Rule) dungzui in sepsah kia thei ahi ding hi.

KHIL – 3 RE-EMPLOYMENT RULE

- 20.3 Pension Rule dungzui a Pawlpi nasem Pension sate semtah leh deihuoi ahi nahlai uleh tam anuoi a bang in a kisemsah kia thei ding hi.
 - 20.3.1 Pension zou a semtah leh deihuoi ahi nahlai leh Annual Session/Khawmpi in Appointment tha (New Appointment) in a bawzel thei ding hi.
 - 20.3.2 Pension sa, semkia ding a appointment kibawlthate'n, appointment a muthakiana uh law leh a pension halaw uh gawmkhawm khu a pension kuon ua a law uh sang in a tamzaw theisih ding hi.
 - 20.3.3 Tambang a semsate kumkhat sang a tamzaw/sauzaw sepsah ding ahi uleh Yearly increment a sep sungteng uh a muthei sih ding uhi.
 - 20.3.4 Khatvei thu in kumthum sang a sauzaw sem ding in appointment piehthei ahisih ding hi. Kum thum zou chieng a zong semthei ding a deihuoi ahi nahlai leh kumthum dang ma a semkia thei ding a, tambang a ngaituo touzel ahi ding hi.

- 20.3.5 Pension zou chieng in tambang a semte pen office a sem ding in (Elective Post) candidate ahitheh sih ding hi.
- 20.3.6 MELC sung a semtu koitobang lungkimlouna zieh a taikhie a, Hattuum dang a alut leh a sepna khawlsah (automatically terminated) ahi ding hi. Tambang semtute'n MELC pawlpi a lunglutna nei a ahing lutkia uleh tam anei a bang a bawl ahi ding hi.
- i) Pastor ordained sa (Reverent title neisa hinanleh) ahileh, a ordain na pom ahi ding a, hinanleh pay structure pen ordained pastor minimum basic pay a pomsah ahi ding hi.
 - ii) Evangelist leh Clerical staffte a kipantung (newly recruited) bang a pom ahi ding hi.
- 20.3.7 Hattuum/Pawl dang apat semtu hisa ahing lute:
- i) Pastor ordained sa ahi a, evangelical ginna pom hattuum apat ahileh a ordination pen pompieh ahi ding a, Probationary Pastor a pom ahi ding hi.
 - ii) Evangelical ginna pomlou hattuum apat ahileh MELC mi-le-sa (member) a pom ahi ding a, MELC Recruitment Rule dungzui in sepna apply a bawl thei ding hi.

KHIL – 4 APPEALS & PETITIONS

- 20.4.1 Transfer leh posting thu ah semtu koimapou in hamsatna anei leh ama tung a mi (Immediate Controlling Officer) kung ah a tun thei hi. Ahivangin a thu a kingaituo nua a thupuasah pen bang in thumang tah in a pei ding hi.
- 20.4.2 Nasem mi khat thununna pen a Case let-le-neu dungzui in Local/Division, akisaipi Committee in apuohlut dungjui un Executive Committee leh Annual Session/ Khawmpi in thukhenna abawl ding hi. Annual Session/ Khawmpi thukhenna pen thutawp ahi.
- 20.4.3 MELC hattuum sung a nasem a halaw sang koimapou in hattuum sung ahiei, ahilouleh hattuum polam ahiei a sepna a lunggul leh ama tung a controlling officer phalna la in leh ama tawn in a ngen ding hi. Tambang hilou a, aguh-agal a dap bawl a um leh a sepna apat topsah thei ahi ding hi.
- 20.4.4 MELC hattuum sung a nasem a halaw sang koimapou in appointment a muna hilou mundang ah Pay (halaw) a sang theisih ding hi. Agency dang apat honorarium ahilouleh sum muna ding a um leh Executive Committee lemsahna a ngai ding hi.



BUNG – 21

MELC PAY STRUCTURE 2024

KHIL – 1

REGULAR STAFF PAY SCALE LEH ALLOWANCES

- 21.1 Manipur Evangelical Lutheran Church Pay revision 2020 proposal a puotha a um khalou tengteng leh MELC Recruitment Rules & Pay Structure 2020 hilchetnate leh dan umsate ahi bangbang a set ahi.

Tu dinmun a Pay Scale, allowances, TA/DA, retirement benefit (pension/family pension etc.) rate kipete khu ROP tha a um chieng in heng lamdang thei ahi ding hi.

- 21.1.1 **Regular Staff Pay Scale:** Buaina umlou pen ding ngiimna toh semtu tengteng common scale 10 a khen ahi. Pay Scale tam a nuoi a bang a bawltha ahi.

PROPOSED PAY SCALE:

Pay lui apat pay tha a initial fixation tambang a bawl ahi ding

Sl. No	Name of posts	<i>Corresponding revised scale of Pay 2020 effective from 1/1/2021.</i>
1	Senior/Rev. Pastor	10,000-800-38,000/-
2	Ordained Pastor	9,500-700-34,000/-

3	Evangelist Teacher (Graduate)/ Admin. Officer/ Probationary Pastor	9,200-650-31,950/-
4	Sr.Acct./Head.C/	8,800-475-25,425/-
5	Evangelist/Promotor	8,200-450-23,950/-
6	U.D.C/Jr. Accnt.	8,000-400-22,000/-
7	LDC/ Computer Operator/ Cashier	7,200-350-19,450/-
8	Evangelist Teacher (Under Graduate)	6,800-325-18,175/-
9	Driver	6,400-300-16,900/-
10	Peon/ Chowkidar/ Sweeper, Native Evangelists	5,600-250-14,350/-

21.1.2 Special Pay for City Pastors:

Sl. No	Place of posting	New rate (revised)	Remarks
1	Delhi	Total emolument + allowance	Fixed pay dana kibawl pen a hoizaw ding gelna in Total emolument toh city allowance a tuom a pieh ding chi ahi
2	Bengaluru	Total emolument + allowance	
3	Shillong	Total emolument + allowance	
4	Imphal	Total emolument + allowance	

21.1.3 Daily Wages Rate Per/Day

Sl. No	Particulars	New rate (revised)	Remarks
1	Ministerial Staffs + Post Graduate	800	Regular Driver pen T.A. aumthei sih ding hi. Ahin special duty tuam monga sawl ahileh T.A. 400/- per day in amu thei ding hi.
2	Under graduate + Matriculate	500	
3	Driver	500	

21.1.4 Pay Fixation:

- i) **Pastorte:** Semtu tengteng ama uh Basic Pay plus D.A (fixed time to time) plus **Reverend allowance** (Existing Basic + 30% DA + Reverend Allowance) pen Starting Pay Scale ahi ding hi.
- ii) **Others:** Semtu tengteng ama uh Basic Pay plus D.A (fixed time to time) pen Starting Pay Scale ahi ding hi.

HILCHETNA: Pay tha a total emolument khu alui a total emolument sanga atamzawh teitei ding ahi. Tuachiloua atamzawh khahtahlou leh a Basic Pay tha a increment piahtou zel aluipen sanga tamzawhna aphah masatna pen a koi ding ahi.

21.1.5 Seniority Protection for Pay Fixation:

Koitobang a halaw lah nukhia pen a increment 3 (thum) ana mu man leh revised pay a increment khat piah a thum veitan (three times) tan piah thei ahi ding hi. (i.e. tua increment kipete telin a pay fixed ahiding hi).

Example:

Sl. No.	No. of increments payable in old pay scale	No. of increments payable in new pay scale
1	Upto 3 increments	1 increments
2	Upto 6 increments	2 increments
3	Upto 9 increments	3 increments

21.1.6 Promotion/Increment:

- i) Revised Pay Scale apan 3 % Annual Increment
piah ahi ding a, Rs. 10/- a round=up ahi ding hi.
Hilchetna: Rs. 354.50p pen Rs. 350.00 ahi ding a,
Rs. 355.50p pen Rs. 360.00 ahi ding hi.
- ii) Date of Annual Increment kum chin in 1st
January ahi ding hi.
- iii) Promotion Avenue umlou teng in kum 10 a sep
chieng un Senior Scale amu ding uhi.

KHIL – 2 CONTRACTUAL STAFF PAY SCALE

Sl. No	Name of posts	<i>Corresponding revised scale of Pay 2020 effective from 1/1/2021.</i>
1	Evangelist Teacher (Graduate & above)	10,000
2	Evangelist Teacher (Under Graduate)	8,000
3	Local appointment	4,500
4	Driver	8,000
5	Peon/Chowkidar/Sweeper, Native Evangelists	8,000

KHIL – 3 ALLOWANCE TUAMTUAMTE

21.3.1 Dearness Allowance (DA): Pay tha a kipat chieng in DA 0% ahi ding a, halaw puhsah ahi ding chieng in DA khansah ahi ding hi. Semtute DA a khan chieng in pension mute a zong 100% a khang ding hi.

21.3.2 House Rent Allowance (HRA): Pay tha akipat chieng in HRA 10% ahi ding hi. Hinanleh pension muta te'n HRA amu sih ding uhi.

21.3.3 Medical Allowance: Semtu te'n Medical Allowance in Rs. 1500.00 (Rupees One thousand five hundred) only amu chiet ding uhi.

21.3.4 Special Allowances:

- i) **Elective allowances:** Semtute tam anei a bang a Special Allowance pieh ahi ding hi (Elective allowance chi pen post khenkhat elective ahilou zieh a special allowance a heng ahi).

Sl/ No.	Name of Elective Post	Allowance (New)
1	Moderator	₹ 6,000
2	Deputy Moderator	₹ 4,000
3	Bishop	₹ 6,000
4	Directors	₹ 4,000
5	Divisional Superintendents	₹ 3,000
6	Mission Field Allowances	₹ 1,000
7	Difficulty allowance (Thanlon)	₹ 1,000
8	Mission/Youth Promotor	₹ 2,000

ii) **Theological Qualification Allowances For Pastors:**

Sl/ No	Qualification	Allowance rate (Old)	Allowance (New)
1	Doctorate (earned)	₹ 1,500	₹ 1,800
2	Doctorate (conferred)	₹ 1,300	₹ 1,300
3	Master of Theology (M. Th)	₹ 1,100	₹ 1,200

21.3.5 **City Allowances for Pastors**

Sl. No	Place of posting	Allowance
1	Delhi	₹ 25,000
2	Bengaluru	₹ 25,000
3	Shillong	₹ 20,000

21.3.6 **Committee Sitting Allowance**

Manipur Evangelical Lutheran Church a committee tuomtuom a palaite TA/TE tambang a pieh ahi ding hi:

- i) Committee palaite a umna khuo uapan a gari/ train station naipen apan a Committee meeting mun tan a lampaiman (fare), kuonlam leh kilekialam ban ah ann neh man piehsah ahi ding hi.
- ii) Member khat in nikhat in Committee sitting allowance khatvei sanga tamzaw a latheisih ding hi.

Sl/ No.	Meetings	Allowance rate (Old)	Allowance (New)
1	Committee Sitting Allowance	₹ 500 +	₹ 500 + fare + food*
2	Special Duty Allowance	₹ 500 +	₹ 500/day + fare + fooding & lodging
3	Outside state on duty	₹ 500 +	₹ 1000/day** + fare + fooding & lodging

*Mun gamlapi (Eg. Moreh Division, Thanlon Division) a hing kipante ann man piehsah ahi ding hi.

** Tami tunglam a buaina zal a aloutheilou aumleh Committee in ahun leh azieh toh kituoh in ngaitua ahi ding.

KHIL – 4 HOUSE RENT

21.4.7 **Hattuum inn (Quarter) nei :** Hattuum in semtute umna ding inn anei a, semtu te'n aluo leh innluo man (house rent) ape sih ding uhi. Innluotu te'n neitu hina theisiem a, kepzuina a mawpuoh thei uleh a kipahuoi mama ding hi.

