

CONSTITUTION AND BYLAWS
of the
GREENDALE COMMUNITY CHURCH
UNITED CHURCH OF CHRIST
of Greendale, Wisconsin
(Revised November 1, 2016)

PREAMBLE

The family of Greendale Community Church, United Church of Christ, welcomes and invites all people throughout the journey of life into community to:

- Worship God and Jesus Christ;
- Help people respond to the Spirit's call;
- Teach and grow in faith and discipleship; and
- Participate in God's work for peace, justice and service to the world.

ARTICLE I
NAME

The name of this church shall be "Greendale Community Church, United Church of Christ". This church shall be a "not for profit" corporation, incorporated under the laws of the state of Wisconsin. This church is a member of the Southeast Association of the Wisconsin Conference of the United Church of Christ.

ARTICLE II
OBJECTIVES

The objectives of this church shall be:

- To bring all people together in harmony and a common unity under God.
- To carry out God's will in every activity of our lives so that we will bring out the best in every life we touch.
- To encourage and model life-long faith formation through worship, contemplation, study, fellowship and service.

- To teach the story of scripture and the broader Christian tradition to help each person find his or her place in this shared, sacred and eternal story.
- To challenge and equip people to live and share their faith.
- To partner with families in the faith nurture of their children.
- To help one another value the rich diversity of people and traditions in God's kingdom.
- To create inviting, open and safe spaces for the exploration of questions of faith, and to affirm all people, no matter where they are on their journey.

ARTICLE III GOVERNMENT

The government of this church is vested in its members. The church shall design its own program to meet the spiritual and educational needs of its members and of the community, recognizing the faith, polity and fellowship of the United Church of Christ.

ARTICLE IV MEMBERSHIP

Any person, by transfer of church membership, reaffirmation of faith, or upon affirming his belief in God, determining to follow the Christian way of life and supporting the objectives, principles and constitution of this church may become a member. A copy of the constitution and bylaws shall be made available to all prospective members.

The Baptism of those uniting with the church upon confession of faith shall be optional.

We covenant together to participate in worship services of the church and to contribute our time, talent and money, according to our means, in order that our church may be able to carry out its programs.

Members of this church may receive letters of recommendation to any church to which they desire to transfer their membership.

Members whose addresses have long been unknown, or who, for a period of one (1) year, have not communicated with the church, attended its worship services, or contributed to its support, may, by vote of the Board of Community Life and affirmation by the Official Board, be transferred to an inactive list. From the date of such transfer such persons may cease to be reported on the active Membership Roll.

ARTICLE V BUSINESS MEETINGS

Section 1 Annual Meeting

The Annual Meeting of the church shall be held between the first Sunday in November and the second Sunday of December, at the call of the Official Board, to elect officers and committee members, fill Board and Committee vacancies and to approve the budget. Upon completion of these items old and new business may be considered. Any unfinished business not approved at the Annual Meeting shall be discussed at an adjourned meeting, the date of which shall be set at the close of the Annual Meeting.

The notice of the Annual Meeting and meeting materials shall be provided by the Official Board at least two (2) weeks prior to the meeting date. Annual Board, Committee and Pastor reports shall be distributed to the congregation in January.

Section 2 Special Meeting of the Congregation

Special meetings for business shall be called by the Official Board, or by the Recording Secretary on written request of five (5) members. The nature of the business shall be stated in the call and shall be read from the pulpit or printed in the calendar at the services of three (3) consecutive Sundays immediately preceding the meeting. The business of the meeting must be limited to that stated in the call.

Section 3 Emergency Meeting

In case of an emergency, either the Chairperson of the Official Board or Assistant Chairperson of the Official Board, or, should neither of these be available, the Chairperson of the Board of Trustees may call an emergency meeting following a regular Sunday morning worship service, the purpose of the meeting being stated in the call. Such meeting may be without other previous notice. This meeting shall have authority to conduct only stated business, but its recommendation must be approved or rescinded, so far as possible, at the next special meeting of the congregation, as described in Section 2 above.

