

CONSTITUTION

AND

BY-LAWS

COMMUNITY CHURCH

OF

BOULDER JUNCTION

Revised 7/25/2021

# COMMUNITY CHURCH OF BOULDER JUNCTION CONSTITUTION

## ARTICLE I

### Name of Organization

The name of this church shall be Community Church of Boulder Junction, a corporation organized under Chapter 187 of the laws of the State of Wisconsin. The church shall be non-denominational.

## ARTICLE II

### Confession of Faith

This church acknowledges the Bible as the inspired word of God and the only perfect guide for our faith and conduct toward God, our human family, and the entire creation.

## ARTICLE III

### Purpose

The purpose of this church shall be to bring honor to God and build up the body of Christ. This shall be accomplished by preaching the Gospel; teaching the Bible; providing the sacraments; responding to the needs of the people in the church and the community; providing instruction in the Christian faith and doctrine; participating in home and world missions; nurturing the spiritual life of its members; providing opportunities for Godly stewardship of talents, finances, and time; and centering the activities of the church in prayer.

## ARTICLE IV

### Membership

Membership in this church shall be granted upon application to anyone having faith in Jesus Christ as his or her personal Savior, having been baptized according to the Bible, and having resolved to live a life consistent with that faith.

## ARTICLE V

### Church Council

The general administration of the church shall be vested in the Church Council and shall consist of those people who are members of this church holding the following positions:

1. The officers of the church

- a. The council chair
  - b. The council vice chair
  - c. The secretary
  - d. The treasurer
2. The elected members of each church department
  3. The pastor

## ARTICLE VI Business Meetings

### Section 1.

The Church Council, department, committee, annual and special meetings may be conducted, in whole or in part, by tele- or videoconference technology by means of which all persons participating in the meeting can hear each other. Participation in a meeting in such a manner shall constitute presence in person at the meeting. Electronic polling may be used. Special rules of order shall be adopted for the conduct of such meetings to provide for an orderly meeting.

### Section 2.

The annual meeting of the church shall be held within thirty days following the close of the fiscal year. The exact date is to be determined by the Church Council. Written notice shall be given to all active members at least one week prior to the meeting. Written reports shall be received prior to this annual meeting. The secretary, treasurer, and members of the administrative departments shall be elected at the annual meeting.

### Section 3.

The Church Council shall meet monthly, on a date to be determined by the Council.

### Section 4.

Special meetings of the church may be called by the pastor, the Church Council, or the written application of 15% of the qualified voters. The purpose shall be stated in the written notice of the meeting, which shall then be sent to all active members at least one week prior to the time of the meeting. No business other than that for which the meeting is called, shall be transacted at special meetings.

### Section 5.

All business meetings shall be conducted only when the necessary quorum is present.

ARTICLE VII  
Worship

Public services shall be conducted regularly on Sundays, and when deemed appropriate on weekdays, for worship, the preaching and teaching of God's Word, and prayer.

ARTICLE VIII  
Property

In the event of dissolution, the property and all assets of the church shall be distributed to another religious society as defined under Chapter 187 of the Wisconsin Statutes and as designated by the membership. This corporation may be dissolved by a resolution of two-thirds of the members present at any annual or special meeting called for that purpose, when special notice has been sent by certified mail to every member on record not less than thirty days prior to the meeting. Included in that notice shall be statement that the intent of the meeting is dissolution of the church. The meeting shall be held in the church or in the town of Boulder Junction.

ARTICLE IX  
Amendments

Amendments to the constitution and bylaws may be adopted or amended at an annual or special meeting by a two-thirds vote of those members present. Any proposed amendments must be presented in writing to a meeting of the Church Council at least one month prior to the annual or special meeting. Written notice of the proposed amendments must be given by the Church Council to all church membership along with their notice of the meeting. Unless otherwise noted, amendments adopted go into effect immediately.

**BY-LAWS**  
**Of the**  
**Community Church of Boulder Junction, Wisconsin, Inc.**

ARTICLE I  
Membership

The constitution of the Community Church of Boulder Junction states in Article IV, Membership: "Membership in this church shall be granted upon application to anyone having faith in Jesus Christ as his or her personal Savior, having been baptized according to the Bible, and having resolved to live a life consistent with that faith."