21.4.8 **Hattuum inn (Quarter) neilou:** Hattuum in semtute umna ding inn (Quarter) aneilou leh a umna tualsung hattuum te'n semtute umna ding inn a suipieh ding uhi. Hinanleh innluo man semtu te'n aki pieh ding uhi.

21.4.9 **Special House Rent:** Special House rent allowance khu MELC office a semtu inn bahara a umte ading a bawl ahia, ha chin in Rs.2000/- pieh ahi ding hi.

KHIL – 5 STAGNATION INCREMENT

Koitobang MELC worker khat in a Pay scale a a phahtopna (Maximum stage) aphah chieng in, a kumkia a increment pen akhol phot dinga, a kumkia sawn chiang in increment pieh ahi ding hi. Tualeh kum khat kantan jel in increment piah ahi dinga, thumvei (three times) piah ahi nua chiang akhol ta ding hi.



BUNG – 22

TRAVELLING ALLOWANCES RULES 2024

KHIL – 1

LAIBU MIN LEH KIZAHNA

- 22.1.1 **Danbu Min:** Tami Danbu min Manipur Evangelical Lutheran Church **Travelling Allowances Rules 2024** a kichi ding hi.
- 22.1.2 **A kizahna sung:** Tami Laibu pen Manipur Evangelical Lutheran Church sung a post tuomtuom a nasemtute, regular appointment pieh a umte ading a zah ahi ding a, hinanleh casual/contract appointment-te leh MELC sung a committee member tuomtuomte zong a huom thei ding hi.
- 22.1.3 **Dan kizah Patni:** MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in January 1, 2025 apat zah ahi ding hi.
- 22.1.4 **A kiphiatte:** Manipur Evangelical Lutheran Church Kipuihuoina Bu 2018 leh a nua a MELC Annual Assembly/ Khawmpi in a puophatnate leh Khawmpi thupuasah tam Kipuihuoina Danbu sung a thu um toh kituohlou teng tam Kipuihuoina Danbu zahpat ahini apat in aki phietsa ahita ding hi.

- 22.1.5 **A kisendente:** Tam Manipur Evangelical Lutheran Church **Kipuihuoina Bu** a kizah patni a Manipur Evangelical Lutheran Church in hattuum sung a nna a sepsa leh a sep nalaite, tam Kipuihuoina but oh kikalloute, tam Manipur Evangelical Lutheran Church **Travelling Allowances Rules 2024** toh kituoh a kisem bang a ngai ahi.

KHIL – 2 TRANSFER TA/ MOVING ALLOWANCE

- 22.2.1 MELC hattuum sung a semtu (worker) khat sepna toh kisai a pemna (moving on transfer) anei chieng in TA/ Moving Allowance tam anei a bang a pieh ahi ding hi.
- | | |
|-------------------------------|--------------|
| i) 10 Kilometers huomsung | Rs. 2000/- |
| ii) 11-49 Kilometers huomsung | Rs. 5000/- |
| iii) 50 Kilometers tunglam | Rs. 7000/- |
| iv) Shillong and Tripura | Rs. 10,000/- |
| v) Bengaluru | Rs. 20,000/- |
| vi) Delhi | Rs. 15,000/- |
- 22.2.2 Hattuum motaw a zah uleh TA/ Moving Allowance a claim theisih ding uhi.

KHIL – 3 TRAVELLING/ TOUR ON DUTY

- 22.3 Pawlpi in a poimaw leh kul zieh a mi a sawl khah chieng in a peina mun leh hun dungzui in TA/TE a pe ding hi. MELC hattuum toh kisai a khuolzinnate ah anuoi a bang dan zui ahi ding hi.

- 22.3.1 Hattuum a permanent worker, contract leh casual worker-te'n hattuum toh kisai a zinna ding anei chieng un Bishop apat phalna (approval) ala masa ding hi.
- 22.3.2 Committee member/sub-committee/ Board member te'n zinna ding poimaw a um leh Bishop phalna ala masa ding uhi.
- 22.3.3 Khuolzin koimapou in Bishop kung ah TOUR DIARY a submit ding a, gielthaw in report (written report) ape ding a, tam dungzui in lampaiman leh senna tuomtuomte a bill thei ding hi. Sum senna tengteng ticket ahilou leh receipt/voucher in a support ngeingei ding ahi. Supporting document umlou a claim kibawlte piehthei ahisih ding hi.
- 22.3.4 Tualeh APR pen receipt/voucher a zahthei ahitheina ding in azahna a sum latu min, suoi leh contact number a um a ngai ding hi.
- 22.3.5 Khuolhawte sum senna dihtah (actual expense) a controlling officer in etchetna (screening) abawljou chieng a piehthei ahipan ding hi.
- 22.3.6 **Advance payment:** On duty a zin ding semtu in Tour programme a bawl masa ding a, Bishop kung ah a submit ding hi. Tour programme approved ahileh Sum advance a piehthei ahi ding hi. Khuolhaw ahing kilekia chieng in tour diary toh memo/receipt/voucher-te a submit ding a, final bill bawlsah ahi ding a, atamzaw a zahkhah leh ditkia ahi ding a, a zahval leh a submit kia ding hi.
- 22.3.7 Mun gamla, state polam apat MELC Annual Assembly/ Khawmpi sim ding a hing kuon MELC Permanent Workerte lampaiman a piehza uh one

way a (passenger service) kimkhat (50%) piehsah thei ahi ding.

22.3.8 Koitobang Office vehicle a toh zinna anei leh allowance/fare amu sih ding a, nehman leh giehman pieh ahi ding.



BUNG 23

DEPUTATION RULES 2024

KHIL – 1 LAIBU MIN LEH KIZAHNA

Thumasa: Manipur Evangelical Lutheran Church Pawlpi/ Hattuom in thugin kibahpi pawl dang, para churches, organization leh hattuum dangte toh na sepkhawm a lunglut gige a, tuabang a pawl dangte toh nna isepkhawm chieng ua zui ding in Dan tam a nuoi a bang a bawl ahi.

23.1.1 Tup leh ngim: Tam Deputation Rules in a ngim tam a nuoi a bang ahi.

- i) Tuabang a sepkhawmpi organizations, para churches leh hattuumte toh sepkhawmna a mavanzawhna ding leh kitheisiemtuona umсахna ngimna ahi.
- ii) Deputed a um semtute ding in sep dingdan leh tup kitel leh dinmun kitel a a kuan theina ding uh ahi.
- iii) Deputation a pei semtute a hing kinuale chieng ua sep ding leh dinmun kichien pieh thei chet ahithe na ding
- iv) Tambang a sawl a umte in Bond Sign a bawl ngeingei ding uhi.

23.1.2 A min: Tam dan min, “MELC Deputation Rules 2024” akichi ding hi.

- 23.1.3 **A kizahna:** Tam Deputation Rules 2024 MELC nasemtu mission dang, hattuom dang, para churches leh organizations a sawl a umte tung a zat ahi ding hi.
- 23.1.4 **Kizahpatna:** MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in January 1, 2025 apat zah ahi ding hi.
- 23.1.5 **Deputation a peithei dingte:** MELC regular/full-time workerte ahi ding.
- 23.1.6 **Aki phiatte:** Tam MELC Deputation Rules 2024 toh kikalh thupuan leh dan umsate tam Deputation rules zah ahi apat phiet ahi.
- 23.1.7 **A kisendente:** Tami Deputation Rules 2024 zah pat ahi apat MELC Hattuam in Deputation a asawl lellelte tam rules toh kituoh a sawl bang a ngai ahi uh.

KHIL – 2 DEPUTATION PAI DING DAN

- 23.2.8 **Period of deputation:** Khat vei thu in Kum 3 (thum) ahi ding a, hinanleh a kul leh poimaw bang a et in Executive Committee ngetna a um leh kul asah bang in a hun a belap thei ding.
- 23.2.9 **Sepden ding dan:** Deputation a semtu in tua a sepna mun a sep den a utleh MELC Bishop apat *No Objection Certificate* la masa in sepden a utna ah a kingen thei ding. Tuabanga deputed ahina a sem dentute'n MELC a pay, seniority leh service protection a nei nawnsih ding uhi.

- 23.2.10 Deputed ahina a semdenloute pouma a service uleh a seniority uh kepbitsah ahi ding uhi.
- 23.2.11 **Sawm-a-khat piehna:** Deputation a peite pen MELC taisan hilou ahi man un MELC phungvuohna ding in MELC ah sawm-a-khat ape ding uhi. Hinanleh ava sepna a kiziltilna dan a etton ding a asepn a pieh akul leh a sawm-a-khat pen MELC a lut ding a phut teitei ahisih ding hi.
- 23.2.12 **Shina:** Deputation a semtu in tuabang a asepn lai in shina tuoh taleh, a sepnate leh MELC hattuum pawlpi kithuzah kawm in a poimaw bangbang sepsuo ahi ding hi.
- 23.2.13 **Discipline:** Deputation a semtu in tuabanga a sep lai in a sepn te'n lungtunhuoi a sahlou uleh ahing nua sawl kia ding ua, termination a bawl theisih ding hi. A service MELC a ahi zieh in a thu ngaituo vengveng in a kul bangbang in Executive Committee, MELC in a ngaituo ding hi.
- 23.2.14 **Doctrine:** Deputation a peite'n ava sepn ding para church hi in, church organization hitaleh thugin a Evangelical ahi ding hi.
- 23.2.15 **Kinualena:** MELC Service Rules bang a pension hun (40 years service or 65 years personal age) beima a deputation a sem mi ahing kia leh MELC Service rules nuoi a assignment pieh a halaw yearly increment toh pieh ahi ding a, ava sepn te'n a piehlou uleh.
- 23.2.16 **Deputation retirement/ pension benefits:** Deputation a sem koipou in MELC Service rules a retirement hun bei nua a deputation a asepn a asepn uom leh a sep uom tantan ava sem dinga, hinanleh ahing kile kia hun chiengin MELC service rules a banga pension sum

hisap a pieh ding ahi. Hinanleh deputation a apeina pawlpi/organization in retirement/pension benefit a pieh leh MELC in pieh ahisih ding hi.

23.2.17 Deputation on furlough: Deputation a sem koipou furlough (suti) a ahing pei leh a sepna pawl in ha law a pieh naleh halaw thu ah MELC buaipei a kul sih ding. Tuabanga suti sunga MELC in sep ding aguat leh travelling expenses leh hospitality MELC mawpuah ahi ding hi.

23.2.18 Deputationte & hospitality: Deputation sem lellel koipou MELC in kul leh poimaw a achiel leh travelling expenses leh hospitality MELC mawpuoh ahi ding.

23.2.19 Deputation & church planting: Deputation a semmi in hattuum puh (church planting) asawm a ahileh MELC ahi ding ahi. Tuabang ahitheilou lezong Lutheran min puah ahi ding hi. Tualeh tamgel ahithei vot sihle Lutheran theipina nuai a bawl ahi ding hi.

23.2.20 Tami Rule zui theilou mi pen deputation a pei theilou ahi phot dinga, MELC Service apat a akitawp(resign) ding ahi.



BUNG – 24

NASEMTE PENSION LEH GALNA

KHIL – 1 PENSION RULE

24.1 Manipur Evangelical Lutheran Church sung a hasum sanga nasemte (Full-time leh permanent Worker) pension a pethei ding hi. Pension pen damsung a ding ahi.

