

Galilee Lutheran Church
Pewaukee, Wisconsin

BY-LAWS
Amended January 31, 2021

Chapter 4. STATEMENT OF PURPOSE

C4.04.01 Wherever the term “Congregation Council” is used in the Constitution this congregation will use the term “Leadership Board”.

C4.04.02 The congregation shall organize itself into the following areas and ministries. The Leadership Board will assign areas to individual members of the Board. Each ministry shall be led by a Coordinator, selected as described in C12.04.01. A ministry may be composed of one or more teams, which may be standing committees or they may be organized for a specific task and then disbanded once that task is complete.

- a. The area of Welcoming consists of ministries that welcome people to Galilee and to faith in Jesus Christ.
 1. The Hospitality ministry opens Galilee’s doors to welcome people into its family.
 2. The Connecting ministry brings Galilee’s people of all ages together in social and spiritual friendship.
 3. The Mentoring ministry develops leaders in the Galilee community.
- b. The area of Equipping consists of ministries that provide tools and resources for a faith that works in real life.
 1. The Worship ministry prepares our sanctuary for weekly and special occasion worship services.
 2. The Christian Education and Youth ministry provides opportunities for people of Galilee to learn about God’s love.
 3. The Stewardship ministry acknowledges that God’s ownership is the basic principle for Christian Stewardship.
 4. The Administration ministry cares for Galilee’s staff, finances, and facilities.
- c. The area of Sending consists of ministries that send us into the world to make a difference in Jesus’ name.

1. The Compassion Care ministry cares for the health and well-being of our community.
2. The Partnerships ministry participates in worship and fellowship activities with the synod office, faith-related service organizations, and other community churches.
3. The Global Gifting ministry stretches our reach beyond the local community to offer support on a national and global level.

Chapter 5. POWERS OF THE CONGREGATION

- C5.04.01 The Leadership Board shall have the authority to elect replacements as voting members of the Synod Assembly or as representatives to other bodies when those elected by the congregation are unable for any reason to serve.
- C5.05.01 The Endowment Fund Committee shall consist of three congregation members, none of whom shall be members of the Leadership Board, the Pastor, and the Treasurer. One congregation member shall be elected at each annual congregation meeting to serve for a three-year term. The Endowment Fund Committee shall be convened by the Chair, the Treasurer or the Pastor at least twice annually. At the first or last annual meeting of the Endowment Fund Committee a chair will be chosen by the Committee members attending the Endowment Fund Committee meeting.

Chapter 8. MEMBERSHIP

- C8.05.01 Membership in this congregation shall be terminated due to inactivity if the member has failed to worship, commune, or support the work of this congregation through offerings, time and talent for the previous two years. The Leadership Board shall determine if extenuating circumstances might justify deferring this termination.
- C8.05.02 A member desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer, by authority of the Leadership Board.
- C8.05.03 The Lord's Supper was instituted by Jesus Christ on the night of his betrayal. Admission to the Sacrament is by invitation of the Lord. Here we receive Christ's body and blood and God's gifts of forgiveness of sin, life, and salvation to be received by faith for the strengthening of faith. At the table of our Lord Jesus Christ, God nourishes faith, forgives sin, and calls us to be witnesses to the Gospel.

Chapter 10. CONGREGATION MEETING

- C10.01.01 The annual congregational meeting shall be held before the end of January in each calendar year. Notice of the meeting shall be in accordance with the Constitution.
- C10.01.02 A regular meeting of the congregation shall be held before the end of October in each calendar year for the purpose of electing Leadership Board members and to conduct such other business of the congregation as required. Notice of the meeting shall be in accordance with the Constitution.
- C10.06.01 In the following cases voting shall be by written ballot:
- a. To elect members of the Leadership Board.
 - b. To adopt or amend the Articles of Incorporation, Constitution or By-Laws of this congregation
 - c. To call a pastor or deacon or to request a pastor's or deacon'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.