Section 4 **Meeting Requirements**

- a. Five percent (5%) of the active membership shall constitute a quorum at any properly called business meeting. All members on the church's active roll are eligible to vote.

- b. All elections shall be by ballot unless voted otherwise by those members present.

- c. The Chairperson of the Official Board shall preside over the meeting. If the Chairperson of the Official Board is not present, the Assistant Chairperson shall preside. If the Assistant Chairperson is not present, the Chairperson of the Board of Trustees shall preside. If none are present, a temporary chairperson shall be elected by the members present.

Section 5 **Official Year**

The official year of the church shall be from January 1 to December 31. Officers shall take office on January 1.

ARTICLE VI
PASTOR(S)

The Pastor(s) shall be called for an indefinite period by a two-thirds (2/3) vote of the congregation present and voting. While the term of the Pastor(s) shall be indefinite, this relationship may be terminated on sixty (60) days' notice by either party, unless terminated on shorter notice by mutual consent of the Pastor(s) and the congregation.

When a pastoral position becomes vacant, the Official Board shall contact the Associate Conference Minister of the Wisconsin Conference of the United Church of Christ who, in conjunction with appropriate conference staff and a selected pulpit search committee, shall proceed together to secure a candidate for the vacant position. Where possible, this committee shall hear the candidate in his/her own pulpit. Being satisfied with his/her spirit and qualifications, they shall then invite him/her to conduct worship services for the congregation. At a meeting of the congregation, called in due form (See Article V, Section 2), the name of the candidate shall be presented. The committee shall not recommend more than one (1) candidate to the congregation at any one (1) time. If the candidate receives two-thirds (2/3) vote of the members present and voting (assuming a quorum), the Chairperson of the Official Board shall be instructed to present to him/her a copy of our call for his/her acceptance and signature, the terms of the call

having been determined by the Official Board.

The Pastor(s) shall have charge of the spiritual welfare of the church with the assistance of the Board of Community Life. They shall seek to enlist men, women, and children as followers of Christ, preach the gospel, administer the sacraments, have under their care all services of public worship, administer the activities of the church, and develop, coordinate, and maintain the educational ministries in cooperation with the various Boards, committees, and the extended ministries of the Association, Conference, and National Boards.

The Pastor(s) shall serve as a non-voting ex-officio member(s) of all Boards and Committees of the church.

ARTICLE VII OFFICERS AND DUTIES

Section 1 Chairperson of the Official Board

The Chairperson of the Official Board shall be elected at the Annual Meeting and shall serve for a period of one (1) year, not to exceed three (3) consecutive terms. He/She shall preside at all meetings of the Official Board and with the approval of the Official Board, shall appoint all members of the special committees. Together with the Pastor(s), he/she shall be responsible for the development and execution of a well-rounded program by all responsible Boards and committees. He/She shall preside at all business meetings of the congregation. In his/her absence, the Assistant Chairperson shall preside. If neither is present those attending the meeting shall elect their own chairperson. The Chairperson of the Official Board shall serve as an ex-officio member of all Boards and committees. It is recommended that the Chairperson of the Official Board shall not hold any other office in the church during his/her term as Chairperson.

Section 2 Assistant Chairperson of the Official Board

The Assistant Chairperson of the Official Board shall be elected at the Annual Meeting and shall serve for a period of one (1) year. In the absence of the Chairperson, the Assistant Chairperson shall preside at all meetings of the Official Board and business meetings of the congregation. The Assistant Chairperson shall work closely with the Pastor(s) and the Chairperson, and shall perform such duties as are delegated to that office by the Chairperson. A person serving as Assistant Chairperson shall not serve more than three (3) consecutive terms, but shall be eligible to succeed to the office of Chairperson of the Official Board.

Section 3 **Recording Secretary**

The Recording Secretary shall attend each Official Board and congregational meeting and shall prepare a written summary of the proceedings of such meetings. The minutes of the meetings shall be retained and forwarded to each Official Board member for review and corrections (if any) at the next Official Board meeting. The Recording Secretary shall be elected annually and serve as a member of the Official Board.