24.1.1 **Pension sum piehtheina dante:**

Manipur Evangelical Lutheran Church sung a hasum sang a kum 5 sang a tawmzawlou nasemte (full-time leh permanent worker) a nuoi a bang a pension pieh ahi ding hi. Pension toh kisai in a hun dungzui in Ministerial Committee tungtawn in Executive Committee in a ngaituo ding hi.

24.1.2 **Pension piching :**

Manipur Evangelical Lutheran Church sung a hunbit nasem (full time worker), ministerial staff hi in, non-ministerial staff hitaleh ama kum (Personal Age) kum 65 a chin chiengin Pension pieh ahi ding hi.

24.1.3 **Semtu deitelna a pension (Voluntary/Premature Pension):**

Semtu koizong Kum 20 tunglam semsa, voluntary pension ding ut aum a, ngetna a bawl leh ama

deitelna in a Pension thei ding hi (Voluntary/ Premature Pension).

24.1.4 **Medical Pension:**

Semtu koizong tahsa damtheilou zieh a a sepna semjoulou (Medically unfit) a, Doctor in lai apiehte or recommend abawlte leh, akisaipi Committee/ Board inzong “ahina” achipite in tam anuai a bangin Pension pieh ahi ding hi. Tuaban ah tambang a medical pension ngen ahing um chieng in Medical Doctor khat telna in Board member mi 5 tan Office Bearer dingin aguong jel ding hi. (i.e Doctor - 1, Office te apat - 1, Upa - 1 leh Laymen - 2)

24.1.5 Semtu koizong ana seplai a shi-le-man tuoh a um leh azi-ata in ashi ha toh sim in ha 3 (three months) sung full pay amu ding a, hujou Chieng in pension/ family pension amu ding hi.

24.1.6 **Compulsory Pension:**

Nasem mi koizong a sepna sunga, a nasep dan leh a nasepnate lungtun huoilouna a umleh Pension hun chingsih nanleh a tung a thuneite’n Pension ding a a recommend uleh Pension pieh teitei ding ahi.

24.1.7 **Pension tuotdan:**

Pension tuatdan ding (calculation of pension) toh kisai in kum bangzat sem zongleh service kum pen kum 33 tan ahi ding a, haguh zel a tuat ahi ding hi (six monthly period) E.g.

- i) 24 years of service = $24 \times 2 = 48$ completed six monthly period
- ii) 35 years of service (limited to 33 years) $33 \times 2 = 66$ completed six monthly periods.

24.1.8 Pension paini ding:

Date of Birth	Date of Retirement/Pension
1 st day month	Dt. 1 ni (Kum 65 a chin ha)
Date 30 (hatop ni ahi leh)	Dt. 1 (a zingni/a hakia)
Date 31 (hatopni ahileh)	Dt. 1 (a zingni/ a hakia)
Date 28 or 29 Feb. (hatopni ahileh)	Dt. 1 (a zingni/a hakia)

CALCULATION OF PENSION/RETIREMENT BENEFIT:

- Pension: 50% of Basic Pay last drawn with a minimum of Rs. 2,500/-
- Retirement Gratuity: Basic pay last drawn + D.A x Qualifying service/4 (Limited to 3 lakhs)
- Death Gratuity: Basic pay last drawn + D.A x Qualifying service/2 (Limited to 3 lakhs)
- Commutation of pension: 50% of Pension x 10 x 12 (Limited to 3 lakhs)

24.1.9 Family Pension: MELC sunga semtute Family Pension ding dan tam anuai a banga bawl ahi.

- Semtu koizong Kipuihuaina dungjui a Hattuum/ Pawlpi in Pension thei dinga ahuom khahte Kum 5 tunglam semsa khat shina tuah aumleh, a document a NOK/Nominee in pension/family pension amu ding hi.
- Semtu koizong Kipuihuaina Bung 24 Khil 1 na dungjui a Hattuum/ Pawlpi in Pension thei dinga ahuom khahte Pension nua a shite khu a innkuonpite kungah family pension pieh ahi ding hi. Tami khu Document a NOK/ Nominee - aji/anu/; apa leh a ta upapen kum 20 achin masangsie'n amu ding hi.

24.1.10 Calculation of Family Pension:

- i) Enhance rate/higher rate: 50% of Basic pay of last drawn. Ex-worker shini zingni apat kum 5 or ex-worker in ama kum 70 a chin tan aphah masah penpen tan amu ding hi.
- ii) Normal rate: 50% of pension basic pay last drawn (i.e. enhance rate/higher rate beini a zingni) apat pieh pat ahi ding hi.

24.1.11 Missionary/ contract appointment:

Koitobang Missionary ahilouleh a hun nei a contract a semte in a tawmpen a

- i) kum 5 apat kum 10 sung asemp man a, vangsiethuoi tah a mitsin-elbai atuoh leh pawlpi in a total amulument mun guh (x6) ape ding hi.
- ii) kum 11 apat 25 sung asemp man a, vangsiethuoi tah a mitsin-elbai atuoh leh pawlpi in a total amulument mun giat (x8) ape ding hi.
- iii) kum 26 apat 34 sung asemp man a, vangsiethuoi tah a mitsin-elbai atuoh leh pawlpi in a total amulument mun sawm (x10) ape ding hi.
- iv) Koitobang Missionary ahilouleh ahun nei a contract employee a semzom zing a, ama kum 65 tan ahing phah a, khawlsah ahi chieng in a total amulument mun 16 (Eg. Rs. XXXX x 16) pawlpi in ape ding hi.

24.1.12 Pension sum mulou thei dan:

- i) Kum 5 sang a tawmzaw sem te'n monthly pension amu sih ding a, death gratuity leh ama sum kholsa (personal saving) teng amu ding hi.
- ii) Koitobang MELC a pension sum sang, hinanleh pawlpi dang a lut a um leh a pension benefit teng tawpsah/khah ahi ding hi.

- iii) Family Pension sum sang koi inzong Pasal tha a nei leh a nei ni apat Family pension a lah pen tawpsah ahi pai ding hi.
- iv) MELC member hina nuasia a pawl dang a, a lut leh alut ni apat Pension/Family Pension a lah pen tawpsah ahi pai ding hi.
- v) Kum 5 (one year) semmanloute Pension mulou ahi zieh in Family pension zong a um sih ding hi.
- vi) Compulsory/Force retirement a pension kipete Pension mulou ahi zieh in Family pension zong a mu sih ding a, ahin gratuity leh ama sum saving teng amu ding hi.

KHIL – 2 PENSION-TE DINMUN

- 24.2.1 Pension sate'n kumpi nuoi ahiei ahisihleh Para-Church organisation ahisihleh mun dang a sum sanna a nei a sieng hi. Hinanleh, hattuom danga sum sanna ahilouleh member hina a nei khah leh, tuabang a a umni apat a Pension sum san tawpsah ahi pai ding hi. Pension sate Committee khat pou pou ah member ahitheih ding ua, hattuom sung kiteelna ah zong Vote a neitheih ding uhi. Hattuom dan kal ahilou pouleh Hagau lam nasepna zong a bawltheih ding uhi.
- 24.2.2 **Pension sate kizahtheih kia na:** Kipuihuaina leh Dan Bu dungjui a, pension kipesate anasepna ua pat pension kipeta nan uleh tam anuai a bangin amauh hitheih/septheih tan chienga amau deidelna toh zahtheih ahi ding uhi.

- i) Office a sem Bishop, Director leh Divisional Superintendent chilou elective posts Moderator leh Deputy Moderator din mun/pan mun leh MELC Committee tuomtuomte a zahthei ahi ding uhi
- ii) Divisional Superintendent leh Bial Pastor hilou in akul leh apoimaw dungjui in Local Pastor, Division leh local sunga panmun tuomtuomte ah teelthei/zahthei ahi ding hi.
- iii) Director of Ministries leh District Superintendent tungtawn in apoimaw leh kul dungjui in kikhutzahna tuomtuom ah azang thei/asawl thei ding uhi.

KHIL – 3 PENSION KUMUTATION

- 24.3.3 Pension Kumutation khu a Pension Basic kimkhat Kum 10 tan a tuot in ala thei ding uhi. Tualeh tampen Pension Basic akipat 50% toh hateng in adit ding a Kum 10 sungin apung umlou a adit zou ding ahi.
- 24.3.4 Pension Kumutation mu semtu pen kum 10 achin masanga shina atuhtah leh tami Kumutation pen abei ding hi.
- 24.3.5 Tam Pension Kumutation khu Full Pensionte maimai pieh ahi ding hi.
- 24.3.6 Commutation of pension khu 50% of Pension $\times 10 \times 12$ (Limited to 3 lakhs) ahi ding hi.

KHIL – 4
PENSION SUM BAT HILOU

- 24.4.1 Hattuom in sum tahsapna a nei leh Pension sumte a kiemsah thei a, zong a tawpsah thei ding hi. Tuabang a tawpsahna thu a um khah leh Pension sumte khu bat bang a phulthei ahi nawnsih ding hi.
- 24.4.2 Tu dinmun a retirement benefit (pension/family pension etc.) rate kipete khu ROP tha a um chieng in heng lamdang thei ahi ding hi.

KHENPI – THUMNA

Manipur Evangelical Lutheran Church

**EVANGELICAL LUTHERAN WOMEN
ASSOCIATION
KIPUIHUOINA DAN 2024**



BUNG – 25

MIN GENNA LEH HILCHETNA

KHIL – 1

LAIBU MIN LEH KIZAHNA

25.1.1 **Laibu Min:** Tami Kipuihuoina Bu min “Evangelical Lutheran Women Association (ELWA) Kipuihuoina Dan 2024” chi ahi. Tam Kipuihuoina Dan bu khu MELC pawlpi sunga numei kipawl khawmte tahsa leh hagau lama akhantou theina ding ua, MELC theipina nuoia zat ahi ding hi.

25.1.2 **A kizahna:**

A kizahna sung: Tami Laibu pen Manipur Evangelical Lutheran Church Thuginpi, thugousie, Kipuihuoina leh Danbu dungjui a kivaihawmna nuoi a Pasian bekhawm leh nasemkhawm numeipawl (Evangelical Lutheran Women Association), tualeh MELC in a theipi hattuomte sung a zah ahi ding hi.

Dan kizah Patni: MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in January 1, 2025 apat zah ahi ding hi.

25.1.3 **A kiphiatte:** Evangelical Lutheran Women Association (ELWA) Kipuihuoina Bu 2018 leh a nua a ELWA Annual Assembly/ Khawmpi in a puophatnate leh Khawmpi thupuasahate tam Kipuihuoina Danbu sung a thu um toh kituohlou teng tam Kipuihuoina Danbu zahpat ahini apat in aki phietsa ahita ding hi.

- 25.1.4 **A kisendente:** Tam Evangelical Lutheran Women Association **Kipuihuoina Bu** a kizah patni a Manipur Evangelical Lutheran Church in hattuum sung a nna a sepsa leh a sep nalaite, tam Kipuihuoina bu toh kikalloute, tam Evangelical Lutheran Women Association **Kipuihuoina Bu** toh kituoh a kisem bang a ngai ahi.

