

Galilee Lutheran Church
Pewaukee, Wisconsin
November 15, 2002
BY-LAWS

Section 6. CHURCH AFFILIATION

B6.07.01 This congregation rejects all fellowship with organizations, secret or open, which are avowedly religious and which practice forms of religion without confessing faith in the Triune God, and in Jesus Christ as the eternal Son of God Incarnate, to be our only Savior from sin, and therefore teaching salvation by works.

- a. Ceremonies of lodges or other such organizations shall not be permitted in the church or on the church premises of this congregation.
- b. The pastor of this congregation shall not take part in any such ceremonies, even if they are conducted outside of church premises.

Section 8. MEMBERSHIP

B8.05.01 Discontinuance of Membership

1. Members who have been excommunicated or dismissed, or who have resigned; and members who have transferred to other Lutheran congregations; members who have moved away; those who are definitely known to have become members of other congregations without transfer; those who do not worship, commune, or support the work of this congregation with their offerings, time and talent, have thereby terminated their membership in the congregation and have surrendered all membership rights.
2. A confirmed member desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer, by authority of the Leadership Board/Church Council.

B8.06.01 Holy Communion Participation

Participation in Holy Communion shall be extended to confirmed members and properly instructed unconfirmed baptized members of this and other Christian congregations. Participation requires sincere repentance, faith in Jesus Christ as Savior, and an earnest desire to amend one's sinful life, as well as acceptance of the Scriptural teaching regarding the real Presence of Christ with His Body and Blood in the Sacrament. Information shall be available to make prospective participants aware of these requirements.

Section 10. CONGREGATIONAL MEETING

B10.01.01 The annual meeting of the congregation shall be held before the end of January in each calendar year and notice of the annual meeting shall be in accordance, with the Constitution (C10.03).

B10.06.01 In the following cases voting shall be by written ballot:

- (a) To elect members of the Leadership Board/Church Council.
- (b) To adopt or amend the Articles of Incorporation, Constitution or By-Laws of this congregation
- (c) To call a pastor or request a pastor's resignation.
- (d) To sever membership in the ELCA.
- (e) To dispose of, encumber or purchase real property.
- (f) When requested by ten (10) or more voting members present.

B10.07.01 Unless otherwise ordered, parliamentary procedures shall be in accordance with Robert's Rules of Order.

B10.08.01 The current roster of confirmed, baptized and voting members shall be determined prior to each annual meeting.

Section 11. OFFICERS

B11.04.01 a. The President shall be responsible for the following actions:

- (1) Preside over meetings of the Leadership Board/Church Council.
- (2) Preside over meetings of the congregation.
- (3) Call such special meetings of the Leadership Board/Church Council, in accordance with B12.01.01f, as necessary.
- (4) Call such special meetings of the congregation, in accordance with c10.03 of the Constitution, as necessary.
- (5) Serve on the staff review committee, B13.09.01.
- (6) Sign all legal instruments required of Galilee Lutheran Church, as a corporation, by civil law.
- (7) Meet at least once a year with the pastor, Vice-President and Leadership Board/Church Council for Evangelism and Stewardship to review the membership roster of the congregation.

c. The Vice-President shall be responsible for the following actions:

(8) Assume the duties and responsibilities of the President during the absence or upon the resignation of the President, serving in this capacity until a new President is appointed by the Leadership Board/Church Council.

(9) Attend or arrange for congregational representation at ELCA Church-wide, Synod and Cluster functions.

c. The Secretary shall be responsible for the following:

1. Record the minutes of the Leadership Board/Church Council and all regular or special meetings of the congregation and preserve such records and all other important documents as the Archives of Galilee Lutheran Church.

2. All authorized correspondence pertaining to matters of the Leadership Board/Church Council and the congregation.

3. Sign, along with the President, all legal instruments required of Galilee Lutheran Church.

4. The collection, proper counting, announcement and recording of the result of all ballots rendered during congregational and Leadership Board/Church Council elections.

5. Reporting the activities of the Leadership Board/Church Council to the congregation.

d. The Treasurer shall be responsible for the following:

(1) Be custodian of all funds of the congregation and oversee the maintenance of accurate books and records of the congregation's financial situation.

(2) Supervise the disbursement of all funds in accordance with the Church Constitution and by the authority of the Leadership Board/Church Council .

(3) Hiring a person who shall be responsible for the following:

Prepare a financial report for each Leadership Board/Church Council meeting and the annual congregational meeting to be approved by the Treasurer.

Prepare quarterly personal financial statements for each giving unit of the congregation and keep necessary records pursuant to such statements.

Section 12. Organizational Structure

B12.01.01. a. Five members of the congregation will be elected to the Leadership Board to serve with called pastor(s). Three will be elected during even numbered years and two will be elected during odd numbered years. Each member may serve a maximum of two consecutive terms. The Leadership Board/Church Council will appoint the President, Vice- President, Secretary, and Treasurer from within the five member Leadership Board/Church Council.