Section 1. Application

A. Application for membership in this church shall be made to the Pastor or to a member of the Department of Elders.

1. Application for membership may be made by one of the following:

a. Confession of faith: Such applicant shall be instructed in the meaning of membership by the Pastor. He/She shall then appear before the Pastor and/or elders when his/her application is presented, to testify concerning his/her faith and life in Jesus Christ.

b. Letter of Transfer: Such applicant shall be oriented to the work of the church by the Pastor or elders.

c. Upon completion of confirmation: Confirmands shall be invited to become members on confession of faith.

2. Action on application shall be taken by the Department of Elders in the absence of the applicant. New members shall be welcomed at the first communion service thereafter.

Section 2. Conduct

All members should regard it a privilege and a sacred duty to use their gift, both spiritual and material, for the furtherance of the work of this church and God's kingdom. All members should pledge themselves to the Christian spirit and conduct for which the apostle Paul pleaded in Romans 12:

"I appeal to you therefore, brothers and sisters, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your

spiritual worship. Do not be conformed to the world, but be transformed by renewing of your minds, so that you may discern what is the will of God – what is good and acceptable and perfect.” (New Revised Standard Version)

Section 3. Active Membership

A. “For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually, we are members of one another. We have gifts that differ according to the grace given us, prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness.” Romans 12 (New Revised Standard Version)

B. Active membership constitutes the sharing of one’s gifts and talents to further the good news of the Gospel of Jesus Christ. Active members shall celebrate in worship, participate in the sacraments, and support the ministries of the Community Church.

C. Active membership participates fully in the direction of church policy and program by voice and vote.

Section 4. Associate Membership

Associate membership shall be extended to those who, for valid reasons, retain membership in another Christian church in another community. Associate members shall have the privilege of voice and vote at business meetings. The church and its Pastor shall serve them in their spiritual needs and they shall have the privilege to serve on appointed or voluntary committees, and as a department member, but not as chair of a department.

Section 5. Inactive Membership

A. Inactive members are those, deemed by the Department of Elders, to have willfully neglected to participate in the life and mission of the Community Church of Boulder Junction.

B. After one year, the Department of Elders will seek out the inactive member and in the spirit of Romans 12 ask that member to once again participate in the life of the church community. If that inactive member chooses not to participate, they will remain inactive, having no voice or vote in the mission and direction of the Community Church of Boulder Junction. After five years, the inactive member shall be dropped from the rolls of the church.

## Section 6. Termination

### A. Voluntary

1. By transfer. Letter of transfer shall be issued by the Pastor and/or the Department of Elders.
2. By withdrawal. Any member may resign from the church roll by submitting a letter of resignation to the church office.

### B. Involuntary by Exclusion

1. Any member known to err in doctrine or conduct shall be counseled according to the procedure outlined in Matthew 18:15-17 and Galatians 6:1. A fellow member having knowledge of such error shall in the spirit of Christian love seek to restore the brother or sister. If he or she does not heed this counsel, the matter shall be brought to the attention of the Elders, who shall in meekness and gentleness seek to restore him or her. If counsel is again not heeded, the error shall be brought before a congregational business meeting. Discipline shall then be administered in the spirit of Christ with due regard for the welfare of the individual as well as that of the church.
2. Dismissal of a member must be acted upon by the church, which alone has the authority. A two-thirds vote of those present and voting at a duly constituted congregational business meeting is necessary for such action.

## ARTICLE II

### Pastor

## Section 1. Qualifications and Duty

A Pastor, or pastoral staff members shall be duly ordained or licensed by a recognized Christian denomination and shall be a graduate of an accredited theological seminary with a Master of Divinity or equivalent degree. He/She shall be called by the members of the church to diligently be devoted to the preaching and teaching of the Bible and to the overall spiritual care and welfare of the church members and community. The Pastor shall serve as ex-officio member of all departments and committees.

## Section 2. Call

The Pastor shall be called at a regular or special congregational business meeting, the purpose of which shall be announced two weeks in advance. The Pastor shall be called by ballot of two-thirds vote required for a call. The call shall be for an indefinite period of time with a minimum of six weeks notice required by the church of the Pastor for termination of Pastoral duties. By virtue of call, the Pastor is a member of the congregation.