KHIL – 2

KIPAWLKHAWMNA MIN LEH HILCHETNA

- 25.2.1 **Pawl min:** “Evangelical Lutheran Women Association” chi ahia, alam tom in ELWA chi ahi. ELWA pen Manipur Evangelical Lutheran Church (MELC) pawlpi sunga Numei lam saitua dinga, bameng khat ahi.
- 25.2.2 **Kiminvaw dan ding:** ELWA kiminvaw dan ding tam anei a bang ahi ding hi.
- i) ELWA Headquarter
 - ii) ELWA Division
 - iii) Local ELWA
- 25.2.3 **ELWA Conference/Khawmpi** min dingin “*ELWA Annual Conference/Kumtawp Khawmpi*” chi ahi dinga, min ngaijaw leh hoi jaw ding a um leh Khawmpi leh MELC Annual Session phasahna bangin min dang zong phuoh thei jel ahiding hi. Tam khawmpi khu Kum teng a nei jing ahiding ahi ding a, tualeh a kum 3 chinna ah Election/kitelna nei jel ahi ding hi.
- 25.2.4 **Lamkaite minvaw danding:-** ELWA Lamkaite minvaw danding tam anei a bang ahi ding hi.
- i) Headquarter ah

- a) Chairman khu Chairperson ELWA chi ding ahi.
 - b) Secretary khu General Secretary ELWA chi ding.
- ii) Division lam ah :-
- a) Division ELWA Chairperson chi ding
 - b) Division ELWA Secretary chi ding
- iii) Local lam ah :-
- a) Local ELWA Chairperson chi ding
 - b) Local ELWA Secretary chi ding



BUNG – 26

MEMBERSHIP

KHIL – 1 COMMITTEE MEMBERS

26.1 ELWA pen a neupen apat a lienpen tan Numei ahi dungjui in member min simna kibang, amabou, panna nei ding in kumching a danzoukim Nungah/Nupi chitna anei ahi phot leh hithei ding hi.

26.1.1 **ELWA Headquarters Committee member dingte:**

Evangelical Lutheran Women Association (ELWA) Headquarter a Committee member dingte tam anei a bang ahi ding hi.

- i) **Khawmpi/Annual Conference Session member ding-te:**
 - a) ELWA Headquarters Office Bearer member teng.
 - b) ELWA Headquarters sunga standing member teng
 - c) Division sunga ELWA Office Bearer Committee member teng leh Standing member teng.
 - d) Khochin ELWA Committee member mi 13
 - e) Pastor teng Upa atel kha teng leh MELC sunga semtu teng.
 - f) Pastornu leh Upanu te

Theiding: Pan mun toh kisai - Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Departmental Secretary te'n term 2 (Kum 6 sung) kizom in panmun khat apothei ding ua, term 2 jou chieng a term 3 na ding ah apanmun ua candidate thei ahi non sih ding uhi. Hinanleh panmun danga ding in candidate ahithei ding uhi.

ii) **Council Member ding in:**

- a) ELWA Headquarter Standing member teng
- b) Division ELWA Standing Member teng
- c) Semtu leh Upa atel kha teng
- d) Local ELWA Office Bearer
- e) Secretary, Vondei Sauliim Management Committee

iii) **Standing Committee member dingte:**

- a) ELWA HQ Office bearer a Committee member teng.
- b) Division ELWA Chairperson leh Secretary teng.
- c) Director of Ministries
- d) Director of Missions.
- e) Secretary, VDS
- f) Member 2 kilah bete-
Outgoing Chairperson leh Secretary khu
Ex-Officio ahi ding hi.

iv) **ELWA Headquarters Office Bearer Committee member dingte:**

- a) Chairperson,
- b) Vice-Chairperson,
- c) Secretary,
- d) Asst. Secretary.

- e) Finance Secretary/Treasurer.
- f) Director of Ministries.
- g) Women Promoter
- h) Secretary, VDS Management Board.

26.1.2 **ELWA Division Committee member dingte:**

Evangelical Lutheran Women Association (ELWA) Division a Committee member dingte tam anei a bang ahi ding hi.

i) **Division Khawmpi Member/Palai dingte :**

- a) Division standing Committee member teng.
- b) Sunday Skul Union kum 15 apat hattuum in numei piching a aphuonkhiet sa teng.
- c) Semtute leh Upa telkha teng
- d) Pastornu leh Upanu teng
- e) Suan-a-nu Khawmpi mang teng

ii) **Division Standing member dingte :**

- a) Division office bearer member teng.
- b) Local Chairperson leh Secretary.
- c) Outgoing Chairperson leh Secretary Ex-Officio member.
- d) Division sung a Division Superintendent, Biel Pastor leh Local Pastor teng.

iii) **Office Bearer Committee member dingte:**

- a) Division Chairperson,
- b) Vice- Chairperson
- c) Secretary.
- d) Joint Secretary
- e) Finance Secretary
- f) Treasurer.
- g) Division Superintendent Adviser.

26.1.3 ELWA Local Office Bearer Committee member dingte:

- i) Evangelical Lutheran Women Association (ELWA) Local Church a Committee member dingte tam anei a bang ahi ding hi.
 - a) Chairperson
 - b) Vice Chairperson
 - c) Secretary
 - d) Assistant Secretary
 - e) Finance Secretary
 - f) Treasurer.
 - g) Departmental Secretary teng (Target, Veipung, Industries, Vondei Saulim, Anntangham ban ah Moral and Religion)
 - h) LCC in adviser dinga apiehte/ Local Pastor.
- ii) **Local ELWA General member dingte:**
Office Bearer teng lamkaiin local in member piching a apuonkhiet kum 15 apat Hattuum in numei member piching a apuankhiet teng.



BUNG - 27

ELWA KIVAIHAWMNA

KHIL – 1

ELWA KIVAIHAWM DANTE

27.1.1 MELC toh kaal ah:

Evangelical Lutheran Women Association khu MELC nuoia bameng (department) khat ahi ziehin asew abawl tapou uleh silbangkim ah MELC theipina nei ah a sem un abawl ding uhi.

27.1.2 Director of Ministries toh kaal ah:

MELC Kipuihuoina Bu (Kiphukipna Dante) Bung 9 Khil 4 dungjuiin Director of Ministries khu Manipur Evangelical Lutheran Church khantou theina dia mawpuohna pieh ahi dungjuiin ELWA ten Director of Ministries toh kithujah in na asem jel ding uhi.

27.1.3 ELWA Kuntawp Khawmpi/Session Vaihawmna:

- i) Kunteng in Khawmpi nei ahi ding a, akum 3 chinna ah kiteelna toh Khawmpi a nei zel ding hi.
- ii) Tuabanga kum chin a ki vaihawmna a nei hun chieng un kipawl limna ding in:
 - a) ELWA Meet,
 - b) Fellowship leh
 - c) Seminar a dang dangte nei ahi ding a, ahat semna ding uh ahi pou leh Director

of Ministries, MELC theipina toh pawl dang-te toh zong lam tuomtuom ah kipawl khawmna a nei thei ding uhi.

- iii) ELWA in kiteel kum leh council kum a a thupuashte uh MELC Assembly Council in namdetna abawl ngei ngei ding ahi.
- iv) ELWA in kumchin Khawmpi/Council anei Chiang un Secretary, Vondei Sauliim Management Board leh Departmental Secretaries ten anasep dan uh report abawl jel ding uhi.

27.1.4 Division ELWA sung ah:

- i) Kunteng a ELWA vaihawmna thupuashte khu Division Papawl khawmpi leh ELWA Headquarter vaihawmna/Khawmpi a alutman ngeingei ding ahi. Tuana namdetna bawlin ngaituo dinga poimawte ngaituo aphal-sahna dan uh theisahna abawl zel ding uhi.
- ii) ELWA Division chin in kum 3 dan in amau Division sungah vaihawmna leh kiteelna anei thei ding uhi.
- iii) Khawmpi chin in lamkai portfolio neite leh Departmental Secretaries. teng in report a bawl ngeingei ding uhi.
- iv) Division ELWA ten project khat pou pou ahat semna ding un anei thei ding uhi.

27.1.5 Local ELWA sung ah:

- i) Local ELWA chin in amau khawsung local lemtan dan zil in committee anei zing ding uhi.
- ii) Local ELWA chin in akhawsung numei-te tahsa leh hagau a khantou theina ding un tuomtuom in LCCte theipina in Sub-Committee tuomtuom

anei thei ding uhi: Crusade, Camp, Seminar leh Orpanange Home (Vondei Sauliim) etc.

- iii) Local Pastor umlouna ah LCC in ELWA Adviser ding khat a guong ding uhi.
- iv) Local ELWA-ten Project khat pou pou anei thei jel ding uhi.

KHIL – 2

ELWA HUOMSUNGA KI-ETKOLNA A POIMAW TANGPI

27.2.1 Headquarter toh kisaiin:

- i) ELWA in hatsemna ding ahi pouleh Pawl dangdang Numeite toh sepkhawmna leh kithuzahtuona MELC theipina toh anei thei zel ding uhi.
- ii) ELWA Term khu Kum-thum (3ys/triniel) ahi dungjui in ahun/term bei chin in lamkai ding teelthana/election a um zel ding hi.
- iii) Chairman, Vice Chairman, General Secretary leh Assistant Secretary ten Term 2 kizom in pan mun khat apaw thei ding ua, term ni(2) zou chieng in a pan mun ua ding in candidate thei ahi non sih ding ua, hinanleh pan mun dang ah candidate ahithe veve ding uhi.
- iv) ELWA sunga Office Work ding zousie sai ding in Director of Ministries toh kithuo in Chairperson leh General Secretary ahi ding hi.
- v) ELWA Headquarter in Division ELWA sung apat a thulutte khu hoitah a enkai in namdetna pha asah dungjui in abawl ding a, abawl dungjui in alawchin theina ding in bawjuina nasep ahi theitan in a kithuopi ding uhi.

27.2.2 Division toh kisai in:

- i) Division ELWA ten a Division huom sung ua local ELWA tekhu a entup ding ua, siemphat ngaite a siempha zel ding ua azawlou uleh headquarter a report in headquarter in siemphatna na asem ding uhi.
- ii) Division ELWA in headquarter apat theisahna (Information) amu dungjui un apoimaw leh kulte Local ELWA chin ah theisahna bawlsawnin ahithei tanin suhpiching asawm ngal ding uhi.
- iii) Division chin ELWA ten sep leh bawl khat pou pou anei chieng un ELWA headquarter kung ah theisahna a bawl ngeingei ding uh ahi.
- iv) Division chin in a Division sung ua Local ELWA a dintheina ding in pan ala ding ua, a enkol ding uhi.

27.2.3 Local toh kisai in:

- i) Local ELWA te'n amau khosung ELWA hoitah in a entuup ding ua, siemphat ngai leh bawl phat ngaite LCC tetoh a bawl zel ding ua, a zaw lou uleh Division ELWA toh abawl dingua, azaw lou uleh headquarter ELWA a tut in apoimaw dungjuin abawjui zel ding uhi.
- ii) Local ELWA- in Division tungton a headquarter ELWA apat leh Division apat lai amute uh alawchin theina dingin bawjuina na a sem pai ngal ding hi.
- iii) Local ELWA in amau khawsung ua dinga asepan uah, Headquarter ELWA leh Division ELWA khantouna dingin pan a lahpai ding uhi.
- iv) Local te khu silbangkim ah headquarter leh Division etkaina nei ah a um ding uhi.

- v) Local ELWA- ten guolnop leh bang ahiei abawl ding chiengun Division ELWA leh LCC lamkaite theisahna abawl zel ding uhi.
- vi) Local ELWA ten headquarter leh division apat a sum leh pai akiphutna dungjui a apieh kim na uleh, ahatsemna ding un amau local sung a dingin sum leh pai tuom aki neitheih ding a, a suina ding lam tuomtuom abawl theih ding uhi.