Officers will serve for the following year. The Leadership Board/Church Council shall take office upon the adjournment of the Congregational meeting at which they are elected.

b. The Leadership Board/Church Council shall meet once a month, at such time and place as the Leadership Board/Church Council itself decides, except in special circumstances as agreed to by the Board.

c. A midterm vacancy on the Leadership Board/Church Council shall be filled by action of the Leadership Board/Church Council to be approved at the next congregational meeting.

d. All ministries and programs will be discerned by Galilee's currently adopted Mission and Visioning Statements and in conjunction with the Constitution to determine their appropriateness.

e. Leadership Board/Church Council shall not transact any business unless a majority of its lay members is present.

f. Votes require a simple majority for passage.

g. A special meeting of the Leadership Board/Church Council may be called by giving notice at a public service or mailing notice to each member five (5) days in advance of the meeting. A special meeting may be called by a Pastor, the President, or any three (3) members of the Leadership Board/Church Council. An emergency meeting can be called within 24 hr period if circumstances inhibit function of church

h. If a member is absent from three (3) consecutive regular meetings of the Leadership Board/Church Council, that member shall forfeit membership on the Leadership Board/Church Council, unless specifically reinstated by vote of the Leadership Board/Church Council. A member having two (2) consecutive absences from regular meetings shall be notified thereof, in writing, by the Secretary.

B12.04.01. Leadership Board/Coordinator

a. The Leadership Board/Coordinator shall appoint Coordinators responsible for specific activities in the areas of: Welcoming, Equipping, and Sending. Each Coordinator shall be responsible for the duration of a two (2) year term. The Welcoming and Sending Coordinators shall be appointed during even-numbered years, and the Equipping Coordinator shall be appointed during odd-numbered years. The Leadership Board/Church Council shall be responsible to empower the Coordinators to carry out ministry based on the discipleship model and the practice of six marks of discipleship: 1) pray daily; 2) worship weekly; 3) study the Bible; 4) learn to love each other; 5) serve others through committing personal time, talents, and resources; and 6) seek life-transforming experiences. Specific activities, programs, tasks, and projects will be identified and overseen by the Leadership Board/Church Council, a specific ministry Team, and the respective coordinator.

Those serving as Coordinators will function as overseers, equippers, consultants, mentors, resource people, and communicators, but will not be responsible for delivering programs, services, or ministries.

The Coordinators will report the ministry plans to the Leadership Board/Church Council at least on a quarterly basis for the upcoming quarter.

b. Leadership Board/Church Council/Ministry Team

Ministry Team members will be recruited by' the Leadership Board/Church Council or coordinators to carry out specific tasks of ministry.

The Ministry Teams will offer reports of completed tasks to the Coordinators as they are concluded. Members of Ministry Teams will be asked to covenant their commitment to that ministry area until the task is completed, or on an annual basis.

B12.12.01. Other Responsibilities of the Leadership Board/Church Council.

a. The Leadership Board/Church Council will be responsible for recruiting new members for Ministry Teams in the case of vacancy or replacement.

b. Staff

* The Leadership Board/Church Council shall evaluate annually the performance of all salaried church staff personnel.

* Adjustments in the salary of all employees of the church shall be the responsibility of the Leadership Board/Church Council. Adjustments in the salary of the pastor(s) shall be the responsibility of the lay members of the Leadership Board/Church Council.

* The Leadership Board/Church Council is responsible for the hiring/firing of staff.

c. The Leadership Board/Church Council shall be responsible for the financial and property matters of the congregation in accordance with the C12.05 of the Church Constitution.

d. Use of Property

(1) The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall be used only for related or approved functions of the congregation.

(2) Property of the congregation shall not be lent or rented to any group or individual not affiliated with the congregation or with the Evangelical Lutheran Church in America, unless application for such use has been approved by the Leadership Board/Church Council by a two-thirds majority of those members present.

e. Audit Team

The Audit Team shall audit all financial records of the congregation and other church organizations, and shall present its report to the annual meeting in writing. The Audit Team shall examine all insurance policies of the congregation to determine the amount and kind of insurance in force and recommend modifications, as required.

f. Budget Preparation

The Leadership Board/Church Council shall be responsible for preparing the congregational budget and presenting the proposed budget at the annual meeting for congregational approval.

Section 14. B14.01.01 Organizations Within the Congregation.

All Teams and organizations handling funds within the congregation shall submit accounts to the treasurer. The president of the congregation may review any account at his/her discretion. All reports of accounts shall be submitted at least thirty (30) days prior to the annual meeting; the treasurer shall include such accounts in a report at the meeting.

To be put in the appropriate section of the By-Laws Process for Nominating Leadership Board/Church Council

Nominating Committee

A Nominating Committee of 8 persons will be elected by the congregation at the annual congregational meeting. Two outgoing Leadership Board/Church Council members will serve on the Nominating Committee during the transition year. Afterward, one of the outgoing members of the Leadership Board/Church Council will serve on the Nominating Committee.