

**ST. JOHN UNITED CHURCH OF CHRIST
1130 WEST MARQUETTE STREET
APPLETON, WISCONSIN**

**APPROVED
BYLAWS
Revised November 7. 2021**

MISSION STATEMENT

Celebrating Christ, Loving All Persons
Adopted 2005-2006

STATEMENT OF PURPOSE

St. John United Church of Christ exists to spread the Word of God by our working together to make Christian faith, love and service the center of life.
We do this through:

Prayer, Worship and Sacrament

Christian Education for all ages

Stewardship of all God's gifts

Evangelism, Mission and Outreach

Offering friendship, acceptance and encouragement to everyone

**ST. JOHN UNITED CHURCH OF CHRIST
1130 WEST MARQUETTE STREET
APPLETON, WISCONSIN
MAY 6, 2012**

BYLAWS

These Bylaws shall govern St. John United Church of Christ and the members thereof and replace the prior Constitution and Bylaws of the church.

ARTICLE I

NAME

The name of this church shall be St. John United Church of Christ located in the city of Appleton, Outagamie County, State of Wisconsin.

ARTICLE II

PURPOSE

The avowed purpose of the church shall be to worship God, to preach the gospel of Jesus Christ, to teach the Holy Scriptures, and to celebrate the Sacraments; to realize Christian fellowship and unity within this church and the Church Universal; to render loving service toward humanity; and to strive for righteousness, justice and peace.

ARTICLE III

POLITY

SECTION 1: This church shall be a part of the United Church of Christ and it shall sustain that relationship to the United Church of Christ described in those portions of the Constitution and Bylaws of the United Church of Christ adopted July 4, 1961 and amendments relating to local churches.

SECTION 2: The government of this church is vested in its members, who exercise the right of control in all its affairs, subject, however, to the Laws of the State of Wisconsin relating to religious societies.

ARTICLE IV

FAITH AND COVENANT

SECTION 1: FAITH – This church acknowledges as its sole Head, Jesus Christ, the Son of God and Savior. It acknowledges as brothers and sisters in Christ all who share in this confession. It looks to the Word of God in the Scriptures, and to the presence and power of the Holy Spirit, to prosper its creative and redemptive work in the world. It claims as its own the faith of the historic church expressed in the ancient creed and reclaimed in the basic insights of the Protestant Reformers. It affirms the responsibility of the church in each generation to make this faith its own. In accordance with the teaching of our Lord and the practice prevailing among Evangelical Christians, it recognizes two Sacraments: Baptism and the Lord's Supper or Holy Communion.

SECTION 2: COVENANT – We covenant one with another to seek and respond to the Word of God. It is our purpose to walk together in the ways of the Lord, make known and to be made known to us. We hold it to be the mission of the church to witness to the gospel of Jesus Christ in the world, while worshiping God, and striving for truth, justice and peace. As did our ancestors, we depend on the Holy Spirit to lead and empower us. We pray for the coming of the Kingdom of God, and we look with faith toward the triumph of righteousness and eternal life.

ARTICLE V

OBLIGATION OF THE UNITED CHURCH OF CHRIST

SECTION 1: The church shall regularly participate in and contribute to the support of all branches of the United Church of Christ according to the rules and actions of the General Synod and the Wisconsin Conference of the United Church of Christ.

SECTION 2: Delegates and alternates from this church shall be appointed by the Council to attend the meetings of the Northeast Wisconsin Association and of the Wisconsin Conference of the United Church of Christ. The payment of expenses shall be determined by the Council.

SECTION 3: This church, through its pastor and/or officers shall make such reports as are required by the Northeast Wisconsin Association, Conference, or denominational authorities.

ARTICLE VI

MEMBERSHIP

Members are encouraged to invite those who are not connected with any church to attend our services. It is through example that we live out our Mission Statement, "Celebrating Christ, Loving All Persons", by offering friendship, acceptance and encouragement to all.

SECTION 1: All baptized children shall be recognized as non-confirmed and non-voting members.