Section 3. Charges Against A Pastor

Charges against a Pastor such as those of indiscretion, immorality, doctrinal error, unethical behavior or disloyalty to the church shall be submitted in writing to the Pastoral relations committee. (Matthew 15:15-18) If in the judgement of this committee, there is substance to the charges, the case shall be referred to the congregation which may by a simple majority vote, discharge the Pastor who will receive salary only up to the time of such discharge. The congregation may also opt to refer the matter to the ordaining or licensing body.

ARTICLE III  
Church Council

Section 1. Officers

A. Council Chair

1. The Council Chair shall conduct all business sessions of that board as well as the annual and special meetings. The Chair shall serve as an ex-officio member of departments and committees. Such Chair shall take the deepest interest in all things pertaining to the welfare of the church. The Chair shall be responsible, at the second Council meeting following the annual meeting, for nominating all members of all committees for Council approval.
2. The Council Chair shall be nominated by and from the Church Council and elected by a closed ballot at the first Council meeting following the church annual meeting. He or she may serve no more than two consecutive years.

B. Council Vice-Chair

1. The Vice-Chair shall assist the Chair and, during his or her absence, assume that office and its duties.
2. The Council Vice-Chair shall be nominated and elected in the same manner as the Chair.

C. Corporate Secretary

1. The duties of the Corporate Secretary shall be to keep a true and correct record of church matters, attend all meetings, recording the minutes thereof. The Secretary shall attend to all other duties which are customarily performed by a Corporate Secretary and as directed by the Church Council.
2. The Secretary shall be elected at the annual meeting for one year and may succeed himself or herself.



#### D. Church Treasurer

1. The duties of the Church Treasurer shall be to receive all church funds, to deposit them in any bank as designated by the Church Council, to disburse said funds as directed by the Council, and to keep a true and correct record of all receipts and disbursements of this church. The Treasurer shall present a written report of the receipts and expenditures to each regular meeting of the Council and to each congregational business meeting.
2. The Treasurer shall be elected at the annual meeting for one year and may succeed himself or herself.
3. The Council shall appoint an Assistant Treasurer who shall assist the Treasurer and perform such duties as shall be assigned by the Treasurer and the Church Council.

#### Section 2. Administrative Departments

##### A. Departments and Duties

1. The Department of Elders

The Department of Elders, four or more in number, shall share with the Pastor the responsibilities of meeting the spiritual needs of the church members. This shall include maintaining and updating a membership roster, overseeing all church services, advising those in need, visiting the sick and needy, assisting the Pastor in disciplinary action regarding church members, caring for the benevolent activities of the church, assisting with the Sacrament of Holy Communion, and encouraging members in the use and development of their individual gifts and talents.

2. Department of Christian Education.

- a. The Department of Christian Education, three or more in number, shall provide programs appropriate for the maturation of Christian faith; the programs shall recognize the benefit of family education as well as that of age-bracketed education, i.e., specific youth and adult categories. The Department shall act as overseer and resource to the youth activities, the camp/retreat opportunities available, and the church school operations. The Department shall make available periodic seminars/workshops on topics relevant to the needs and concerns of the parish. The Department shall appoint and recommend compensation, subject to Council approval,

the Youth Director and the Christian Education Coordinator. At the discretion of the Department of Christian Education the Youth Director and the Christian Education Coordinator positions may be combined as the Christian Education Director. In making such appointments, preference will be given to current church members. The Christian Education Department may, at its discretion, appoint non-church members to the positions. Any non-member so appointed will be encouraged to seek church membership following their appointment.

The above named staff members shall be accountable to the Pastor and Department of Christian Education and shall have an annual work evaluation. He/She will be ex-officio member of Church Council and ex-officio member of the Department of Christian Education. The term of office shall be indefinite and the person shall serve until such time as his/her resignation shall have been tendered and accepted by the Church Council. The appointment can also be terminated by action of the Council for reasons or circumstances which the Council deems appropriate.

b. The Christian Education Coordinator shall administer the entire church school program. He/She shall organize the church school with regard to its structure, staff, curriculum, and overall continuing operations, and shall work with the help of the Department of Christian Education in reaching necessary goals.

c. The Youth Director shall be responsible for the programs of all the youth of the church, as spelled out in the job description.

d. The Christian Education Director shall be responsible for the combined duties described in Section 2, b, and c.