Section 4 **Financial Secretary and Assistant Financial Secretary**

The Financial Secretary shall receive all payments made to the church, take charge of all offerings and special collections, and deposit all monies received to the proper bank account, taking receipt for the same. He/She shall keep an accurate account of each pledge and furnish statements authorized by the Board of Trustees. He/She shall make an authorized account or report at each regular meeting of the Board of Trustees and Official Board. The Assistant Financial Secretary shall support the Financial Secretary as needed. These officers shall be elected annually by the church and serve as members of the Official Board.

Section 5 **Treasurer and Assistant Treasurer**

The Treasurer shall authorize payment of all regular bills and other bills as otherwise approved by the Board of Trustees. The Treasurer shall be responsible for assembling the budget based on input from each of the Boards and Committees. He/She shall make an itemized report at each monthly meeting of the Official Board and the Board of Trustees. The Assistant Treasurer shall support the Treasurer as needed. These officers shall be elected annually by the church and serve as members of the Official Board.

ARTICLE VIII
BOARDS AND COMMITTEES AND THEIR DUTIES

Section 1 **The Official Board**

The Official Board shall consist of the following positions: Chairperson of the Official Board, Assistant Chairperson of the Official Board, Recording Secretary, Financial Secretary, Assistant Financial Secretary, Treasurer, Assistant Treasurer, Head Usher, two (2) Members-at-Large and the Chairperson/representative of the following Boards: Religious Education, Community Life, Mission, Staff Relations, and Trustees, and other elected committees. The Members-at-Large shall be elected by the church at the Annual Meeting. The Chairpersons/representatives shall be elected by their

respective Boards.

It shall be the function of the Official Board to visualize the entire mission of the church, to confer with the Pastor(s) on the general direction of church activities, and to cooperate with him/her and with the church in the formulation of a well-rounded program consistent with Article II of this document.

The Official Board shall appoint a Nominating Committee at its August meeting. The Nominating Committee shall nominate for all vacancies on Boards and Committees and report to the Official Board at the October meeting.

The Official Board shall meet monthly. Special meetings may be called by the Chairperson whenever necessary. Nine (9) members shall constitute a quorum. The Chairpersons of the various Boards temporarily unable to attend the Official Board meetings should send substitute representatives. Members of the Board absent from three (3) consecutive regular meetings, without good reason, may be replaced. This Board shall have the right to fill vacancies in Board and Committee memberships which may occur during the year.

Section 2 Board of Community Life

The Board of Community Life shall consist of a minimum of seven (7) people elected for one (1) year terms.

This Board shall cooperate with the Pastor(s) in providing the necessary assistance in the worship service and in ministering to the internal spiritual interests and fellowship of the church.

Section 3 Board of Trustees

The Board of Trustees shall consist of nine (9) members, each elected for three (3) years, one-third (1/3) being elected each year. After serving two (2) full terms [six (6) years] a member of this Board shall be ineligible for re-election for one (1) year.

This Board shall have the care and custody of the property of the church, and have charge of its finances, subject to the regulations prescribed by the laws of the state. The Board shall have the power to buy, sell, mortgage, lease or transfer real property, subject to approval by the congregation.

The Board of Trustees shall serve as the Budget Committee. It shall be the duty of the Board to solicit the financial needs of all groups of the church.

A budget shall be presented at the October meeting of the Official Board for acceptance, after which a letter incorporating the entire budget shall be written by the Official Board and sent to the congregation in time for their consideration, not later than two (2) weeks before the Annual Meeting. The Board of Trustees shall be responsible for ensuring that a stewardship campaign occurs annually.

The Board shall meet monthly and special meetings shall be called as needed. This Board shall organize and select its own officers at the January Board meeting before the January meeting of the Official Board. Any member of this Board absent from three (3) consecutive regular meetings, without good reason, may be replaced. The Board shall conduct a financial review every five (5) years.