SECTION 2: There shall be two (2) classifications of membership:

- A. active member
- B. associate member

SECTION 3: An active member is one who:

- A. has been received into communion, either by adult baptism, confirmation, profession of faith, re-profession of faith or by letter of transfer.
- B. has the right to voice and vote at every regularly called meeting of the congregation, except in such cases where legal matters are involved and the state law requires minors to refrain from voting.
- C. takes an active part in all functions of the church for the glory of God and the uplifting of humanity. This includes regular attendance at worship, participation in communion and active support of the financial undertakings of the church through contributions of time, talent and treasure.

SECTION 4: An associate member is one who:

- A. may hold membership in a Christian church outside of St. John United Church of Christ and participates regularly in worship and fellowship at St. John United Church of Christ.
- B. is a long standing, formerly active, member who is no longer able to attend or contribute to the church for reasons listed below. The Membership Review Committee shall review individual circumstances, such as, but not limited to:
 - 1. shut ins
 - 2. military
 - 3. students
 - 4. working out of area, yet living here
 - 5. in prison
- C. shall hold all the rights and privileges of regular members except voting and holding of constitutional office.

SECTION 5: TERMINATION OF MEMBERSHIP

- A. A member may terminate their membership to this church at any time by providing a written request to the Council.
 - 1. A request for termination of membership shall be acted on at the next regularly scheduled meeting of the Council.
 - 2. Members who have decided to continue their faith journey with another congregation may request a Letter of Transfer when requesting termination of membership.
- B. The Council may act to terminate membership for any member:
 - 1. who is absent from worship and provides no financial support, without cause, for a period of one year.
 - 2. who has moved away from the area and provided no forwarding address.
 - 3. who acts in ways that are harmful to this congregation.
 - 4. who is convicted of any criminal act while on the properties of or while engaged in the programs and ministries of this church.
- C. Any person whose membership has been terminated may request reinstatement of their membership through written request to the Council. When acting on such requests, the Council shall take into consideration the attendance and financial support of the person seeking reinstatement of membership.

ARTICLE VII

GOVERNING BODY

SECTION 1: The governing body of this church shall be the active membership assembled in the church meeting.

The vote of a majority, two thirds (2/3), of active members present at the meeting shall be the action of the church. A quorum shall consist of ten percent (10%) of the active membership.

SECTION 2: It shall be the prerogative of the membership to decide such questions as: the buying and selling of real property; building projects; extraordinary repairs of the church property; the Call of the pastor, the directions of the work of the church, and such other powers and prerogatives as may be set forth. For the transaction of all other business, the administration of the church is entrusted to the Church Council, chosen and composed as provided for within these Bylaws.

ARTICLE VIII

CHURCH COUNCIL

SECTION 1: The Council shall be the executive body of this church. It shall be composed of the pastor(s), and five (5) active members of the congregation elected to the office. The pastor(s) shall serve as ex-officio (without vote). One half (1/2) of its voting members shall constitute a quorum. If congregation increases in size, consideration will be made as to whether to add council seats.

SECTION 2: The Council members shall be elected by a simple majority vote, cast by ballot, at the duly called congregational meeting and shall assume office at the start of the new (remove and replace with "calendar" fiscal) year. They shall be elected for a term of three (3) years and shall be limited to two (2) additional elected three (3) year terms on the Council.

- A. It shall be so arranged that three (3) Council members are elected annually.
- B. A Council member appointed to an un-expired term may not serve more than two (2) additional elected terms on the council.)
- C. Each new (remove and replace with "calendar" fiscal) year the three Council members in the last year of their three (3) year term shall be named as elders. The elders shall serve as the Member Review Committee.

SECTION 3: The newly elected Council member and elders shall be publicly installed into their respective offices at a Sunday morning worship service.

SECTION 4: The Council shall organize itself each year, electing a President, Vice-President and Secretary. The Council shall further elect a Treasurer and a Financial Secretary, who may or may not be a member of the Council. The Treasurer and Financial Secretary, if not already a Council member, shall serve on the Council as ex-officio (without vote).

SECTION 5: The Council shall fill vacancies on the Council for the unexpired term.