Chapter 11. OFFICERS

- C11.01.01 The President shall be responsible for the following actions:
- a. Preside over meetings of the Leadership Board.
 - b. Preside over meetings of the congregation.
 - c. Call special meetings of the Leadership Board when necessary.
 - d. Call special meetings of the congregation when necessary.
 - e. Sign all legal instruments required of Galilee Lutheran Church, as a corporation, by civil law.
 - f. Meet at least once a year with the pastor, Vice-President and Stewardship Coordinator to review the membership roster of the congregation.
- C11.01.02 The Vice President shall be responsible for the following actions:
- a. 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.

- b. Meet at least once a year with the pastor, President and Stewardship Coordinator to review the membership roster of the congregation.

C11.01.03 The Secretary shall be responsible for the following:

- a. Record the minutes of the Leadership Board 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.
- b. Manage all authorized correspondence pertaining to matters of the Leadership Board and the congregation.
- c. Sign, along with the President, all legal instruments required of Galilee Lutheran Church.
- d. Collect, count, announce and record the results of all ballots rendered during congregational and Leadership Board elections.
- e. Report the activities of the Leadership Board to the congregation.
- f. Maintain the Constitution, Bylaws and Continuing Resolutions of the congregation and Leadership Board.

C11.01.04 The Treasurer shall be responsible for the following:

- a. Be custodian of all funds of the congregation and oversee the maintenance of accurate books and records of the congregation's financial situation.
- b. Supervise the disbursement of all funds in accordance with the Church Constitution and by the authority of the Leadership Board.
- c. Prepare a financial report for each Leadership Board meeting and the annual congregational meeting.
- d. Prepare quarterly personal financial statements for each giving unit of the congregation and keep necessary records pursuant to such statements.

C11.02.01 The Leadership Board shall elect the President, Vice President, and Secretary from among the five lay members of the Leadership Board. Officers will serve for the following year. The Leadership Board shall appoint a voting member of the congregation to be Treasurer, without regard to whether that member is an elected member of the Leadership Board. The term of the newly-elected officers shall begin at the close of the meeting at which they are elected.

- C11.02.02 If an officer reaches the end of his/her term of service on the Leadership Board and is replaced by election at the congregation annual meeting, he/she shall nevertheless remain on the Leadership Board until a replacement officer has been elected.

Chapter 12. LEADERSHIP BOARD

- C12.01.01 Five members of the congregation shall be elected to the Leadership Board to serve with the pastor(s). Election will be for two-year terms. Election of the Leadership Board member shall be conducted at the congregation meeting in October. Leadership Board members newly elected shall have voice but not vote from the time they are elected until they take office. The Leadership Board shall take office upon adjournment of the annual congregation meeting in January. Three members will be elected to begin serving in even numbered years and two members will be elected to begin serving in odd numbered years. Each member may serve a maximum of two consecutive terms.

- a. 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.
- b. A special meeting of the Leadership Board 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. An emergency meeting can be called within a 24 hr period if circumstances inhibit function of church. Electronic notice of meetings may be used.
- c. If a member is absent from four (4) consecutive regular meetings of the Leadership Board, that member shall forfeit membership on the Leadership Board, unless specifically reinstated by vote of the Leadership Board. A member having two (2) consecutive absences from regular meetings shall be notified thereof, in writing, by the Secretary.

- C12.04.01 The Leadership Board shall appoint Coordinators to lead each of the ministries of Galilee described in B4.04.02.

- a. Coordinator appointments will normally be for two years. Co-coordinators may be appointed, with overlapping terms of appointment, to allow for training and continuity. The Leadership Board may extend a term of appointment or appoint a person for a second term.
- b. The Coordinators, together with the Leadership Board, will recruit members to ministry teams and ensure that those teams have good leadership. The Coordinators will help the teams in their ministries define their mission and goals. Depending on the organization of the specific ministry, the

Coordinator may lead one or more of the teams within that ministry but this is neither expected nor encouraged.

- c. The Coordinators will report Ministry plans, accomplishments, and recommended policies and programs to the Leadership Board at least once a quarter. Coordinators are encouraged to communicate with each other about items of mutual interest and concern. The Leadership Board will arbitrate and decide if the Coordinators have difficulty resolving conflicting priorities.
- d. The Coordinators shall report on the plans and accomplishments of their respective ministries, to be published for the annual meeting. The Coordinators, or leaders of the teams of those ministries, are encouraged to write articles for the Galilean and/or the weekly announcements from time to time.

