

CONSTITUTION

AND

BYLAWS

COMMUNITY CHURCH

OF

BOULDER JUNCTION

**Revised 7/23/2023**

# COMMUNITY CHURCH OF BOULDER JUNCTION CONSTITUTION

## ARTICLE I

### Name of Organization

The name of this church shall be Community Church of Boulder Junction, hereinafter referred to as the church or CCBJ. The church is 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 their 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.

**BYLAWS  
of the  
Community Church of Boulder Junction, Wisconsin, Inc.**

ARTICLE I  
Membership

Section 1.    Becoming a Member

- A. All those who desire to join the church will participate in discussion about becoming a member with the Pastor and/or the Elders prior to their welcome at a church service.
  
- B. Membership process will continue through one of the following:
  - 1. Confession of Faith before the Pastor and/or the Elders
  - 2. Transferring from another church
  - 3. Upon completion of confirmation/youth discipleship program
  
- C. New members will be welcomed into the church family during a communion service.
  
- D. After a member has been welcomed into the church, the Pastor and/or one or two Elders will meet with the new member as a first meeting of care and relationship.

Section 2.    Active Membership

Being a member of CCBJ means being a part of a community made up of individuals with different personalities, strengths, gifts, and points of view. As individuals we accept we are part of a greater body of believers, committed first and foremost to loving each other with genuine affection, honoring one another and holding tightly to what is good (Romans 12:4-10).

These other attributes listed below describe those who are committed and willing to be members of this church:

- A. A willingness to share one's gifts and talents to further the health and life of the community and further the good news of Jesus Christ. A member participates in the function of the church either through serving on a team, program, or simply through voice and vote.
  
- B. A commitment to personal growth, learning and maturing in character.
  
- C. Active members participate in the Christian practices of worship, fellowship, communion, prayer, and other practices of the Christian faith.

- D. Active members are committed to cultivating a healthy environment of diversity, embracing people from all walks of life and backgrounds, and celebrating a culture of unity amidst the diversity which empowers us to grow, collaborate, connect, and belong.
- E. Membership with another church will not preclude membership in CCBJ.

### Section 3. Discontinuing Membership

A member may discontinue their membership in CCBJ, either through voluntary or involuntary circumstances. A member may communicate verbally or in writing to the Pastor or an Elder their intention to withdraw from the CCBJ community for any of the following reasons:

- A. Transferring of membership and involvement to another church
- B. Moving away from the area
- C. No longer wish to be a member, attend, or receive communication from CCBJ
- D. Death of member
- E. If after two years of communications from the Elders with no response from the member (including two final communications explaining pending removal from active status), the Elders can remove a member from active status.

### Section 4. Termination

There may be, on rare occasions, the need to exclude an individual from membership. This only occurs due to extreme situations and will be conducted with utmost care and consideration. This process will include the Pastor, the Council Chair, and the Elders. Dismissal of a member must be acted upon by the church with a two-thirds vote of those present and voting at a duly constituted congregational business meeting.

- A. If a member has committed an egregious offense of character, concerned parties may address the Pastor or Elders to discuss further review of the situation.
- B. If a member has committed a legal offense, their membership may come under review.

## 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. They 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 serves as a voting member on Pastoral Relations and as ex-officio member, without vote, on all other 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 serves as a voting member on Pastoral Relations and the department(s) to which they were elected and will serve as ex-officio member, without vote, on all remaining 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 will be nominated by and from the Church Council at the first Council meeting following the church annual meeting. They will be elected by ballot to serve for one year. The Council Chair's term will begin immediately upon

election and will end at the first Council meeting following the annual meeting after their successor has been elected. They may serve no more than two consecutive terms.

B. Council Vice-Chair

1. The Vice-Chair shall assist the Chair and, during their 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 Corporate Secretary shall be elected at the annual meeting for one year and may succeed themselves.

D. Church Treasurer

1. The duties of the Church Treasurer shall be to oversee the receipt and deposit of all church funds, to direct the disbursement of said funds as directed by the Council, and to ensure a true and correct record of all receipts and disbursements of this church is maintained. 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.

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 Christian Education Coordinator and Youth Director will be ex-officio members, without vote, of this department.
- b. The Christian Education Coordinator shall administer the entire church school program. They 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 2.c.

