

THE CONSTITUTION AND  
BYLAWS

REDEEMER  
UNITED CHURCH OF CHRIST

FIRST APPROVED 1978

The suggested revisions, deletions and additions of these By-Laws are recommended by the duly appointed Constitution Committee for 1976 and 1977: Janice Becker, Nancy Milkint, Harold Bewer, David Swan, Rev. James Burd, Ernabelle Madushaw, William Riebe. This document was approved as revised by the Congregation at the 1978 annual Meeting.

Article VIII, Sections A through S, were changed as approved by the congregation at the January 27, 1985 Annual Meeting.

Article VI, B.2. was added as approved by the congregation at the January 27, 1991 Annual Meeting and positioned as B.2. at the February 2, 1997 meeting.

Article VIII, Section M, was revised and approved by the congregation at the February 2, 1992 Annual Meeting.

Article XI (now XII), A, was changed as approved by the congregation at the February 2, 1997 Annual Meeting. Other wording changes were made also for consistency throughout the document and to correct spelling.

Article VIII, P was changed by the congregation at the February 8, 2004 Annual Meeting.

The following changes were approved by the congregation on January 9, 2005:

1. Article III was changed to add a phrase from the Mission and Vision Statement.
2. Article VI, E was changed to remove the provision for inactive membership.
3. Article VIII was changed to provide for a new Council structure and addition to Council responsibilities.
4. Articles IX, X, XI, XII, and XIII were renumbered to X, XI, XII, XIII, and XIV respectively.
5. A new Article IX was added to define Ministry Teams
6. The Council Task Committees and Statement of Purpose of Christian Worship were removed.

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**CONSTITUTION AND BY-LAWS OF THE  
REDEEMER UNITED CHURCH OF CHRIST INCORPORATED  
W220 N4915 Town Line Road, Town of Lisbon**

**ARTICLE I. NAME**

- A. The name of this Church shall be REDEEMER UNITED CHURCH OF CHRIST INCORPORATED.
- B. The Church is located in Waukesha County, Town of Lisbon, at W220 N4915 Town Line Road, Menomonee Falls, Wisconsin 53051.

**ARTICLE II. AFFILIATIONS**

- A. This Church shall be related to the Wisconsin Conference of the United Church of Christ through its voluntary relationship to the Southeast Association of the Churches of the Wisconsin Conference.

This Church shall be guided but not bound by these relationships.

- B. This Church shall be a part of the United Church of Christ and it shall sustain that relationship described in those portions of the Constitution and By-laws adopted July 4, 1961, relating to local churches.

**ARTICLE III. PURPOSE**

The purpose of this Church shall be to worship God through appointed times of corporate celebration and through seeking to live daily lives that glorify God: To preach the good news of Jesus Christ by work and action among this fellowship and wherever needed outside of the local Church; To strive for an open and accepting Christian community guided by the oneness of Jesus Christ and His prayer *"that they all may be one"*; To accept as our mission to be His servants in the service of people; To strive for righteousness within ourselves and for justice and peace in the world, and to become spiritually alive, radically inclusive and engaged in our communities.

**ARTICLE IV. POLICY**

The government of this Church is vested in its members which is called the Congregation. The Congregation exercises the right to control in all its affairs subject, however, to the laws of the State of Wisconsin and relative to non-profit corporations.

## **ARTICLE V. FAITH AND COVENANT**

FAITH: REDEEMER UNITED CHURCH OF CHRIST acknowledges as its sole head, Jesus Christ, the Holy One of God and the Savior of humankind. It acknowledges as brothers and sisters in Christ all who share this confession. It acknowledges as brothers and sisters under God, all humankind. It recognizes the Word of God as contained in the scriptures, and the presence and power of the Holy Spirit to guide and prosper the work of the Church in the world as it seeks to be a partner with God's continuous creating work. It stands on the faith of the historic Church, the basic insights of the Protestant reformers, the statement of faith of the United Church of Christ and remains open to new insight as may come through the Holy Spirit. In accordance with the teaching of our Lord and the practice among Christians, it recognizes two sacraments: Baptism and the Lord's Supper or Holy Communion.

COVENANT: We covenant to join in community to worship and serve God, whom we know through many symbols and call by many names: Creator, Redeemer, Holy Spirit, One God who is in all, over all and through all. We acknowledge Jesus Christ, God's Holy One, and seek to let His life, spirit and teachings mold our character and guide our actions, privately, publicly, individually and collectively. We pray for the coming of the Realm of God, and we look with faith toward the triumph of righteousness and eternal life.