### 3. The Department of the Stewardship of Finances

The Department of the Stewardship of Finances, three or more in number, shall be responsible for financial planning and reporting, education in the stewardship of finances, and payment of salaries. The Church Treasurer shall be an ex-officio member of this department.

#### 4. The Department of Church Property

The Department of Church Property, three or more in number, shall arrange for the care and maintenance of church property, including building and grounds. Minor repairs and up-keep are to be arranged by this Department. Major decision regarding church property, including but not limited to insurance, loans, mortgages, sales, etc., shall be arranged as directed and approved the Church Council.

#### 5. The Department of Worship and Music

The Department of Worship and Music, three or more in number, shall be responsible for assisting the Pastor in implementing regular and special worship services; for encouraging, supporting, and coordinating the music program of the church; for securing volunteers for readers, ushers, greeters, nursery attendants and musicians at all church services. It is also the responsibility of the Department of Worship and Music to send an acknowledgement of their attendance to all visitors. The organist and choir director shall be ex-officio members of this Department.

#### 6. The Department of Missions

The Department of Missions, three or more in number, is to express, through giving, the congregation's love for God and His creation by expanding the congregation's awareness of the mission of the Christian church, by informing the congregation of local, national , and worldwide mission needs, and by providing the congregation with opportunities to support mission needs through its prayers, moneys, and personal service.

#### 7. The Department of Personnel

The Department of Personnel, five or more in number, shall establish and maintain personnel policies and procedures for all paid employees of the church, and carry out all responsibilities outlined in the church's Personnel Manual. Its activities shall be reported regularly to the Council, and all changes in policy and procedures must be approved by the Council.

#### B. Election and Tenure

Department members shall be elected by ballot at the annual meeting. A majority vote is required for election. Members of the Department of Elders shall be elected for a five-

year term. All other department members are elected for a three-year term. Department members, other than Elders, may not serve more than two consecutive full terms on the same department. After one year, department members are again eligible for election to Council.

### Section 3. Council Duties

The Church Council shall be responsible for the direction of all church activities, including the following:

- A. To discuss and deliberate on such matters and problems that arise in the activities of the church, to review the programs and ministries of the church, to coordinate and oversee the work of the church departments, and to take action as needed.
- B. To ensure that decisions of the congregation are carried out.
- C. To encourage representatives of various groups and organizations within the church to present concerns and issues to the Council for consideration.
- D. To appoint members nominated by the chair to all standing committees and give direction to those committees.
- E. To review and coordinate the church calendar and establish the fiscal year.
- F. In the event of a vacancy of the Council Chair, the Vice Chair will assume the office and its duties until the next annual meeting. Should this happen, the office of Vice Chair will be considered vacant.

In the event of a vacancy in the positions of Vice Chair, Secretary, or Treasurer, a member of the Church Council may be elected by majority vote of the Church Council to serve until the next annual meeting.

In the event of a vacancy on a department, the Church Council may elect by majority a successor until the next annual meeting.

- G. A vacancy on a department will be when the number of members falls below the minimum number required in the bylaws. An officer who is elected to fill a vacancy of more than six months is considered to have served a full year in that office. To elect, supervise, and if necessary, discharge church employees, not including the Pastor, and determine their salary and wages.
- H. To review and recommend an annual budget to the congregation.
- I. To have authority over everything that takes place with the congregation, including:
  - 1. Right of approval when an organization is to be organized or disbanded.
  - 2. The right to examine a proposed constitution and any changes in its bylaws.
  - 3. The right to determine the use of church property by organizations.
  - 4. The right to ask for reports from all subsidiary organizations.
  - 5. The right to be informed of all the activities of each organization.

6. The right to set time and number of services.

#### Section 4. Committees

##### A. Nominating

The Nominating Committee shall consist of three or more members, nominated by the chair at the second Council meeting after the Annual meeting, and appointed by the Council, to serve one year. It shall be their duty to arrange that candidates, who are agreeable and capable of serving, be available for the annual election or other vacancy. They shall prepare a ballot for the annual meeting of the congregation listing at least one qualified candidate for each office to be filled, clearly indicating number of years remaining when filling unexpired terms.

##### B. Pastoral Relations

The Pastoral Relations Committee shall consist of the Pastor, a member of the Department of Elders, the Council chair, and three or more members at large, nominated by the chair at the second Council meeting after the Annual Meeting and appointed by the Council, and shall promote effective working relations between the Pastor and the church. This committee shall meet as needed.