Section 4 Board of Religious Education

The Board of Religious Education shall consist of five (5) adults with the option of an additional member of one (1) youth of high school age, duly elected from the congregation. The member shall be elected for a term of one year. The term will coincide with the academic program year (July 1 – June 30).

This Board, in conjunction with the professional staff, shall direct the educational work of the church. The Board will work in a subcommittee format with one (1) or more Board members chairing a subcommittee. It shall have charge of the church school and maintain other educational activities of the church.

This Board shall organize and select its own officers at the June Board meeting. Any member of this Board absent from three (3) consecutive regular meetings without good reason may be replaced.

Section 5 Board of Mission

The vision of the Board of Mission is to work with church staff to promote and provide all church members, as well as non-member volunteers, opportunities to participate in mission outreach and social actions of the church.

The Board of Mission shall consist of nine (9) members that are elected by the congregation for a one (1) year term. The duration of service is not limited. Members shall have voting authority for Board motions.

The Board may also consist of ad hoc volunteers that participate with projects, programs, specific mission outreaches or specific social actions. The duration of service is dependent on the association, and can be

temporary or long term. Volunteers shall not have voting authority, but can propose motions. Volunteers may represent the specific projects and programs at Official Board or other congregational meetings.

Section 6 Staff Relations Board

The Staff Relations Board will consist of five (5) members, each of whom will serve a three (3) year term. Two (2) members will be elected each year, except every third (3rd) year only one (1) member will be elected. After serving two (2) full terms [six (6) years] a member of this Board shall be ineligible for re-election for one (1) year.

The Staff Relations Board shall serve as a liaison between the professional staff and the congregation, fostering (a) honest, open communication about the performance of professional staff; (b) a place for the professional staff to express concerns, hopes, ambitions, and frustrations; (c) a climate in which problem areas or issues in the performance of the professional staff members will be addressed.

A Staff Relations Board liaison will meet with all professional staff three (3) times per year. Other special meetings can be called at the request of the Official Board, Chairperson of the Official Board, professional staff member, or Staff Relations Board member. The Board shall review the salaries of professional staff and make recommendations to the Board of Trustees concerning compensation levels.

Prior to the salary recommendations being made, the Staff Relations Board shall conduct an evaluation of professional staff. The Board is authorized to employ and dismiss professional staff members and shall establish terms and conditions of employment. Additionally, the Board may hire other professional staff as deemed necessary by the church. Such persons will work under the general direction of the Pastor(s).

Section 7 Decorating Committee

The Decorating Committee may consist of five (5) or more members from the congregation with one (1) serving as Chairperson to coordinate major events and call meetings when needed. The Chairperson shall serve a term of two (2) years, and all other members shall serve a term of one (1) year. The duration of service is not limited.

The Decorating Committee shall be responsible for the altar decorations, seasonal decorations, and overall aesthetic beauty of the church. The Decorating Committee shall make recommendations to the Official Board concerning the appearance of the church.

Section 8 **Music Committee**

The Music Committee shall consist of four (4) members from the congregation; each year two (2) of its members shall be elected to a two (2) year term. The members shall meet as necessary. The church organist and choir directors will be ex-officio members of this committee.

The Music Committee shall be responsible for the musical ministry of the church.

Section 9 **General Duties**

Each Board and Committee shall have the right to fill vacancies in its elected membership which may occur during the year. Such appointments shall be affirmed by the Official Board.

Each Board and Committee shall select its own officers, including a Chairperson. The elected Chairperson or an appointed representative of each Board and Committee shall be a member of and attend each Official Board Meeting.

ARTICLE IX
AUXILIARY ORGANIZATIONS

All organizations approved by the Official Board, which are connected with the church and using its equipment, are regarded as integral parts of the church and under its general supervision.

ARTICLE X
AMENDMENTS

This constitution may be amended by a two-thirds (2/3) vote of the church membership present at any regular or special meeting of the congregation, provided that a notice specifying the time of the meeting and stating the proposed amendment shall be communicated to the membership at least two (2) weeks in advance. The notice shall be given from the pulpit and printed in the calendar on the two (2) Sundays immediately preceding this meeting.