

CONSTITUTION AND BYLAWS

COMMUNITY CHURCH
OF
BOULDER JUNCTION

Revised 7/19/2026

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

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 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. Proposed amendments must be made available by the Church Council to all. Unless otherwise noted, amendments adopted go into effect immediately.

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

**ARTICLE I
Membership**

Section 1. 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.

Section 2. 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. 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 3. 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 4. 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 5. 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 shall be:

- A. duly ordained by a recognized Christian denomination or
- B. 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. Worship

The Pastor shall coordinate public services to be conducted regularly for worship, the preaching and teaching of God's Word, and prayer.

Section 4. 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. Church Council

- A. The general administration of the church will be vested in the Church Council and will consist of members of the church holding the following positions:
 - 1. The officers of the church:
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - 2. The chair of each department
 - 3. The Pastor
- B. If the chair of the department has to miss a Council meeting, they will send a representative from the department in their place.
- C. If an officer of the church should also be a department chair, and there is no other representative of said department present, the officer only has one vote on the Council.

Section 2. Council Quorum and Voting

A quorum will be seven Council members present. A majority vote will determine all matters at any Council meeting.

Section 3. Council Duties

The Church Council will 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 church.
- b. To coordinate and oversee the work of the departments and committees.
- c. To encourage members of the church to present concerns and issues to the Council for consideration.
- d. To establish the fiscal year and coordinate the church calendar.
- e. To review and recommend an annual budget to the congregation.
- f. To maintain the membership roster and authorize the removal of a member from active status.

Section 4. Election and Tenure

- A. The officers of the church will be elected at the annual meeting by ballot to serve a two-year term.
 1. The term of office will begin at the close of the annual meeting at which they are elected and will end at the close of the annual meeting after their successor has been elected.
 2. The Chair and Vice Chair may serve no more than two terms. The Secretary and Treasurer may succeed themselves.
 3. Officers may be elected to a department but should not serve as the department's chair while serving as an officer.
 4. In the event of a vacancy of the Chair, the Vice Chair will assume the office and its duties until the election of the Chair at the next annual meeting.
 - a. Should this happen, the office of Vice Chair will be considered vacant.
 5. 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 until the election of officers at the next annual meeting.
- B. Department members will be elected by ballot at the annual meeting.
 1. All department members are elected for a three-year term.

Proviso: *Elders currently serving a five-year term would complete their current term. When the five-year term expires, they would be eligible to be nominated for a three-year term and eligible to be nominated for a second consecutive term. At the completion of the second three-year term, they would be required to take at least one year away from Elders before they would be eligible to be nominated again to the Department of Elders. (The proviso will be removed after the last Elder completes their five-year term.)*
 2. Department members may not serve more than two consecutive terms on the same department.
 - a. After one year away from a department, department members are again eligible for election to the same department.
 3. A vacancy on a department will be when the number of members falls below the minimum number specified in the bylaws.

- C. Committees will be nominated by the chair at the first Council meeting after the Annual meeting and be approved by the Council to serve one year, unless otherwise noted.
 - a. Committees within the church may be developed as needed provided the purpose of such is consistent with church's overall purpose and is approved by the Council.

Section 5. Council Officers

A. Chair

1. The Chair will conduct all business sessions of that board as well as the annual and special meetings.
2. The Chair serves as a voting member on Pastoral Relations and any department(s) to which they were elected and will serve as ex-officio member, without vote, on all remaining departments and committees.
3. The Chair will take a deep interest in all things pertaining to the welfare of the church.
4. The Chair will be responsible, at the first Council meeting following the annual meeting, for nominating committee members for Council approval.
5. The Chair shall serve as ex-officio member of the Bylaws Committee.

B. Vice Chair

1. The Vice Chair will assist the Chair and, during their absence, assume that office and its duties.
2. The Vice Chair shall serve as ex-officio member of the Communications and Nominating Committees.

C. Secretary

1. The duties of the Secretary will be to keep a true and correct record of church matters, attend all meetings, record the minutes thereof.
2. The Secretary will attend to all other duties as directed by the Church Council.

D. Treasurer

1. The duties of the Treasurer will be to:
 - a. Oversee the receipt and deposit of all church funds
 - b. Direct the disbursement of said funds as directed by the Council
 - c. Ensure a true and correct record of all receipts and disbursements of this church is maintained
2. The Treasurer will present a written report of the church's financial position and activities at each regular meeting of the Council and at the church's annual meeting.
3. The Treasurer may be requested to provide other financial information for special meetings of the church as directed by the Council.
4. The Treasurer shall serve as ex-officio on the Department of Stewardship of Finances.

Section 6. Departments

A. Department of Elders

The Department of Elders, four or more in number, will assist the Pastor by:

1. Shepherd the church family

2. Assist with the sacrament of Holy Communion
3. Encourage, support, care for, and, when necessary, gently correct members
4. Act as mediators in the handling of interpersonal conflict between members as needed
5. Lead the church in prayer for its members, the church, and the community
6. Visit and pray for the sick and those in need and those in need of encouragement
7. Provide guidance and support for the Act of Love ministry
8. Teach and facilitate in small groups or services as needed to build faith and spiritual growth
9. Be an example of Christ in life, prayer, and character
10. Track overall service attendance and contact with new visitors via the contact cards
11. Provide a representative to act as ex-officio member of Fellowship Committee.
12. Provide a representative to the Pastoral Relations Committee.