3. The Department of the Stewardship of Finances

The Department of the Stewardship of Finances, three or more in number, will be responsible for all financial matters, including education in the stewardship of finances. The Church Treasurer will be a member of the department. The Finance Manager will be an ex-officio member, without vote, 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 will be ex-officio members, without vote, 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 matters and problems that arise in the activities of the church.

- B. To review the programs and ministries of the church.
- C. To coordinate and oversee the work of the church departments, and to take action as needed.
- D. To ensure that decisions of the congregation are carried out.
- E. To encourage representatives of various groups and organizations within the church to present concerns and issues to the Council for consideration.
- F. To appoint members nominated by the chair to all standing committees and give direction to those committees.
- G. To review and coordinate the church calendar and establish the fiscal year.
- H. In the event of a vacancy of the Council Chair, the Vice Chair will assume the office and its duties until the election of the Chair at the first Council meeting following the church 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 will be elected by majority vote of the Church Council to serve as Secretary or Treasurer until the next annual meeting. The member elected to be Vice Chair will serve until the election of Vice Chair at the first Council meeting following the church annual meeting.

- I. 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.
- J. To elect, supervise, and if necessary, discharge church employees, not including the Pastor, and determine their salary and wages.
- K. To review and recommend an annual budget to the congregation.
- L. To have authority over everything that takes place with the congregation, including:
  - a. Right of approval when an organization is to be organized or disbanded.
  - b. The right to examine a proposed constitution and any changes in its bylaws.
  - c. The right to determine the use of church property by organizations.
  - d. The right to ask for reports from all subsidiary organizations.
  - e. The right to be informed of all the activities of each organization.
  - f. 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 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. Constitution & Bylaws

The Constitution & Bylaws 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 receive, review, and recommend proposed amendments to the Constitution and the Bylaws of the church.

E. Communications

The Communications Committee shall consist of at least two members. It shall be their duty to ensure strong communications to church members and friends through newsletters, social media, website, and other methods appropriate for the church.

F. Pastoral Search (as needed)

Upon the position of pastor becoming vacant, the Council Chair shall nominate church members to serve on the Pastoral Search Committee. The Pastoral Search Committee shall consist of five or more members.

G. 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  
Community Food Pantry

Section 1. Purpose

- A. The Community Food Pantry and Clothes Closet (Food Pantry) are all-volunteer, non-denominational services of the Community Church of Boulder Junction.
- B. The purpose of the Community Food Pantry is to provide individuals and families with a dependable source of supplemental food, household, and hygiene products. The focus will be on serving residents of western Vilas County.
- C. The Community Food Pantry accepts clothing for distribution through the Clothes Closet, located within the Food Pantry.

Section 2. Administration

- A. The Food Pantry will be managed by a governing body of five or more members as nominated by the Food Pantry governing body and approved by the Church council.
  - a. The term of service is one year and may be renewed indefinitely.
  - b. Membership at Community Church of Boulder Junction is not a requirement to serve on the Food Pantry governing body.
- B. The governing body may establish policies and procedures for the operation of the Food Pantry consistent with the mission of the Community Church of Boulder Junction.
- C. The Council Chair will serve as an ex-officio member, without vote, on the Food Pantry governing body.
- D. The governing body must provide a written annual report for the church's annual meeting.
- E. The chair of the governing body, or their designee, is invited to attend Church council meetings to provide additional updates as needed. They will have no vote on council matters.
- F. Community Church of Boulder Junction members are encouraged to serve the Community Food Pantry and Clothes Closet.

Section 3. Finances

- A. All Food Pantry funds will be managed by the Food Pantry governing body.
  - a. Signatories on Food Pantry accounts will include the church Treasurer and those nominated by the Food Pantry governing body and approved by the church council.
  - b. Community Church of Boulder Junction retains sole authority to designate and change signatories at any time.
- B. Access to Food Pantry funds is restricted to the signatories on the bank accounts.

- C. The Food Pantry will provide monthly income and expense statements to the church Treasurer.
- D. The Food Pantry will make its financial books available for financial review upon request.

Section 4. Dissolution

In the event of dissolution of Community Food Pantry, all assets of the Food Pantry will be distributed to other area food pantries, with the approval of the Church Council.

ARTICLE V  
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 VI  
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 their 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 their participation in the meeting.
4. Each member should ensure the device displays their 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 fifteen 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 their 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 their 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.