SECTION 6: The Council shall be the policy making body of the church and shall:

- A. transact the business of the church
- B. make provisions for the determining and raising of the current expenses budget, as well as for Our Christian World Mission and benevolences
- C. provide for the auditing of financial accounts
- D. provide for the adequate support of the staff
- E. keep a complete and accurate record of all its proceedings
- F. be custodian of all church records
- G. report to the church at its regular and special meetings
- H. form such boards and/or committees as will serve to further the purpose of the church.

All acts and deliberations of the council are subject to the will of and revision by the governing body.

SECTION 7: The Council shall instruct the proper officers on all fiscal matters, including the payment of bills, with monthly review by the Council.

SECTION 8: The Council may authorize any emergency, non-budgeted expenses; but if such expenses exceed \$5,000.00, it must receive the approval of the congregation. The Council may also obtain short-term loans for the purpose of covering immediate current expenses.

SECTION 9: The Council shall have the care of the property of the church, whether real or personal, and all monies and legacies. It shall hold all such property as a sacred trust for the church.

SECTION 10: The Council shall meet at least once every month for the transaction of such business as may properly come before it. Special meetings are subject to the call of the President.

ARTICLE IX

DUTIES OF OFFICERS

SECTION 1: The President shall:

- A. be the official representative of the church or shall designate an alternate.
- B. preside at all meetings of the Council and/or congregation.
- C. be an ex-officio member of all committees except the Nominating Committee.
- D. sign all official document, contracts, loans and deeds.
- E. perform such other duties as relate to the office of President.

SECTION 2: The Vice-President shall:

- A. become President for the unexpired term in the event of the resignation or death of the President.
- B. act in the temporary absence of the President.
- C. do all things possible to support the work of the President.
- D. progress to the office of President following having served as Vice-President.

SECTION 3: The Secretary shall:

- A. take minutes of all meetings of the Council and/or congregation.
- B. inform the members of the Council and congregation of all regularly scheduled and special meetings.
- C. have charge of such correspondence as is delegated by the Council and/or President.
- D. maintain a current list of members and their addresses.
- E. with the President, sign all official documents, contracts, loans and deeds.
- F. perform such other duties which the Council may delegate.

SECTION 4: The Treasurer shall:

- A. be bondable in such sum as is covered by our liability insurance carrier and meet those requirements of bonding.
- B. have charge of and be responsible for all monies for congregational support and benevolences received from the Financial Secretary and give receipt for same.
- C. be responsible for the payment of all bills.
- D. be responsible for seeing that a proper set of books is maintained.
- E. render a monthly account to the Council.
- F. sign all checks as necessary.
- G. perform such other duties which the Council may delegate.
- H. if not already a council member, the treasurer, will serve as an ex-officio member of the Council and Finance Committee.

SECTION 5: The Financial Secretary shall:

- A. be bondable in such sum as is covered by our liability insurance carrier and meet those requirements of bonding receive all monies
- B. transfer all monies to the treasurer and take receipt for same.
- C. prepare receipt for monies received and issue statements to all members.
- D. perform such other duties which the Council may delegate.
- E. if not already a council member, the financial secretary will serve as an ex-officio member of the Council and Finance Committee.

DUTIES OF THE PASTOR

It shall be the duty of the pastor to:

1. set a good example for the church.
2. conduct services on Sundays, Holy Days and such other days as the church may desire.
3. direct the work of Christian education.
4. visit the sick and comfort the distressed.
5. administer the Holy Sacraments.
6. keep a record of all services performed and present a monthly report to the Council of all baptisms, confirmations, weddings and funerals officiated over while pastor at this church.
7. serve as an advisor to all committees, ministry teams, task forces and church organizations.
8. perform all other duties as belong to the pastor's office in the United Church of Christ.

ARTICLE X

PASTORAL VACANCY

SECTION 1: As soon as a pastoral vacancy occurs, it shall be reported to the Conference Executive Northeast Wisconsin Association Minister.

SECTION 2: It shall be the responsibility of the Search Committee, appointed by the Council to seek a candidate for a vacancy in the office of Pastor.

SECTION 3: The Council working with the Wisconsin Conference shall seek interim ministers to fill the pastoral vacancy, until the settled minister is found. The search committee may seek the counsel of the Northeast Wisconsin Association and/or the Division of Church Ministry and the Wisconsin Conference.