## **ARTICLE VI. MEMBERSHIP**

- A. Members shall respect each other as persons of worth and dignity, though of differing theological, political and social beliefs; to continue our pilgrimage of faith, learning from our tradition while remaining open to new revelations; to express our love for God through service to all persons; to commit ourselves to be trustworthy managers of the time, talent, treasure and power available to us; and to work with all persons of good will to establish peace and justice, to distribute fairly the fruits of creation, and to foster compassion as the basis for our action in the world.
- B. Membership in this church shall be open to any BAPTIZED person who has been either confirmed or has made public confession of faith in Jesus Christ as Lord and Savior. Any baptized person may be received into membership with a satisfactory letter of transfer or a confession of faith. Membership is in accordance with the gospel covenant which binds into unity "faithful people of all ages, tongues, and races."
- C. Dual membership shall be open to persons who desire to participate in the life of this congregation through service and worship while they are away from their home church affiliation. Members holding dual status are entitled to all rights and responsibilities of its regular members. Persons may be approved for dual membership through action of the Church Council.
- D. Members shall pledge themselves to share in the life and work of the Church by participation in Worship Services and Celebration of the Lord's Supper, by contributing of time, talent and treasury and by seeking to live the Christian life.
- E. Any member, on request, will be granted a letter of transfer. Such a request shall be reviewed by the Pastor and Council, recorded in the Council Minutes, and the Office

Administrator or Pastor shall issue the appropriate letter of transfer.

- F. A member who, for a period of one year, has not shared in the life and work of the church will receive a letter of intent regarding membership.
  - 1. If response is received, the Council will approve the request and the Office Administrator will be notified.
  - 2. If no response, the Council will be notified and status will be updated to inactive or removed.
- G. If members by their conduct jeopardize the life and work of the Church, the Council may offer a hearing for the purpose of censuring or terminating their membership.
- H. If a person shows that he or she deserves to be re-instated as a member, this may be indicated to the Pastor and relayed to the Council for approval.
- I. The doorway in this Church shall be open to all persons.

#### **ARTICLE VII. GOVERNING BODY**

The governing body of this church shall be the membership assembled in a Congregational Meeting. A quorum shall consist of 10% of the total membership. The vote of a simple majority of members present shall be the action of the church. Absentee ballots may be made available and shall be accepted. When there is a predetermined and announced (Ref. Article XII, A & B) issue absentee ballots shall be made available and shall be accepted. Such ballots must be cast prior to the meeting.

#### **ARTICLE VIII. COUNCIL**

- A. The Council shall be the executive body of this church and shall consist of the following elected members: The Moderator, the Vice-Moderator, Past-Moderator and five other persons from the congregation. Elected members should have strong spiritual gifts, long range vision and be able to set the future direction of the congregation. They may not be a leader of any Ministry Team. These eight persons are voting members of the Council. Five of these elected representatives shall constitute a quorum at any official meeting of the Council. In addition, the following are appointed by the elected Council to be members of the Council with voice but no vote: Council Secretary and Treasurer. The Pastor(s), church staff, and any other members of the congregation shall have voice without vote at meetings of the Council. The Council may call for a closed Executive Session by majority vote of the Council.
- B. The Nominating Committee shall be appointed by the Council and shall consist of the Pastor, the Vice-Moderator (who will chair this committee), and up to three church members, other than Council members as deemed necessary by the Vice-Moderator. The names of those being nominated with a brief biographical sketch shall be published at least two weeks prior to the election at the annual meeting. Nominations may be made from the floor at the annual congregational meeting. All nominations must have the permission of the nominee.

- C. The five Council members other than the Moderator, Vice-Moderator, and Past-Moderator shall be elected at the annual congregational meeting. Candidates are elected for a term of two years, with approximately one half of the Council being elected each year. Council members may serve no more than two full successive terms.
- D. A Vice-Moderator shall be elected by the congregation at each annual meeting for a term of one year. The Vice-Moderator shall become Moderator immediately following the next annual congregational meeting or in the event that the Moderator is no longer able to serve. The Vice-Moderator shall serve as the chairperson of the Nominating Committee and perform any other duties assigned by the Moderator or Council. The Vice-Moderator shall preside in the absence of the Moderator.

Note: Duties of the office will include but not be limited to:

- 1. Gathering of Ministry Team reports for Council meetings.
  - 2. Setting and leading team lead meetings.
  - 3. Organizing non-voting, quarterly congregational meetings.
  - 4. Chairing the nominating committee.
  - 5. Performing any additional duties assigned by the Moderator or Council.
  - 6. Presiding in the absence of the Moderator.
  - 7. Serving as a member of the Finance team.
- E. The Moderator shall serve for a term of one year and must have previously served as the Vice-Moderator. The Moderator may not succeed him/herself as Moderator or Vice-Moderator. The Moderator shall become Past-Moderator immediately following the next annual meeting.