BUNG - 28

KITEELNA

KHIL – 1 KITEELNA PEIDAN DING

28.1.1 ELWA Headquarter, Division leh Local sungte ah tam anei a bangin kiteelna apei ding hi.

- i) ELWA Headquarter, Division ELWA, Local ELWA sunga office bearer dingte khu SECRET BALLOT a teel ahi ding uhi.
- ii) Teelching a um membrete term dingin tam anei abang ahi ding hi.
 - a) Headquarter – Kum 3 dan (Triniel)
 - b) Division – Kum 3 dan (Triniel)
 - c) Local – Kum tengin(Annual)

28.1.2 **Teelching a um membrete term chinglou a paithei dan:**

- i) Koijong teelching aum member hinanleh apanmun (teelchinga a umna) thudonlou a aseplou leh ahun (term) beinaisih nanleh Standing Committee in a panmun apat lakhie in ama tangin/luongin midang khat a guong thei ding hi.
- ii) Koijong teelching a um member hinanleh member ahina thudonlou a committee na 3 veitan kizawma theisahna umloua a absent/

pel leh apanmun apat lakhiet thei ahi dinga, midang guong thei ahi ding hi.

- iii) Koijong teelching a um member hinanleh sum leh pai leh gamtat dan a siengthou lou a thei a aum leh apan mun apat lakhiet thei ahi ding hi.

28.1.3 Election commission dinga zahthei dingte:

- i) ELWA Headquarters Vaipawding Kiteelna :
 - a) MELC sunga Pastorte
 - b) Akithuopi dingin mi 2/3 tan aguong ding hi.
 - c) Kiteel kum chiengin kiteelna sai dingte Last Standing Committee in aguot ding hi.
- ii) Division kiteelna :
 - a) Division sunga Divisional Superintendent or Biel Pastor.
 - b) ELWA Headquarter Chairperson
 - c) ELWA Headquarter General Secretary.
 - d) Division Chairman, MELC
- iii) Local sunga kiteelna :
 - a) LCC Chairman.
 - b) Local ELWA Adviser.
 - c) Local sunga Upa Ordainte leh LCC-te.

Tam atung ate khu lemtang vawtlou a aum chiengun khawmpi/mipi ten pha asah dan un a guong ding uhi.

28.1.4 Member teelching a umte thuchiemna neisah thei dingte:

- i) ELWA Headquarter ah Director of Ministries.
- ii) Division ELWA ah Divisional Superintendent.

- iii) Local ELWA ah Local Pastor, Area Pastor leh Local Chairman.

KHIL – 2 COMMITTEE NEI DING DAN

- 28.2 ELWA sunga Headquarter, Division, Local ten tam anei a bangin Committee anei zel ding uhi.
 - 28.2.1 Kum khat sungin Standing Committee 3 vei tei anei ding ua, Office Bearer Committee pen akuul leh apoimaw dungjui ahi ding hi.
 - 28.2.2 Standing leh Standing kaal a thupoimawte ngaituo dingin Office Bearer Committee ahi ding hi.
 - 28.2.3 Kumchin Khawmpi ding kuon tengin Last Standing Committee ahan zel ding uhi.



BUNG - 29

VAIPAWDINGTE CHITNA

KHIL – 1 LAMKAI DING A CHITNA

29.1 ELWA huop sungah, ELWA Headquarter, Division ELWA leh Local ELWA sungte ah tam anei a bangin vaipaw dingte guongin teelna a nei zel ding uhi.

29.1.1 ELWA headquarter sungah:

- i) Chairperson, Vice Chairperson, General Secretary leh Joint Secretary chitna dingte :
 - a) Headquarter ahilouleh Division sunga kum thum sung teitei Office Bearer a ana pangsa leh pang lel lelte lah a mifel leh mawpuohna a lunglut leh gin um mi ahi ding ahi.
 - b) Vondei Sauliim Managing Board a kum 3 sung Office bearer a ana apangsa leh pang lel lelte
- ii) Finance Secretary leh Treasurer :
 - a) MELC Treasurer Accountant/Cashier apang penpen.
- iii) Departmental Secretaries: Khawmpi in ELWA Division ahilouleh ELWA Local a Office Bearer a pangsa leh pang lel lelte lah apat in Departmental Secretaries-te a teel ding hi.

- iv) Auditors: Khompi masang in Office Bearer Committee in pha asah dan in a guat jel ding hi. Financial statement ape masa ding a, MELC Auditor in Audit a bawl ding hi.
- v) Kiteelna palai dingte: Tam anei a palai te'n ELWA Headquarter election chieng in vote a neithei ding uhi.
 - a) Office Bearer teng
 - b) Standing Committee member teng,
 - c) Division Standing Committee Member teng
 - d) Local Office Bearer (mi 13 tan),
 - e) MELC a hunbit a semtute (regular/permanent workers),
 - f) Pastornu leh Upanu telkha teng
 - g) Upa telkha teng leh
 - h) VDS Managing Board member teng.

29.1.2 ELWA Division sungah:

- i) ELWA Division Chairperson leh Secretary Candidate thei dingte :
 - a) Headquarter leh Division sunga kum thum sung (Term 1) teitei Office Bearer a ana pangsa leh pang lel lelthe lah a mifel leh mawpuohna a lunglut leh gin um mi ahi ding ahi.
 - b) Local sung ELWA Office Bearer Kum 3 tan ana pangsa mifel leh gin-umte.
- ii) Finance Secretary leh Treasurer Candidate thei dingte :
 - a) Local sunga Office Bearer a napangsa mite
 - b) Division sunga Office Bearer a napangsa mifel leh gin um mi ahi ding ahi.

- iii) Auditors: Division Khawmpi leh Standing Committee in aguonte ahi ding hi.
- iv) Departmental Secretaries: Division Khawmpi in departmental secretaries ding a poimaw bang in a teel ding hi.

29.1.3 **ELWA Local sungah :**

- i) Chairperson chitna dingte:
 - a) Local ELWA Office Bearer a kum 3 tan ana pangsa mifel leh gin umte.
 - b) Hattuom dansung a umte lah a numei fel leh Pasion zatat mi ahi ding ahi.

29.1.4 **Telching a um membrete toh kisai :** Local sunga Chairperson, Vice Chairperson, Secretary leh Assistant Secretary dinga telching a ana umte khu, Division ELWA sunga Chairperson or Secretary dinga telchinga um ahileh, Local a ahina pen anuasie ding uhi. Tuamabang in Division sunga Chairperson/ Secretary dinga telching a umte'n, ELWA Headquarter a Chairperson/ Secretary dinga telchinga a-um uleh, Division a ahina pen atopsan ding uhi.



BUNG - 30

ELWA SUNG A PANMUNTE (PORTFOLIO)

KHIL – 1

ELWA SUNG A PANMUN LEH MAWPUOHNA DINGTE

30.1 ELWA sunga portfoliote leh amawpuona dingte tam anei a bang ahi ding hi.

30.1.1 Chairpeson leh amawpuohna dingte:

- i) Committee/vaihawmna munteng ah chair seat aluo ding hi.
- ii) Committee na ah member tamjawte deina bangin thukhietna apeipi ding uhi. Hinanleh, tam thu pua na in MELC leh ELWA kipuihuoina dan a kal lou ding ahi.
- iii) Chairperson leh Secretary in Director of Ministries MELC toh kithuo in ELWA (Numei)-te tahsa leh hagau lama akhan theina ding uh a ngaituo gige ding uhi.

30.1.2 Vice-Chairperson nasep ding leh mawpuohna:

- i) Chairperson in damlouna ahiei, buoina ahiei anei a, committee ahilou leh session na ah Chairperson thunei bang in Chair ala ding hi.
- ii) Chairperson toh kithuo in ELWA khantouna ding angaituo ding hi.

- iii) Committee in sepding-bawlding a mawpuohna apieh gin um tah a sem in a supiching ding hi.
- iv) Sep-le-bawl a ELWA khantouna ding in Chairperson panpitu ahi zing ding hi.

30.1.3 **General Secretary nasep ding leh mawpuohna:**

- i) Committee/vaihawmna mun khat pou pou ah Lai-attu in apang zel ding a, hithei louna a nei chieng in Assistant Secretary in lai a at ding hi.
- ii) Committee leh vaihawmna thupuasah dungjui in Division ELWA, Local ELWA teleh pawldang a kisaite toh kithuzah tuo dingin mawpuohna ala ding hi.
- iii) General Secretary in apoimaw leh akul dungjui a file move abawl ngeingei ding ahi.
- iv) Committee ahat ding chiengin Director of Ministries MELC leh Chairperson toh akithuza ding ua, tua dungjui in ahatna abawl zel ding hi.
- v) Chairperson leh Director of Ministries toh Nute khantou semna ding a kikumtuo gige ding uhi.

30.1.4 **Assistant Secretary nasep ding leh mawpuohna:**

- i) General Secretary in damlouna ahiei, buoina zieh a umlouna anei chieng in General Secretary thuneina bang in a dinmun aluo ding a, bawzui poimaw silte a bawzui ding hi.
- ii) Committee leh Annual Session chieng in Recording Secretary in apang ding hi.
- iii) ELWA khantouna ding toh kisai in Chairperson leh General Secretary toh kithu zah in na asem jel ding hi.
- iv) Committee in sep-le-bawl ding a apiehte gin um a sem in a bawzui jel ding hi.

- v) Khawmpi thu-le-la kidemna ah mawpuohna ala ding hi.

30.1.5 **Departmental Secretaries mawpuohna dingte:**

- i) ELWA in Nute hatsem na dingin Departmental Secretaries nei ahi dinga, a poimaw bang in a sep-le-bawl ding zong a guong ding uhi.
- ii) Tam atung a Departmental Seretaries tekhu khawmpi in poimaw asah dungjui in alakhie in a guonbelap thei zel ding uhi.

30.1.6 **Women Promoter/Co-ordinator:**

Evangelical Lutheran Women Association in maban kalsang tawitheina ding deina toh Women Promoter khat a nei ding hi. Tam toh kisai a chitna leh recruitment process pen MELC Recruitment Rules 2024 dungzui a bawl ahi ding hi.

30.1.7 **Anasep dingte :**

- i) Women Promoter khu Chairperson, Secretary, Director of Ministries leh Committee in aseping a apiehte sem in suhpi ching nading angaituo ding hi.
- ii) Khawmpi leh Committee in thu apieh dungjui in asem ding a, aseptaphot Chairperson, Secretary leh Director of Ministries atheisah ding hi.
- iii) Gamsung tuon a apei chieng in khochin ELWA sung umdan kanchien in amudante Director of Ministries leh Chairperson/General Secretary ELWA kung ah report in, bawzui ngaite abawzui zel ding uhi.
- iv) ELWA toh kisai MELC gam apoimaw leh a kuul dungjui in atuon ding hi.

- v) Women Promoter in monthly report MELC Director of Ministries kungah ah ape ding a (Copy to) copy khat General Secretary ELWA kungah ape jel ding hi.

BUNG – 31

SUM – LE – PAI TOH KISAI

KHIL – 1

SUM-LEH-PAI MUNA

31.1.1 ELWA sung a Sum-leh-pai suina leh muna tam bang ahi ding hi.

- i) ELWA Division chin leh Local chin apat sum hing lutte Khanglai Target, Innsuon sum don, khutsiem silbawl leh peipungte leh Khawmpi leh Committee in aphut dungjui a hing lutte khu ELWA Headquarter ah alut ding hi.
- ii) ELWA Headquarter toh kisai a sum hing lutte khu receipt pieh ahi ding hi.
- iii) ELWA sungah sum-leh-pai tam semna ding leh hat semna ding ahi pouleh MELC phalsahna dungjui in sum-leh-pai muna ding dang akhuot thei ding uhi.
- iv) ELWA Headquarter in a poimaw dungzui in Division ELWA sung leh Local ELWA sungte ah Nute toh kisai in ama kitoudelna ding in sum leh pai a khawm/sui thei zel ding hi.
- v) Antang veilam ham khu ELWA sum keng ding khat a koi ahi.