SECTION 4: The Search Committee may request the Conference Executive to secure relevant information about any minister whom it wishes to consider for the vacancy.

SECTION 5: The Search Committee shall present to the congregation the candidate it recommends to fill the vacancy. A majority vote of a quorum of voting members constitutes a Call.

SECTION 6: In the Call, the salary and other terms of the relationship shall be stated, including the agreement of the church to participate in the Pension Fund of the United Church of Christ, the Minister's Health Insurance Program and other terms agreed between the candidate and the Committee. The minister, church the Northeast Wisconsin Association, and the Conference Executive shall each receive a copy of the Call.

SECTION 7: When a minister accepts a Call to this church, the church and the MINISTER shall join in requesting the N.E. Wisconsin Association to arrange for a service of installation. A report of the service shall be signed by the proper officer of the Northeast Wisconsin Association and by the Conference Executive, and copies shall be sent to the Secretary of the United Church of Christ and to the Council for Church and Ministry.

SECTION 8: The pastor shall be elected for an indefinite period. In order to terminate this relationship, three (3) months notice shall be given by either pastor or church, unless mutual consent, or disciplinary action by the Northeast Wisconsin Association of the Wisconsin Conference.

SECTION 9: During a pastorate, no other minister shall perform any religious ceremony in the church without the pastor's consent. To invite a speaker either during a temporary absence of the pastor or for special occasions, the consent of both pastor and Council is required.

ARTICLE XI

COMMITTEES, MINISTRY TEAMS AND TASK FORCES

Section 1: Committees are groups of members that are commissioned to do important administrative tasks necessary for this church to conduct its business, program and mission, such as, but not limited to, management of finances, personnel, and property. (Refer to Operations Manual for specific duties.)

- A. Committee members are appointed by the Council for two (2) year terms.
 - 1. Individuals are limited to three consecutive terms.
 - 2. Terms of committee members shall be staggered.
- B. Committees operate under the direction of the Council.
- C. Council shall appoint the chairperson of each committee.
- D. Committees shall submit a monthly report of their actions to the Council.
 - 1. All reports regarding finances shall be in written form.
 - 2. All financial reports are subject to audit.
- E. Committees may submit recommendations to the Council that pertain to their area of responsibility. Recommendations from Committees are presented as an item for action with no need for a motion.
- F. Committees shall submit a proposed budget for their work to the Council for each (remove and replace with "calendar" fiscal) year to be included in the Mission Spending Plan of the church.
- G. New committees may be formed at any time that the Council or congregation deem necessary.

Section 2: Ministry teams are groups of members and/or friends that gather to coordinate the program aspects of the ministry and mission of this church, such as, but not limited to, education, evangelism, fellowship, missions, and worship. (Refer to Operations Manual for specific duties.)

- A. Ministry teams are comprised of persons who have an interest in creating or coordinating programs that are part of the ministry of this church.
- B. New Ministry teams may be formed by the Council working with members and friends of the church to address needs, issues or concerns within the ministry of this church.
- C. Ministry teams are self-directed, but operate under the authority of the Council.
- D. Council shall appoint one of its members as a liaison to each Ministry team.
- E. Ministry teams select their leaders from among those serving on the team.
- F. Ministry teams shall submit a monthly report of their actions and events to the Council.
- G. Ministry teams shall submit a proposed budget for their work to the Council for each upcoming (remove and replace with "calendar" fiscal) year to be included in the Mission Spending Plan of the Church.
- H. Ministry teams may fund their programs and events through separate fund raising efforts and the Mission Spending Plan of the church.

- I. Ministry teams that fund programs/events apart from the Mission Spending Plan shall provide an annual report of all such funding to the Council at the end of each (remove and replace with "calendar" fiscal) year.

SECTION 3: Task forces are gatherings of members and/or friends that are appointed by the Council for short-term research, information gathering or organizational purposes, such as, but not limited to, revisions of policies and procedures, exploration of new areas of ministry, or organizing for special events and celebrations.

- A. The Council shall determine the scope of work assigned.
- B. The Council shall determine the time period during which the work shall be completed.
- C. The Council shall provide funding that may be necessary for the work assigned.
- D. Task forces shall report monthly on their progress during the time period of their existence.
- E. Task forces shall submit a final report on their findings along with any recommendations.