Note: Duties of the office will include but not be limited to:

- 1. Calling, planning and moderating the church's official meetings.
  - 2. Chairing all Council meetings.
  - 3. Representing the church at Association and Conference meetings or arranging for duly authorized representatives.
  - 4. Serving as a member of either the Pastoral Relations Committee or Personnel Committee.
- F. The Past-Moderator shall serve for a term of one year and must have previously served as the Moderator. The Past-Moderator may not succeed him/herself as Moderator or Vice-Moderator.

Note: Duties of the office will include but not be limited to:

- 1. Preside in the absence of the Moderator and Vice-Moderator.
  - 2. Assist and mentor the Moderator and Vice-Moderator.
  - 3. Perform any additional duties assigned by the Moderator, Vice-Moderator, or Council
  - 4. Serve as a member of either the Pastoral Relations Committee or Personnel Committee.
- G. Newly elected and appointed Council members shall be publicly installed.

- H. Vacancies on the Council caused by death or resignation shall be filled by Council appointment for the unexpired term. A vacancy in the office of Vice- Moderator shall be filled by election at a special congregational meeting called by the Council.
- I. No person shall hold concurrent elected or appointed positions on the Council.
- J. The positions of Council Secretary and Treasurer shall be appointed from the congregation by the Council immediately following the annual congregational meeting for terms of one year each, with no limit on successive terms.
- K. The Council shall be the policy-making body of the Church and shall transact the business of the church.
- L. The Council shall ensure the Stewardship Team annually conducts an every-member enlistment to solicit the time, talent and treasury of the Church's members.
- M. The Council shall ensure the Stewardship Team annually reviews the membership roles and issues letter(s) of intent as necessary. (see Article VI, E. for further details)
- N. The Council shall provide for the annual review and validating of the church's financial records as presented by the Treasurer at the end of the fiscal year by a Financial Validating Committee consisting of three church members other than Council members. One shall be elected each year by the congregation at the annual meeting and each shall serve a term of three years.
- O. The Council shall keep a complete and accurate record of its proceedings, and shall publish such minutes for the members, including a monthly review of the financial situation and payment of bills. All acts and deliberations of the Council are subject to the will of the congregation.
- P. The Council shall ensure annual evaluations for the pastor and all non-pastoral staff are completed.
- Q. The Council shall be custodian of all church records.
- R. The Council may authorize any unbudgeted expense.
  - 1. If an expense exceeds 2.5% of annual budgeted expenses, it must receive the approval of the Congregation.
  - 2. The Finance Committee has overall responsibility for the collection and distribution of funds required to operate the church and support the church's activities.
- S. The Council shall meet as necessary, but in no case less than one time each calendar quarter, for the transaction of such business as may properly come before it. Special Council meetings are subject to the Moderator's call. Members must attend a minimum of 75% of Council meetings or be subject to removal from the Council by majority vote of the Council.
- T. The Council shall assist, support and share in the ministry of the Church with the Pastor or Pastors. The ministry of the church as discerned in the currently adopted Mission and

Vision Statement shall be carried out through Ministry Teams. Ministry Teams shall be established as needed by the Council. The Council shall review Ministry Team budgets and a unified budget prepared by the Finance Committee. The unified budget shall be presented for approval by the Congregation.

- U. The Council shall have care and custody of the property of the church, whether real or personal, in accordance with the provisions of the Articles of Incorporation and the By-Laws.
- V. Based upon the recommendation of the Personnel Committee, the Council shall have the authority to hire, terminate and approve salary for church staff. Annual evaluations shall be completed for all non-pastoral staff in cooperation with the Personnel Committee.

#### **ARTICLE IX. MINISTRY TEAMS**

- A. Ministry Teams shall be created to carry out the ministry of the church. The establishment of a Ministry Team and the appointment of a Ministry Team Leader shall be the responsibility of the Council. Ministry Teams shall be comprised of church members who feel a calling and passion for the work of a particular Ministry Team. Members may serve as long as they continue to have a passion for the work of the Ministry Team.
- B. Each Ministry Team shall establish goals and objectives in accordance with the Mission and Vision Statement of the church.
- C. Ministry Teams shall establish a budget for inclusion in the church's annual budget for approval by the congregation. The Ministry Team shall be responsible for operating within its approved budget.
- D. Each Ministry Team shall meet as required to carry out its ministry. Regular Ministry Team status reports shall be submitted to the Council. Regular communications shall take place between Ministry Teams and the congregation.
- E. Ministry Team Leaders shall meet regularly for mutual support, coordination and collaboration of their various ministries.

#### **ARTICLE X. PASTOR**

- A. The guidelines used for both procuring and dismissing a pastor in this Church shall be in accordance with the procedure set forth by The Ministerial Excellence, Support, and Authorization Team of the United Church of Christ.
- B. 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.
- C. As soon as a pastoral vacancy occurs, it shall be reported to the Conference Minister and Association staff.
- D. In filling a vacancy or in securing supply pastors for the period of a vacancy, the Search Committee may seek the counsel of the Conference staff.