31.1.2 Sum-le-pai zahna : ELWA HEADQUARTER hutkhat thu a sum leh pai zah dingdan :

Office ngaina bang hilou a ELWA in sum leh pai senna ding anei chieng in MELC DDO theipina toh tam anei a bangin Committee in thuneina anei ding hi:

- i) Office Bearer Committee in Rs. 20,000.00 (Rupees Twenty thousand) Standing Committee in Rs. 50,000.00 (Rupees Fifty thousand) only, tan a zang thei ding hi.
- ii) Chairperson leh General Secretary in DDO theipina toh Rs. 5000/- tan tuoh a zangthei ding uhi.
- iii) Women Promoter/Co-ordinator Rs. 1000/- tan a zang thei ding a, Committee ah theipina abawl jel ding uhi.
- iv) Tam a tunga sum leh pai zahna ding a um chiengin Chairperson/Secretary theipina a lah ahi dinga a zangtu in committee ah approval a bawl ding hi. Tualeh committee theipi a zah ahi chiengin voucher support in Treasurer/Cashier ah a submit ding hi.

KHIL – 2 FINANCE RULE

31.2.1 MELC in ELWA toh kisai a sum leh pai hing lutte khu ala khawm dinga, amu dan dungjuin:

- i) Receipt a bawl dinga, tua dungjuin Cash book ah akhum lut zel ding hi.
- ii) MELC Cashier in ELWA dong leh kin a zatzuol dingin sum akhut ah Rs. 50,000/- (Rupees Fifty thousand) only tan akoithei dinga, tuami tung lamteng khu Bank Account a koi ahi ding hi.
- iii) Sum leh pai jahna ding aum chiang in committee khat in asai dinga, tuazaw chieng

in, thupuasah pansan in, MELC DDO sanction order a bawl ding hi.

31.2.2 Receipt Book toh kisai in: ELWA in Receipt book toh kisaiin tam anei a bangin MELC a azang ding hi.

i) **Headquarter toh kisaiin :** ELWA Finance Treasurer/Accountant in receipt book azah tekhu atuom tuom in a khen zel ding hi. Receipt book khu a nuoi a bang in a khen ding hi.

- a) ELWA Target
- b) Industry
- c) Peipung
- d) Muna tuomtuom

31.2.3 Division ELWA leh Local ELWA- ten a Division uleh a local sung ua sum leh pai akisuhthei sem na ding in Receipt leh Cash Book zang in Audit bawl thei dingin a kitup tah in a enkai ding uhi.



BUNG - 32

ELWA PROJECT

- 32.1 ELWA in Project khat pou pou MELC theipina toh anei thei ding hi.
- 32.2 MELC sung leh mun tuom a suina (Fund rise) abawl ding chieng un alawchin sem theina ding MELC toh kithuo in asai ding uhi.



BUNG - 33

KIPUIHUOINA BU SIEMPHAT THEINA DAN

- 33.1 ELWA Kipuihuoina bu khu MELC Kipuihuoina Bu (Kibulphuna Dante) Bung 16 Khil 6 na dungzui in paikhiet, siemphat leh belap thei ahi ding hi.

KHENPI – LINA

Manipur Evangelical Lutheran Church

**LUTHERAN YOUTH FELLOWSHIP
KIPUIHUOINA DAN 2024**



BUNG – 34

LAIBU MIN LEH KIZAHNA

KHIL – 1

KIPUIHUOINABU HILCHETNA

34.1.1 **Laibu min:** Tami laibu Bu min “Lutheran Youth Fellowship Kipuihuoina Dan 2024” chi ahi ding hi.

34.1.2 **Laibu kizahna:** Tami kipuihuoina bu khu MELC pawlpi sunga KHANGLAITE tahsa leh hagau lama khantou theina ding in MELC theipina nuoi a zah ahi ding hi.

Dan kizah Patni: MELC Annual Khawmpi 2024 thupuasah No. 31 na dungjui in January 1, 2025 apat zah ahi ding hi.

34.1.3 **Tup-le-ngim:** LYF sunga vaihawmna, sep leh bawl pouma tami kipuihuoina bu dungzui ahi ding a, tami kipuihuoina bu kal a vaihawmna leh sep leh bawl phal ahi sih ding hi.

34.1.4 **Membership:**

- i) Khanglai Dan zoukim
- ii) Naupang Sunday School Senior Class zou ahilouleh upat kum 15 a kipat MELC Local Committee in piching a aphuon khiet mite ahi ding hi.

KHIL – 2
PAWLPI MIN BACKGROUND

34.2.1 **Pawlpi min:** Lutheran Youth Fellowship, General Headquarter, alam tom in LYF GHQ chi ahi ding hi.

34.2.2 LYF GHQ nuoi a bamengte kimin vawdan:

- i) Division Lutheran Youth Fellowship, alamtom in (DLYF).
- ii) Division Lutheran Children Fellowship/ Department (DLCF).
- iii) Local/ Tualsung Lutheran Youth Fellowship (LLYF)
- iv) Local/ Tualsung Lutheran Children Fellowship (LLCF).

KHIL – 3
LAMKAITE MINVAW DAN DING

34.3.1 General Headquarter LYF:

- i) Chairman LYF GHQ
- ii) Vice-Chairman LYF GHQ
- iii) General Secretary LYF GHQ
- iv) Joint-Secretary LYF GHQ
- v) Departmental Secretaries LYF GHQ

34.3.2 Division LYF:

- i) Chairman Division LYF
- ii) Vice-Chairman Division LYF
- iii) Secretary Division LYF
- iv) Joint Secretary LYF

- v) Finance Secretary LYF
- vi) Treasurer Division LYF
- vii) Departmental Secretaries LYF

34.3.3 Division LCF:

- i) Chairman, Division LCF
- ii) Vice Chairman Division LCF
- iii) Secretary Division LCF
- iv) Joint Secretary Division LCF
- v) Finance Secretary Division LCF
- vi) Treasurer Division LCF

34.3.4 Local/ tualsung LYF:

- i) Chairman, Local LYF
- ii) Vice Chairman, Local LYF
- iii) Secretary Local LYF
- iv) Joint Secretary Local LYF
- v) Finance Secretary Local LYF
- vi) Treasurer Local LYF
- vii) Departmental Secretaries, Local LYF

34.3.5 Local/tualsung LCF

- i) Chairman, Local LCF
- ii) Vice Chairman Local LCF
- iii) Secretary Local LCF
- iv) Joint Secretary Local LCF
- v) Finance Secretary Local LCF
- vi) Treasurer Local LCF

KHIL – 4 COMMITTEE

34.4.1 Lutheran Youth Fellowship General Headquarters

- i) Office Bearers Committee
- ii) Standing Committee.

34.4.2 Division LYF/ LCF:

- i) Office Bearers Committee
- ii) Standing Committee.

34.4.3 Local/ Tualsung LYF/LCF:

- i) Office Bearers Committee
- ii) Standing Committee.
- iii) Local standing member ding khu Local a Khanglai dan zoukim teng ahiding hi.

KHIL – 5 COMMITTEE MEMBER DINGTE

34.5.1 Office Bearer Committee Lutheran Youth Fellowship General Headquarters

- i) Chairman
- ii) Vice- Chairman
- iii) General Secretary
- iv) Joint Secretary
- v) Treasurer
- vi) Director of Ministries (i/c Youth)
- vii) Ex- Officio (Out-going Chairman leh Secretary)
- viii) Youth Pastor/Promotor

34.5.2 Standing Committee Lutheran Youth Fellowship General Headquarters

- i) Chairman
- ii) Vice- Chairman
- iii) General Secretary
- iv) Joint Secretary
- v) Treasurer
- vi) Departmental Secretaries teng
- vii) Director of Ministries (i/c Youth)
- viii) Ex- Officio (Out-going Chairman leh Secretary)
- ix) Youth Pastor/ Promotor
- x) Division LYF Chairman leh Secretary

34.5.3 Division LYF/ LCF Office Bearer Committee

- i) Chairman
- ii) Vice- Chairman
- iii) Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Treasurer
- vii) Ex- Officio (Out-going Chairman leh Secretary)
- viii) Division sunga Pastor teng

34.5.4 Division LYF/ LCF Standing Committee

- i) Chairman
- ii) Vice- Chairman
- iii) Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Treasurer
- vii) Departmental Secretaries teng

- viii) Ex- Officio (Out-going Chairman leh Secretary)
- ix) Division sunga Pastor teng
- x) Local chin Chairman and Secretary teng

34.5.5 Local LYF/ LCF Office Bearer Committee

- i) Chairman
- ii) Vice- Chairman
- iii) Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Treasurer
- vii) Ex- Officio (Out-going Chairman leh Secretary)
- viii) LCC in LYF Adviser dinga apiate

34.5.6 Local LYF/ LCF Standing Committee

- i) Chairman
- ii) Vice- Chairman
- iii) Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Treasurer
- vii) Departmental Secretaries teng
- viii) Ex- Officio (Out-going Chairman leh Secretary)
- ix) LCC in LYF Adviser dinga apiate
- x) Local sunga Khanglai Dan zoukim teng .



BUNG – 35

PANMUNTE/ PORTFOLIOS

KHIL – 1 PANMUNTE

35.1.1 Lutheran Youth Fellowship General Headquarters A Panmun Dingtē

- i) Chairman
- ii) Vice- Chairman
- iii) Secretary
- iv) Joint Secretary
- v) Treasurer
- vi) Departmental Secretaries teng

35.1.2 Division LYF/ LCF A Panmun Dingtē

- i) Chairman
- ii) Vice- Chairman
- iii) Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Treasurer
- vii) Departmental Secretaries teng

35.1.3 Local LYF/ LCF A Panmun Dingtē

- i) Chairman
- ii) Vice- Chairman

- iii) Secretary
- iv) Joint Secretary
- v) Finance Secretary
- vi) Treasurer
- vii) Departmental Secretaries teng

KHIL – 2 LAMKAI DING A CHITNATE

35.2.1 LYF GHQ Vaipaw Ding A Chitna (Qualification):

- i) Khanglai Dan zoukim, kum 25 tunglam mi ahi ding ahi.
- ii) Mi piengtha ahi ding ahi.
- iii) Lutheran Youth Fellowship General Headquarters leh Division sunga Office Bearer ana hisa mifel leh gin-um ahi ding hi.
- iv) MELC sunga Semtute ahitheh ding hi.
- v) Sum-le-pai a mi chitah, mifel leh gin-um ahi ding hi.

35.2.2 Division LYF/ LCF Chitna (Qualification):

- i) Local sunga panmun neisa ahi ding ahi
- ii) Mi piengtha leh Dan zoukim ahi ding ahi.
- iii) Division sunga Semtute ahi theh ding hi.
- iv) Sum-le-pai a mi chitah, mifel leh gin-um ahi ding ahi.

35.2.3 Local LYF/ LCF Chitna (Qualification):

- i) Khanglai Dan zoukim leh mi piengtha ahi ding hi

- ii) Sum-le-paai a mi chitah, mifel leh gin-um ahi ding ahi.

35.2.4 Vaihawm Hunsung (Term Of Office):

- i) Lutheran Youth Fellowship General Headquarters Kum Thum zel a kiteelna nei ahi ding hi.
- ii) Division LYF/ LCF Kum Thum zel in kiteelna anei ding uhi.
- iii) Local LYF/ LCF in Kum tengin kiteelna anei ding uhi.