ARTICLE XII

PARTNERSHIPS (COVENANTS)

St. John United Church of Christ recognizes that ministry is often done in cooperation with denominational structures, other congregations, and other charitable institutions that seek to further Christian ideals, and therefore may enter into partnerships with other organizations.

Such partnerships may be entered into by the vote of the Council. All such partnerships shall be renewed on a yearly basis by vote of the congregation.

Partnerships (covenants) that St. John United Church of Christ participates in shall be listed in the Operations Manual along with the participation agreement.

ARTICLE XIII

CHURCH MEETINGS

SECTION 1: The date of the fall meeting of the congregation shall be determined by the council. The purpose of the meeting shall be to:

- A. adopt a Mission Spending Plan for the next (remove and replace with "calendar" fiscal) year.
- B. elect persons to fill vacancies on the Church Council.

- C. re-affirm all covenants and partnerships for the next (remove and replace with "calendar fiscal) year.
- D. act on any resolutions or address any other matters which may need to come before the congregation.

SECTION 2: The date of the Spring meeting of the congregation shall be determined by the Council. The purpose of the meeting shall be to:

- A. receive all annual reports from the previous (remove and change to "calendar" fiscal) year.
- B. act on any resolutions or address any other matters which need to come before the congregation.

SECTION 3: Special meetings of the congregation may be called by the Council at any time to address matters which require the attention of the congregation before the next regularly scheduled meeting.

SECTION 4: Members of the congregation may petition the Council to call a special meeting of the congregation.

- A. The petition must be signed by at least five percent (5%) of the active membership, and shall state the purpose of the meeting.
- B. The Council shall call a special congregational meeting within three (3) weeks of receiving the petition.

ARTICLE XIV

Fiscal year of this church shall be from January 1 to December 31."

ARTICLE XV

PROPERTY

The church may, in its corporate name, sue or be sued, acquire by purchase, gift, devise, and bequest or otherwise, own, hold, invest, reinvest or dispose of property both real and personal. The church may purchase, own, receive, hold, manage, care for, transfer, rent lease, mortgage, sell, assign, transfer and convey such property for the general purposes of the church.

Cemetery Twelve Corners Cemetery

Pet Cemetery Twelve Corners Cemetery
Located: Town of Center at the corner of
Twelve Corners Road and Center Valley Road

ARTICLE XVI

ENDOWMENT FUNDS

Endowment Fund:

Endowment Funds are established to receive and administer gifts given to the church through bequests in will, charitable gift annuities and assignment of life insurance and transfers of property (cash, stock, bonds, real estate).

Endowment Committee:

The Endowment Committee consists of five (5) members, all of whom shall be voting members of St. John United Church of Christ. Refer to the Operations Manual section for specific responsibilities, governing the Endowment Fund and the committee.

ARTICLE XVII

NONDISCRIMINATION POLICY

St. John United Church of Christ shall adhere to a policy of nondiscrimination based on race, color, gender, religion, ethnic origin, age, physical condition or disability in regard to those participating in, those served by and/or those employed by St. John United Church of Christ.

ARTICLE XVIII

RULES OF ORDER

Robert's Rules of Order Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered within these Bylaws.

ARTICLE XIX

AMENDMENTS

Amendments to these Bylaws may be made at any duly called church meeting by a two-thirds affirmative vote of the active members present, provided notice of the proposed meeting was issued at least two (2) weeks prior to the meeting.

ARTICLE XX

DISSOLUTION

St. John United Church of Christ can be dissolved only by majority two thirds (2/3) vote of all active members, according to Wisconsin Law. No one individual shall receive any of the church assets, nor shall they be distributed to its members.

Upon dissolution and according to Wisconsin State Laws a complete listing of all assets needs to be presented, to Wisconsin Conference and local courts. The assets to be included in this listing , but not limited to, are:

- A. all property
- B. all cash
- C. all investments
- D. all equipment
- E. all bequests
- F. all gifts
- G. all grants
- H. all trusts

Upon approval of the dissolution all assets shall be transferred to the Wisconsin Conference of the United Church of Christ.