- E. The Search Committee may request the Conference Minister or Associate Conference Minister to secure relevant information about any pastor whom it wishes to consider for the vacancy.
- F. As a prerequisite for interviewing applicants for the office of Pastor, a congregational profile will be completed. This will help the Church to know who it is and will aid in the search for the person who will continue to meet the needs of the congregation.
- G. At least three applicants will be considered for the office of Pastor. Selected applicants will be interviewed at least two times by the Search Committee.
- H. The Search Committee will present to the church the name of one candidate it recommends to fill the vacancy. A two-thirds affirmative vote of the governing body constitutes a Call.
- I. In the Call, the terms of the relationship shall be stated, including the agreement of the church to participate in a retirement plan, health insurance options, and other terms agreed between the candidate and the Committee. The pastor, the church, the Association, and the Conference Minister shall receive a copy of the Call.
- J. When a pastor accepts a Call to this church, the church and the person called shall join in requesting the Association to arrange for a service of installation or recognition. A certificate of this installation shall be signed by the proper officer of the Association or Conference staff.
- K. The Pastor shall be elected for an indefinite period. In order to terminate this relationship, three months' notice shall be given by either party, or less by mutual consent. The procedure shall be in accordance with the Constitution and By-Laws of the United Church of Christ.
- L. When either the Pastor or the Congregation decides to terminate the relationship, the termination shall be acted upon by the Council, and notice of such termination shall be sent by the Moderator of the Council to the Conference Minister and to the Association Minister for the appropriate action.
- M. Annual evaluation shall be completed for pastoral staff by the Pastoral Relations Committee.
- N. Discipline of the Pastor shall be in conformity with the Constitution and By-Laws of the United Church of Christ.
- O. The church may at its discretion choose an Associate or Assistant Pastor(s).
- P. The Pastor, or the Council in the absence of the Pastor, shall keep membership records and a record of all professional ministerial services such as baptisms, confirmations, weddings, funerals, dismissals, and transfers. This information shall be communicated to the office staff for church records.
- Q. The Pastor shall make a monthly report of pastoral activities to the Council and provide an annual report to the Congregation. Such reporting shall include plans, hopes and dreams the Pastor has for the church's future.

## **ARTICLE XI. PROPERTY**

- A. The Church may in its corporate name sue or be sued, acquire by purchase, gift, devise, bequest or otherwise and own, hold, invest, reinvest, or dispose of property both real and personal for such work as the church may undertake and may purchase, own, receive, hold, manage, care for and transfer, rent, lease, mortgage or otherwise encumber, sell, assign, transfer and convey such property for the general purposes of the church; it may receive and hold in trust both real and personal property and invest and reinvest the same and make any contracts for promoting the objects and purposes of the church.
- B. Upon dissolution of the church, its assets and all property and interests of which it shall then be possessed, including any devise, bequest, gift, or grant contained in any will or other instrument, in trust or otherwise made before or after such dissolution, shall be transferred to the Wisconsin Conference of the United Church of Christ.

## **ARTICLE XII. CONGREGATIONAL MEETINGS**

- A. The annual meeting of the Congregation shall be held either in the month of January or the month of February, the specific date to be determined by the Council. Announcement to the Congregation shall be given at least two weeks prior to the annual meeting of the Congregation. The Council, the officers of the church, the Pastor(s), and all church organizations shall submit their annual reports in writing for publication at least two weeks prior to the Annual Meeting.
- B. A Special Congregational meeting shall be held prior to the start of the fiscal year for approval of the budget.
- C. Special Congregational meetings may be called by the Council or by a petition to the Council.
  - 1. If the Council feels the necessity for calling a congregational meeting, written notice will be sent at least six days prior to the meeting. A verbal notice will be given on the Sunday prior to the meeting.
  - 2. If directed by a petition signed by not less than 10% of the church members, the Council will call a special meeting of the congregation. After receiving a petition, verbal notice will be given the following two Sundays and the meeting will be held on the third Sunday. Written notice will be sent to the Congregation at least ten days prior to the meeting.
  - 3. A special Congregational meeting may also be called in the case of an extreme emergency. Extreme emergencies are those which cannot be foreseen and may cause a hardship which requires immediate action. If such an emergency should arise, the Council will make a maximum effort to contact all members at least 24 hours prior to the meeting.

## **ARTICLE XIII. RULES OF ORDER**

"Robert's Rules of Order" shall be the parliamentary authority for all matters of procedures not

specifically covered by these By-Laws.

#### **ARTICLE XIV. AMENDMENTS**

Amendments to these By-Laws may be made at any duly called Congregational meeting by a two-thirds affirmative vote of the members present (refer to Article VII).  
Announcement of the text of the proposed amendment(s) must be given two weeks prior to the meeting.