B. Department of Faith Formation

The Department of Faith Formation three or more in number, will:

1. Provide programs for all ages appropriate for the maturation of Christian faith
2. Act as overseer and resource to the children and youth activities, and camp/retreat opportunities
3. Make available seminars/workshops on topics relevant to the needs and concerns of the Church
4. Be in charge of all Nursery activities
5. Supervise any staff hired to deliver departmental responsibilities
 - a. Any staff hired to support the department's work will be ex-officio members, without vote, of the department for as long as they are employed by the church.

C. Department of the Stewardship of Finances

The Department of the Stewardship of Finances, three or more in number, will:

1. Be responsible for all financial matters, including communication regarding the stewardship of finances
2. The Treasurer will be ex-officio on the department
3. Supervise any staff hired to deliver departmental responsibilities
 - a. Any staff hired to support the department's work will be ex-officio members, without vote, of the department for as long as they are employed by the church.

D. Department of Church Property

The Department of Church Property, three or more in number, will:

1. Coordinate the care, upkeep, and maintenance of church property, including equipment, buildings, grounds, and new construction
2. Supervise any staff, or service providers, hired to deliver departmental responsibilities

E. Department of Worship and Music

The Department of Worship and Music, three or more in number, will:

1. Assist the Pastor in implementing regular and special worship services

2. Encourage, support, and coordinate the efforts of all artistic expression
3. Recruit volunteers for scripture reading, ushers, greeters, special gifts, and musicians for all services
4. Supervise any staff hired to deliver departmental responsibilities
 - a. Any staff hired to support the department's work will be ex-officio members, without vote, of the department for as long as they are employed by the church.
5. Provide oversight of all banners and beautification efforts

F. Department of Missions

The Department of Missions, three or more in number, will:

1. Express, through giving, the congregation's love for God and His creation
2. Expand the congregation's awareness of the mission of the Christian church, by informing the congregation of local, national, and worldwide mission needs
3. Provide the congregation with opportunities to support mission needs through its prayers, moneys, and personal service

G. Department of Personnel

The Department of Personnel, three or more in number, will:

1. Establish and maintain personnel policies and procedures for all paid employees of the church
2. Carry out all responsibilities outlined in the church's Personnel Manual
3. Report all changes in policy and procedures for approval by the Council

Section 7. Committees

A. Nominating

The Nominating Committee, at least two members, will:

1. Arrange candidates who are agreeable to be nominated as an officer or as a member of a department
2. Prepare a ballot for the annual meeting of the congregation listing at least one qualified candidate for each office and/or department to be filled
 - a. The ballot should indicate whether the candidate is in their first or second term.
3. Coordinate communication about potential volunteers to support work of departments and committees to appropriate department and/or Council Chair.
4. The Vice Chair will be ex-officio, without vote, on the committee.

B. Pastoral Relations

1. The Pastoral Relations Committee (PRC) will consist of:

- a. The Pastor
- b. A member of the Department of Elders
- c. The Council Chair
- d. Three or more members at large

2. The PRC will:

- a. Promote effective working relationships between the Pastor and the church
- b. Conduct the annual evaluation of the pastor

C. Fellowship

The Fellowship Committee, at least two members, will:

1. Coordinate fellowship following church services
2. Encourage growth in fellowship by initiating, planning, and arranging special events
3. Recruit and coordinate volunteers for funerals
4. A representative of the Department of Elders will be ex-officio on the committee.

D. Bylaws

The Bylaws Committee, at least two members, will:

1. Receive, review, and recommend proposed amendments to the Constitution and the Bylaws of the church
2. The Council Chair will be ex-officio on the committee.

E. Communications

The Communications Committee, at least two members, will:

1. Partner with every department to support communication efforts to church members and the community
2. Maintain the church website, newsletter, social media, and other outlets as appropriate
3. The Vice Chair will be ex-officio on the committee.

F. Pastoral Search (as needed)

The Pastoral Search Committee, five or more members, will be formed upon the position of Pastor becoming vacant.

1. The Council Chair will nominate church members to serve
2. The committee will serve until the position of Pastor is filled or the Council Chair eliminates the committee's works

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 Church 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 those nominated by the Food Pantry governing body and at least one of the following: church Finance Manager, Treasurer, or Council Chair, 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 Business Meetings

Section 1. Use of Technology

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. Annual Meetings

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. Notice shall be given to all active members at least one week prior to the meeting. The annual report shall be available prior to the

meeting. The officers and members of the administrative departments shall be elected at the annual meeting as necessary.

Section 3. Council Meetings

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

Section 4. Special Meetings

Special meetings of the church may be called by the Church Council, the pastor with two or more church Council officers, or the written application of 15% of active members. The purpose shall be stated in the notice of the meeting, which shall be provided 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. Quorum

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

- A. A quorum at a congregational meeting shall consist of 25% of the active church members, five of whom must be Church Council members.
- B. Such quorum shall be determined prior to all business meetings by the council officers or their designees.

Section 6. 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 business meeting.

Section 7. Rules of Order

All business meetings 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. Proposed amendments must be made available by the Church Council to all. 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.