BUNG – 36

KITEELNA

KHIL – 1

KITEEL DING DAN

36.1.1 Lutheran Youth Fellowship General Headquarters,
Division leh Local ten anei a bang in kiteelna apeipi
ding uhi.

- i) Kiteelna zousie Secret ballot atel ahi ding hi.
- ii) Candidate dingte nomination hilou in proposal
system ahi ding hi.
- iii) Proposal kibawlte seconded a um louleh ashi
ahi ding hi.
- iv) Pan mun khat a ding a proposal bawltu in
Candidate dangte proposal bawl a seconded
thei sih ding hi.
- v) Panmun khat a seconded bawltu in midang
proposal abawl thei non sih ding hi.
- vi) Kiteelna tenga Election Commission ding a guat
a umte'n asai ding uhi.
- vii) Vote mudan kibang aum leh Election
Commission Chairman thutanna khu thu tawp
ahi ding hi.
- viii) Departmental Secretaries te zong proposal
system a tel ahiding hi.
- ix) Vaihawmna/Council in poimaw asah leh
Department dang zong a guonbelap theiding hi.

36.1.2 Election Commission a Zahthei Dingte

- i) Lutheran Youth Fellowship General Headquarters
 - a) Director of Ministries i/c Youth leh Divisional Superintendent te ahi thei ding hi.
 - b) MELC sunga Upa leh Pastorte ahi thei ding hi.
- ii) Division LYF
 - a) Division sunga Divisional Supertintendent, MELC Semtute, Pastor leh Upate ahi ding hi.
 - b) LYF GHQ Lamkaite ahi thei ding hi.
 - c) Division Chairman/ Secretary (MELC) ahi thei ding hi
- iii) Local LYF
 - a) Local LCC Chairman/ Secretary ahi thei ding hi.
 - b) Local LYF Adviserte ahi thei ding hi.
 - c) Local sunga Upa Ordained te.ahi thei ding hi.

36.1.3 Kiteelna Palai Vote Nei Dingte

- i) LYF GHQ
 - a) LYF General Headquarter Office Bearer leh Standing Committee Member teng
 - b) Division LYF Office Bearer leh Standing Member teng.
 - c) Local LYF Office Bearer teng.
 - d) Semtute leh Upa telkha teng.

ii) Division LYF/LCF

- a) Division LYF Office Bearer leh Standing Committee Member teng.
- b) Local LYF Standing Committee Member teng.
- c) Semtute leh Upa telkha teng.

iii) Local LYF

- a) Local LYF Office Bearer leh Member teng.
- b) Local a nu-le-pa tel teng.
- c) Semtute leh Upa telkha teng.

Note:

1. *LCF umthei nadingte ah Division LYF kiteel chiengin LCF lamkai ding toh atelkhawm zelding uhi.*
2. *LCF umtheilouna Division leh Localte khu Division LYF leh Local LYF in a enkol ding hi.*

36.1.4 Council Khawmpi Palai Ding

i) LYF GHQ

- a) LYF General Headquarter Department Secretary teng
- b) Division LYF Office Bearer teng.
- c) Local LYF Chairman leh Secretary teng.
- d) Semtute leh Upa telkha teng.

ii) Division LYF/LCF

- a) Division LYF Office Bearer teng leh Department Secretary te.
- b) Local Office Bearer teng.
- c) Semtute leh Upa telkha teng.

KHIL – 2

KICHIEMSAHNA LEH MAWPUOHNA PIEHNA

36.2.1 LYF GHQ

Director of Ministries i/c Youth, Bishop, Moderator, Deputy Moderator ten abawlthei ding hi.

36.2.2 Division LYF/LCF

Divisional Superintendent, Pastor leh Division Chairman (MELC) ten abawlthei ding uhi.

36.2.3 Local LYF/LCF

Biel Pastor or Local Pastor/ Local Upate'n abawlthei ding uhi.

Note: *LYF GHQ, Division leh Local sunga kiteelna zosiang ahi chiengin kichiemsahna leh mawpuohna piana tam a tung a te'n abawl thei ding ahi.*

KHIL – 3

TEELCHING A UM MEMBERTE PAITHEINA LEH LALUT THEINA DAN

36.3.1 Teelching a um member koizong a panmun ngaisahlou a a umleh a term beisih nanleh Standing Committee in a panmun apat lakhie in atangin midang a guong thei ding hi.

36.3.2 Teelching a um member koizong Committee thum (3) vei kizom a theisahna umlou a (absent) a um leh a mohpuohna ngaisahlou chia la ahi dinga, ama leh ama kitawp a pom ahi ding. Tualeh Standing Committee in atangin midang aguong ding hi.

- 36.3.3 Teelching a um member koizong sum-le-pai a gin-umlou leh thuhilna thum (3) vei tan aki neizou a ngaisahlou a umleh, a panmun apat tawpsah ahi ding hi. Atang ding Office Bearer Committee leh Standing masa penpen in a guongthei ding hi.
- 36.3.4 Teelching a um member koizong hattuum danlou bang a zi/pasal nei a umleh apanmun apat ama leh ama kitawp ahia, a panmun luong ding Office Bearer Committee leh Standing masa penpen in a guongthei ding hi.
- 36.3.5 Teelching a um member koizong Headquarter a panmun neisa, Division adia teelching kha a umleh ni 30 sungin ama deitena toh apanlouna di pen kung ah gelthoh in kitawpna (resignation) Chairman/Secretary kung ah apeding hi. Hun bikhia sunga bangma ngaisahlou a umle LYF Headquarter in ama panmun (HQ a panmun pen) ah midang aguong ngal ding hi.



BUNG – 37

MAWPUOHNA LEH THUNEINA (POWER AND FUNCTION)

KHIL – 1 OFFICE BEARERTE

LYF in khanglaite hatsem na dingin Office Bearer memberte nasep dingdan leh mawpuohna tam anei abang ahi ding hi.

37.1.1 **Chairman:**

- i) Committee/Vaihawmna teng a chair seat ala ding hi.
- ii) Committee/Vaihawmna teng a atamzo deina bang in thukhenna a bawl ding a, a thukhenna in MELC Danbu a kal lou ding ahi.
- iii) MELC leh ELWA tawh kal a kitheisiemna ding in palai nna asem ding hi.
- iv) Ama hitheilou/umlouna a Vice-Chairman in chair seat alah sah ding ahi.
- v) Committee/Vaihawmna a deidan kibanglou a um chieng in Vote ala ding a, Voter tamzawte deina bang in thutanna abawl ding hi.
- vi) Chairman in Departmental Secretaries teng Budget dungzui in khatvei thu in concern Director i/c Youth theipina toh ₹ 10,000/- (Sangsawm) tan sanction abawl thei ding hi.

- vii) Chairman in sum-le-pai zahna/Budget head/ estimates dungzui in sum-le-pai zatna a enthei ding hi.
- viii) Chairman in vaihawmna/Committee sung a agenda lou genleh paupeng a umleh atousa thei ding a, paupeng ah a umdan atopsan tuonlou leh committee/ vaihawmna apat a nodoh thei ding hi.

37.1.2 Vice-Chairman:

- i) LYF Chairman umlouna, hitheilouna anei chiengin chairman mun aluo dinga, Chairman nasep ding tengteng asem ding hi.
- ii) Vaihawmna/ Committee in sep leh bawl ding a ngansie te, a lawching nadinga a bawzui ngeingei ding ahi.
- iii) Sep leh bawl a chairman panpitu ahi gige ding hi.

37.1.3 General Secretary:

- i) Committee/ Vaihawmna tenga lai-attu (geltu) in apang ding a, Chairman thutanna bangin agiel ding hi. Joint Secretary in akithuopi ding hi.
- ii) Committee/ vaihawmna tenga agenda te member te theisiemna dingin hilchetna/ pulahna abawl zel ding hi.
- iii) Committee ahat ding chiengin Director i/c Youth leh Chairman toh kithuzah in committee ahan ding hi.
- iv) Khawmpi, Council leh MELC Assembly/ Council chiengin report abawl ding a, report gelthaw inzong ape ngeingei ding ahi.

- v) General Secretary in pawldang toh kitanauna (relationship & networking) lam moh apoh ding hi.
- vi) General Secretary in sum leh paai zahna/ Budget head/ estimates dungzui in sum leh paai zatna a enthei ding hi.
- vii) LYF toh kisai lekha ahinglut leh pawtte a enkai ding hi.
- viii) General Secreatry in mantianiance dingin kum khat sungin ₹ 20000/-only (sangsomni) tan withdraw bolin azang thei ding hi. ₹ 20000/- akiching louleh committee a tuttou dinga, committee in lemsah bangbang ahi ta ding hi. Tam khu concern Director i/c Youth theipina toh zat/draw ahi ding hi.

37.1.4 **Joint Secretary:**

- i) Chairman leh General Secretary thupie dungzui in committee/ vaihawmna teng a lai geltu in apang ding hi.
- ii) General Secretary umlou chiengin General Secretary nasep ding teng asem ding hi.
- iii) Committee, Council/Vaihawmna tenga Committee nukhiapen thupuohsahte simkhietna anei zel ding hi.
- iv) General Secretary kithuopitu ahi dinga, kithuzah in a semkhom ding uhi.

37.1.5 **Treasurer:**

- i) LYF Treasurer pen MELC Cashier ahi ziehin MELC Kipui huoina Bung XIV, Khil 39 a bang zui ding ahi.

KHIL – 2 DEPARTMENTAL SECRETARIES

LYF in khanglaite hatsem na dingin Departmental Secretaries khat chitna dingte tam anei a bang ahiding hi.

37.2.1 Industries Secretary:

- i) Lutheran Youth Fellowship General Headquarters leh Division a panmun neisa mifel leh mi gin-um ahi ding ahi.
- ii) Khanglaite lunglutna suidoh theimi ahi ding ahi.
- iii) Khawmpi/ Council chieng a Khanglaite Khutsiem silbawl atuoh ding uh Committee phalna leh theipna tawp a list bawl in ahawmkhe ding hi.
- iv) LYF sunga khut nasep suhat na dingin khutsiem silbawl lam a mohpuoh ding hi.

37.2.2 Talent Secretary:

- i) Lutheran Youth Fellowship General Headquarters leh Division a panmun neisa mifel leh mi gin-um ahi ding ahi.
- ii) Khanglaite tempaina lunglutpi a, Pasian in ama uh apia siemna/ tempaina (Talent) theikhiet sah a, kalsuonpi utmi ahi ding ahi.
- iii) Khawmpi/ Council chiengin Drama, Skit, Choreography leh adangdangte Khanglaite tempeina (talent) suidohna dingin Committee theipina tawh abawl zel ding hi.

- iv) Sumpi tomnoukhat apat veipung dingdan sinsah in, Khanglaite lah a sumpi ding Committee theina tawh ahawm zel ding hi.

37.2.3 Music Secretary:

- i) Lutheran Youth Fellowship General Headquarters leh Division a panmun neisa mifel leh mi gin-um ahi ding ahi.
- ii) Tonic Solfa, Keyboard, Guitter leh tumging (musical instruments) dangteng tumsiemi mi ahi ding ahi.
- iii) LYF sunga Tumging leh ginglawm (musical instruments) lam asai ding a, Lutheran Youth Fellowship General Headquarters music vante enkoltu zong ahi ding hi.
- iv) Committee theipina tawh Khangalai sunga apoimaw dungzui in, Lapawl hil, Solfa Camp, Music Training chite Htq. toh kithuo in asazel ding hi.

37.2.4 Education Secretary:

- i) Lutheran Youth Fellowship General Headquarters leh Division a panmun neisa mifel leh mi gin-um ahi ding ahi.
- ii) Secular/theological line a degree nei mi ahi ding hi.
- iii) Khanglai siemzilna lama ahatsem nading in pan ala ding a, Exam dingte thumsahna, kipahpina (Felicitation) Career guidance leh adangdang Committee theipina tawh a bawljel ding hi.