C12.05.01 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.

C12.05.02 Property of the congregation shall not be loaned 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 by a two-thirds majority of those members present.

C12.05.03 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.

C12.08.01 The Leadership Board shall evaluate annually the performance of all church staff. Clergy staff will be evaluated by the Leadership Board. The review committees for each of the other performance reviews will include at least one member of the Leadership Board, the Coordinator for the related Ministry and the Pastor.

C12.08.02 Adjustments in the compensation of all employees of the church shall be the responsibility of the Leadership Board. Adjustments in the salary of the pastor(s) shall be the responsibility of the lay members of the Leadership Board.

C12.12.01 A quorum for the transaction of business shall consist of not only a majority of the members of the Leadership Board but also a majority of its lay members.

Chapter 13. CONGREGATION COMMITTEES

- C13.02.01 The Nominating Committee shall be convened by a member of the Leadership Board appointed by the President. The Nominating Committee shall prayerfully nominate men and women to fill the positions of outgoing members of the Leadership Board. The Leadership Board nominees shall be presented for election at the October congregational meeting.
- C13.02.02 The committee shall nominate a person to replace the outgoing member of the Endowment Fund Committee. The Endowment Fund nominee shall be presented for election at the January congregational meeting.
- C13.02.03 The committee shall nominate people to become the nominating committee for the following year. The Nominating Committee nominees shall be presented for election at the January congregational meeting.
- C13.03.01 The Audit Committee shall be convened by the Audit Committee Chair or a member of the Leadership Board appointed by the President, who is not the current Treasurer. The current Treasurer and another member of the Leadership Board must be invited to attend the first and final annual Audit Committee meeting. The Audit Committee shall perform a financial review of all financial records of the congregation and other church organizations, including the separate Youth activities financial records, and shall present its preliminary or final report to the annual meeting in writing. If the final report summary is not presented at the Annual Congregational Meeting, it shall be communicated in writing to the congregation, with the detailed financial review report presented to the Leadership Board when finalized. Should the Audit Committee become concerned with any aspect of their review, this Committee may recommend to the Leadership Board an independent audit of the financial records of the congregation and other church organizations that raised the Audit Committee's concerns. The Audit Committee shall examine all insurance policies of the congregation to determine the amount and kind of insurance in force and recommend modifications, as required. At the first or last annual meeting of the Audit Committee, a Committee Chair will be chosen by the Committee members attending.
- C13.03.02 This congregation shall adopt and abide by practices that minimize the chance for financial wrongdoing, including a separation of responsibilities in handling funds received by the congregation. This shall include delegating responsibility for the following actions to someone other than the treasurer for the counting and deposit of offerings and other receipts, reporting these transactions to the treasurer, providing summary reports on giving to the congregation council and the congregation; and providing periodic and annual statements to contributors.
- C13.03.03 All persons elected or appointed to handle money in this congregation and its auxiliaries shall be covered under an employee dishonesty blanket bond.
- C13.03.04 No individual shall be required or allowed to handle this congregation's income

alone at any time. Individuals involved in handling this income shall serve in rotation. Cash receipts shall be stored in a drop safe until they can be counted and deposited.

- C13.03.05 All bills and obligations to be paid shall be approved and initialed by someone other than the preparer of a check. Blank checks shall never be signed in advance on any account. The pastor(s) shall not be an authorized signer on any congregational bank account.
- C13.03.06 Approval for all reimbursements shall be given in writing by the treasurer, except those for her/his own expenses. Approval for reimbursements for the treasurer shall be given in writing by the president.
- C13.03.07 Bank accounts shall be reconciled on a monthly basis by someone other than the treasurer or anyone with check-signing authority.
- C13.03.08 Persons related to one another may not serve together in any capacity regarding financial controls. Related persons are defined as those who are spouses, parents, sons, daughters, siblings, uncles, aunts, nieces, nephews, grandparents, grandchildren, including corresponding members of blended families, and or in-laws (parents, sons, daughters, or siblings of a spouse, spouses of a sibling, or the parents or siblings of the spouse of a sibling).