##### C. Fellowship

The Fellowship Committee shall consist of three or more members nominated by the chair at the second Council meeting after the Annual Meeting, and appointed by the Council to serve one year. It shall be their duty to encourage growth in fellowship by initiating, planning, and arranging social events.

- D. Committees within the church may be developed as needed provided the purpose of such is consistent with church's overall purpose and standards and is approved by the Council.

#### Section 5. Quorum and Voting

Council members present, including at least two officers, shall constitute a quorum at meetings of the Council. A simple majority vote shall determine all matters at any Council meeting.

ARTICLE IV  
General Provisions

Section 1. Voting

- A. Active membership in the church gives the right to vote. Members must be present to vote at any meeting.
  
- B. A two-thirds majority vote shall, except as otherwise specified, determine all matters at any congregation meeting.

Section 2. Quorum

A quorum at a congregational meeting shall consist of 25% of the active church members, five of whom must be Church Council members. Such quorum shall be determined prior to the Annual Meeting each year at a meeting of the Department of Elders.

Section 3. Rules of Order

All business meetings of the church, Council, committees, and organizations of the church shall be conducted according to Robert's Rules of Order, Revised, unless otherwise indicated.

ARTICLE V  
Amendments

Amendments to the constitution and bylaws may be adopted or amended at an annual or special meeting by a two-thirds vote of those members present. Any proposed amendments must be presented in writing to a meeting of the Church Council at least one month prior to the annual or special meeting. Written notice of the proposed amendments must be given by the Church Council to all church membership along with their notice of the meeting. Unless otherwise noted, amendments adopted go into effect immediately.

## **General Rules for Hybrid (Virtual) Meetings**

While it is preferable that all members attend meetings in person, the church recognizes this is not always possible. To ensure smooth operation of hybrid meetings (some members in person; some joining via device or phone), the following rules will help clarify expectations and procedures.

1. There must be an opportunity for all members to hear at the same time equivalent to those of meetings held in one room.
2. Each member must have the contemporaneous ability during the meeting to submit a vote through the video platform's polling process on an individual device or to text or call in their vote. Each voting member is limited to one device.
3. Each member shall be responsible for his/her connection to the Internet. No action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented his/her participation in the meeting.
4. Each member should ensure the device displays his/her actual name, not a nickname or device name to ensure recognition. (Example: display "Susan Smith" not "SusiesiPad".)
5. Members' devices shall remain muted unless recognized to speak or before a voice vote. An individual will be assigned by the presiding officer to operate the mute/unmute function during the meeting.
6. If the meeting has more than 15 participants, a microphone shall be used to enhance the discussion.
7. Members shall use a specific link to join the meeting and will be verified as a member when logging/calling into the Zoom platform.
8. Once a quorum is established in the meeting, the continued presence of a quorum shall be monitored by the online list of participants unless another quorum count is ordered by the presiding officer. The list of names of online/phone participants will be copied for the proceedings of the meeting.
9. To seek recognition to speak, a member shall click "Chat" in the meeting controls and enter his/her name and indicate purpose: aye, nay, Request for Information, speak to business before the meeting. The presiding officer will alternate between those speaking pro and con. Priority recognition is given to a Request for Information.

10. A member addressing the presiding officer shall state his/her name and purpose.
11. When discussing amendments to the constitution or bylaws, a member will be limited to speak once for one (1) minute on each motion. Total time clock on a proposed amendment or resolution shall be limited to seven (7) minutes.
12. A question asked under a Request for Information is not counted as individual debate time but does count toward the total time clock for the amendment. The clock for an individual to answer will pause for the time required to respond to a request for information and as ordered by the presiding officer.
13. The approved method of voting is by ballot taken electronically by Zoom polling OR by a call or text to a designated phone number. Those participating via phone have the choice to call or text, abstain, or to give up the privacy of their vote by speaking their vote aloud when asked.
14. The president shall announce the results of all ballot votes (number of votes cast (both in person and virtually); number needed for adoption of motion; number aye; number nay).
15. A total time of 45 seconds will be given to complete voting on each Zoom poll.
16. Members shall not record any portion of the business meetings, take screen shots or photos of presentations or slides, or post/share on the Internet, unless notified that this rule is suspended.