37.2.5 Moral & Religion Secretary:

- i) Lutheran Youth Fellowship General Headquarters leh Division a panmun neisa mifel leh mi gin-um ahi ding ahi.
- ii) Naupang puidan siem leh itna neimi ahi ding hi.
- iii) LCF a Superintendent ahi ding hi (Division Moral & Religion pen Division LCF Superintendent ahi ding ahi).
- iv) Committee theipina tawh Sunday School Teachers Training, Sunday School Exam, Naupang Camp, Vocational Bible School (VBS) chite tahsa leh hagau lam a khantou theina chite a bawljel ding hi.

37.2.6 Information Secretary:

- i) Lutheran Youth Fellowship General Headquarters leh Division a panmun neisa mifel leh mi gin-um ahi ding ahi.
- ii) Mifel, taima leh damtheina hoitah nei mi hileh ahoi sem ding hi.
- iii) LYF sunga kithuzatuo nalam a mohpo ding hi.
- iv) Meeting hatnaa lai leh thupuohsahte a hom dinga, a tuna ding mun a tungsah teitei ding hi.
- v) Poster, Banner, media/ broadcast leh advertisement lam amohpo ding hi.

Note: Departmental Secretaries teng in Khawmpi/Council tengin gielthaw in report a pe ding ua, tualeh ama uh department toh kisai in Activities (Budget proposal tel in) a luikhe teitei ding uhi.



BUNG – 38

LYF TRIENNIAL (KHANGPIDAW) KHAWMPI LEH COUNCIL THUNEINA

KHIL – 1

LYF GENERAL HEADQUARTERS

- 38.1.1 Lamkai kiteelna a umlou kum chiengin vaihawmna khu Council akichi ding hi. Tua khu Triniel (Khangpidaw) umlou kum chienga nei ahi ding hi.
- 38.1.2 Council vaihawmna nei kum chiengin Lutheran Youth Fellowship General Headquarters in Khanglaite tahsa hagau a khantou theina ding in: -
- i) Khanglai Meet
 - ii) Fellowship/ Praise and worship
 - iii) Seminar
 - iv) Workshop and networking
 - v) Entertainment tuomtuom abawl ding hi.
- 38.1.3 Kum tengin Lutheran Youth Fellowship General Headquarters in MELC Assembly/ Session ah Council leh Khangpidaw thupuohsahte namdet dingin apelut ding hi.
- 38.1.4 Triniel (Khangpidaw)/ Council chiengin Departmental Secretaries ten anasep dan uh report apezel ding uhi. Report gelthaw (written) in a submit ngeingei ding hi.

- 38.1.5 Lutheran Youth Fellowship General Headquarters in Khanglaite hattheina ding leh khantou theina dingin nasep leh silbawl ah hattuum dange toh asemkhawm thei ding hi.
- 38.1.6 Lutheran Youth Fellowship General Headquarters Term khu Kum thum (3 years) ahi ding hi. A Term bei kum chiengin Lamkai kiteelna (election) aum jel ding hi. Tam kiteelna khu Khangpidaw (Triniel) khawmpi ah nei ahijel ding hi.
- 38.1.7 Lutheran Youth Fellowship General Headquarters a lamkai teng (i.e. Chairman apat Departmental Secretaries tan) Term Ni kizawmin pan mun khat apaw thei ding hi. Term ni zou chiengin a pan mun mama a ding in Candidate ahi thei non sih dinga, hinanleh panmun dang a dingin candidate ahithe i veve ding uhi (A Term thumna ding in).
- 38.1.8 Lutheran Youth Fellowship General Headquarters in Division LYF sunga siemphat ngai leh buoina neite a seimtuup zel ding ua, tuana ajawlou uleh Director of Ministries i/c Youth MELC kungah report bawlin MELC Division pawlpi in pa pawl toh kithuo in siemtuup na nasep abawjui zel ding uhi.
- 38.1.9 Lutheran Youth Fellowship General Headquarters sunga Director of Ministries toh kithuo a Office work (Zum nasep) ding zousie sai dingin Chairman leh General Secretary ahi ding hi.
- 38.1.10 Lutheran Youth Fellowship General Headquarters in Division LYF apat a thulut tekhu hoitah a enkai in namdetna Council/ Khangpidaw Khawmpi (Triniel Conference) pha asah dungjui un abawl ding ua, abawl dungjui un alawchin theina ding in bawjuina nasep ahi thei tannin akithuopi ding uhi.

- 38.1.11 Lutheran Youth Fellowship General Headquarters in MELC sunga Office toh kizamat in sum suina anei thei ding uhi.
- 38.1.12 Lutheran Youth Fellowship General Headquarters in Project anei thei dinga, tuami khu Director of Ministreis i/c Youths toh anei dingpen uh study abawl jel ding uhi.

KHIL – 2 LYF DIVISION

- 38.2.1 Division LYF in Council/ Khawmpi thupusahte LYF GHQ leh MELC Division Committee kunga apelut (submit) dinga, LYF GHQ leh MELC Division Committee in namdetna bawlin ngaituo dinga poimawte atha in angai tuo kia ding hi.
- 38.2.2 Division LYF Term khu Kum thum (3 years) ahi ding hi. Kum 3 danzel a, khawmpi nei hun ah lamkai kiteelna abawljel ding uhi.
- 38.2.3 Khawmpi chiengin Division Office Bearer leh Departmental Secretaries ten report abawljel ding uhi.
- 38.2.4 Division LYF in amau Division sunga Lutheran Children Fellowship (LCF) a form thei ding uhi. Tualeh Division LCF form theilou ten amau uh Division Khamwpi toh Kidemna tuomtuom naupangte ding toh abawl khawm theijel ding uhi.
- 38.2.5 Division LYF in Pasian thu toh kisai leh khanglai khantou theina ding ahiphawt leh Project anei thei ding uhi.

- 38.2.6 Division LYF in amau Division sunga Local LYF te a entup ding ua, siemphat dia poimawte asiempha jel ding uhi. Tualeh asiemphat dan uleh asiemphat theilou uh hasatnate Lutheran Youth Fellowship General Headquarters ah atat jel ding uhi.
- 38.2.7 Division LYF in LYF/GHQ apat theisahna amu dung jui un, apoimaw leh akulte amau Division sunga Local LYF te ana theisah sawn jel ding uhi.
- 38.2.8 Division LCF form theite kipahpi ahia, a form theiloute zong agam toh adin mun toh kitua ah hi theilou chia pom ding ahi.
- 38.2.9 Lutheran Youth Fellowship General Headquarters a lamkai teng (i.e. Chairman apat Departmental Secretaries tan) Term Ni kizawmin pan mun khat apaw thei ding hi. Term ni zou chiengin a pan mun mama a ding in Candidate ahi thei non sih dinga, hinanleh panmun dang a ding in candidate ahithe veve ding uhi (A Term thumna ding in). Tampen in 2025 masang ate ahuomsih dinga, 2025 apat zahpat ahiding hi.

KHIL – 3 LOCAL/TUALSUNG LYF

- 38.3.1 Local LYF te in amau khosung khanglai hoitah in a entuup ding ua siemphat ngai leh bawl phat ngaite LCC tetoh a bawl zel ding ua, a jawlou uleh DIVISION LYF te toh abawl dingua, ajaw lou nalai uleh Headquarters a tut tou ding uhi.
- 38.3.2 Local LYF ten Division apat lai mute uh alawchin theina ding in bawjuina nna sem ding uhi.

- 38.3.3 Local LYF ten amau khosung ading nna asepan ua, Division leh Headquarter khantouna ding in theitawp suoh in pan alah ding uhi.
- 38.3.4 Local LYF te khu sil bangkim a Divisionte leh Headquarterte thupia bangin nna asem ding uhi. Tualeh Vaihawmna peizang theina ding in apoimaw leh ahun dungzuiin Division leh Headquarter in a enkai (control) ding uhi.
- 38.3.5 Local LYF ten guolnop leh sep-le-bawl tuomtuom (activities) anei chiengun Local LCC te leh Division Lamkaite theisahna abawl jel ding uhi.
- 38.3.6 Local LYF in mau sunga, sum-le-pai suina tuomtuom abawl thei ding ua, tualeh Division apat
- 38.3.7 Target leh tuah ding a kiphut tei apejel ding uhi.
- 38.3.8 Lutheran Youth Fellowship General Headquarters a Thulut ding Local LYF in anei leh Division tawn in apejel ding uhi.



BUNG – 39

YOUTH PROMOTOR/ PASTOR

39.1 Khanglai lah a khantouna leh masawwna aum thei nading in akul leh poimaw dungzui in MELC Pawlpi theipina toh Youth Promotor/Pastor ding LYF in ala in a guongthei ding hi. Tam Promotor pen a teitei ahisih dinga, hinanleh, a poimaw dungzui leh amun zil in a neithehi hi.

39.2 A Nasep Dingte:

- i) Committee in sep-le-bawl ding apia dung zui in asem ding hi.
- ii) Naupang kikhawp leh Naupang Sunday School kai theiloute kaitheina dingin panla nna asem ding hi.
- iii) Moral & Religion Secretary leh Chairman/ Secretary (GHQ), te toh kithuja matin nna asem jel ding hi.
- iv) Kum chinin MELC sunga Khuo umteng atuon jel dinga, Khanglai leh Naupangte dinmun report abawl jel ding hi.
- v) Sunday School Naupangte khantou theina dingin Moral & Religion Secretary toh pan alah khawm ding uhi.
- vi) Sunday School Sangsyete Orientation Moral & Religion Secretary toh kithuo in abawl khawm jel ding uhi.

- vii) Lutheran Youth Fellowship General Headquarters in Division leh Local level ah anasep, silbawl dinga apiate abawjui jel ding hi.



BUNG – 40

FINANCE RULE

KHIL – 1

SUM MUNA LEH PAINA

- 40.1.1 Annual Target, Missionary Target, Monthly Last Friday Missionary Offering, Faith promise, Free will contribution for Missionary, Industry, Talent, Membership fee, Special Occasions of VIPs, Guests, leh adangdang te khu MELC Cashier/Accountant ah alut ding ahi.
- 40.1.2 Sum-le-pai zatna khat photphot supporting Bills/ Vouchers aum ding ahi.
- 40.1.3 Sum-le-pai zatna khat photphot a Chairman/ Secretary theipina toh zat ahi ding hi.
- 40.1.4 Departmental Secretaries ten amau Budget apat sum ala ding chiengun Chairman/ Secretary theipina toh alathei ding hi.
- 40.1.5 Sum-le-pai zat na khat photphot a Budger Head dungzui a zat ahi thei/ ding hi.

KHIL – 2 RECEIPT BOOK ZAH DINGDAN

40.2.1 Lutheran Youth Fellowship General Headquarters in
MELC Receipt Book tam anei a bang in azang ding hi.

- i) Annual Target - Receipt Book tuom
- ii) Missionary Target - Receipt Book tuom
- iii) Industry - Receipt Book tuom
- iv) Talent - Receipt Book tuom
- v) Faith Promise - Receipt Book tuom
- vi) Sunday School Text - Receipt Book tuom
- vii) Contribution (Missionary) - Receipt Book tuom
- viii) Muhna tuomtuom - Receipt Book tuom



BUNG – 41

KIPUIHUOINA BU SIEMPHAT THEINA DAN

- 41.1 Lutheran Youth Fellowship Kipuihuoina bu khu MELC Kipuihuoina Dan (Kibulphuna Dante) Bung 16 Khil 6 na dungzui in paikhiet, siemphat leh belap thei ahi ding hi.



