

BYLAWS FOR
NORWAY EVANGELICAL LUTHERAN CHURCH

Approved August 31, 2026

Any amendments to these bylaws must be approved through a congregational vote.

Communion Participation

- C4.02.01 Norway Church agrees with the ELCA statement on the Use of the Means of Grace (1997), “Admission to the Sacrament is by invitation of the Lord, presented through the Church to those who are baptized (Principle 37).” Therefore, this congregation will allow any baptized older child or adult who wishes to receive communion to come to the table and be fed. Baptized children begin to commune on a regular basis at a time determined through mutual conversation that includes the pastor, the child, and the parents or sponsors involved.

Use of Property

- C5.03.g.01 The property of the congregation shall be for the use of the congregation in its normal functions as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
- C5.03.g.02 Property of the congregation shall be lent or rented only upon application and approval by the Congregational Council.

Discontinuance of Membership

- C8.05.e.01 A member who no longer meets the definition of voting membership established in *C8.02.c(...confirmed members, [who]during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation), shall be presumed no longer to desire membership and shall not be counted in the membership statistics of the congregation. Names and records shall be moved to inactive status and archived. If membership activity resumes, member’s names and record shall be restored to the active membership list.
- C8.05.e.02 Children who were baptized as infants, neither of whose parents or guardians are active members of the congregation, shall be dropped from the baptized membership roll if they fail to participate in worship or register for the 3 year old Sunday School/JAM program of the congregation in the year in which they are eligible.
- C8.05.e.03 Older children who were baptized here, neither of whose parents or guardians are active members of the congregation, shall be dropped from the baptized membership roll if they fail to participate in worship or the Christian Education program of this congregation for a period of two years.

Annual Meeting of the Congregation

- C10.01.01 The Annual Meeting of the Congregation is normally held the last Sunday in August or First Sunday in September.
- C10.01.02 The current roster of baptized, confirmed, and voting members shall be determined prior to each annual meeting.

- C10.01.03 The order of business at the annual meeting shall be:
- Opening devotion
 - Approval of minutes of the previous annual meeting
 - Reports of pastor, Congregational Council, treasurer, endowment, committees and others
 - Elections
 - Approval of budget
 - Unfinished business
 - New business
 - Closing prayer
- C10.01.04 All voting may be by voice or written ballot.
- Voice voting will be the default method.
 - Any voting member present can move for a written ballot on any vote. If the motion carries, a written ballot must be done.
- C10.01.05 All committees and ministry groups of Norway Evangelical Lutheran Church shall submit a written report of their activities to the church office no later than **July 1** for inclusion in the written annual report of the congregation.
- C10.01.06 Except as otherwise provided in the constitution and bylaws, all matters shall be decided by majority vote of those present and voting.
- C10.01.07 No one shall be declared elected unless that nominee has received a majority of the votes cast.
- C10.01.08 If more than one ballot is required in an election, a motion shall be in order to list for balloting, the three candidates receiving the highest number of votes on the first ballot; and after the second ballot, limit the balloting to the two candidates receiving the highest number of votes.
- C10.01.09 All committees, boards and organizations handling funds within the congregation shall submit accounts to the treasurer or the church office at least 30 days prior to the annual meeting, and the treasurer or the church office shall include such accounts in the report to the meeting.

Duties of the Officers of the Congregational Council

- C11.02.01 The president shall preside over meetings of the Congregational Council and of this congregation unless the meeting decides otherwise.
- C11.02.02 The vice-president shall preside in the absence of the president, unless the meeting decides otherwise. The Vice-President is also the chair of the Staff Support Committee and responsible for proposing salary changes and assuring there are annual staff reviews for all employees.
- C11.03.01 The secretary shall keep the minutes of the council and congregational at meetings, and shall preserve its archives.
- C11.04.01 The treasurer of the congregational council shall be bonded and shall be custodian of all funds of the congregation; and shall disburse all such funds in accordance with the decisions of this congregation or the Congregational Council. The treasurer shall present an audited report to the annual meeting, monthly reports, and such other reports to the Congregational Council, as may be required.

Gifts

- C12.05.01 All gifts of money, personal property or real estate designated for a specific use or given with binding restrictions, whether by will, as a memorial, or from any living person or organization, shall be submitted for consideration to the Congregational Council. Any such gift which is accepted by the Congregational Council shall be used as designated.
- C12.05.02 All gifts of personal property or money of \$5,000.00 value or more, whether by will, as memorial, or from any living person or organization, which are not designated for any specific purpose and which contain no restrictions, shall become the property of this congregation, to be used at the discretion of the Congregational Council. All such gifts under \$5,000.00 shall be placed in the general fund.
- C12.05.03 All gifts of real estate or interests in real estate having a value of \$100,000.00 or more which are not designated for any specific purpose and which contain no restrictions, shall become the property of this congregation, to be used at the discretion of this congregation, as designated at the annual meeting or a special congregational meeting. All such gifts having a value of less than \$100,000.00 shall be used, retained, or sold, as the Congregational Council shall determine.

NORWAY EVANGELICAL LUTHERAN CHURCH ENDOWMENT FUNDS

- C13.06.1 This bylaw section replaces the Endowment and Special Projects Fund charter of 17 May 2012 for the Norway Evangelical Lutheran Church Endowment and Special Projects Fund now called the Norway Evangelical Lutheran Church Endowment Funds and are administered by an Endowment Committee.
- C13.06.2 The Endowment Funds were created to hold two separate categories of funds to be used for the following purposes:
 - A. General Endowment: to accumulate funds on a long-term basis to further the ministries of Norway Lutheran Church.
 - 1. See C13.06.4 for the annual distribution formula for the General Endowment Fund.
 - 2. Income from the General Endowment Fund is not intended to be used for general operations or budget deficits.
 - B. Special Endowments: to accumulate funds on a long-term basis to fund special ventures established by the Congregation Council.
 - C13.06.2.A26¹** Special Endowment Funds as of May 2026:
 - a) Old Church Support Endowment
 - b) Moyle/Axelson Scholarship and Seminary Grant Fund
 - c) Staff Support Endowment
 - 1. Special Endowments are to be invested in the same manner as in the General Endowment.
 - 2. Special Endowments each have their own disbursement strategies, tied to their original purpose:
 - a) Old Church Support Endowment – no limit for annual disbursements
 - b) Moyle/Axelson Scholarship and Seminary Grant Fund – \$500 scholarships, not to exceed \$5000 per year total

¹ This Continuing Resolution list of Special Endowment Funds can be amended by the Congregation Council at any time. This list is current as of **May 2026**, signified by the **C13.06.2.A26** designation.

awards. Applications are approved based on the formula included on the scholarship application.

- 1) A scholarship committee (including one youth-connected staff member or youth committee member) will annually be appointed by the Congregation Council to review and approve the scholarship awards for the year.
- c) Staff Support Fund “SSF” - established to provide a permanent and sustainable source of financial support to supplement the staff compensation budget of Norway Lutheran Church. The SSF exists to strengthen the Church’s mission and ministry by ensuring the ability to attract, retain, and support qualified pastoral and professional staff.
 - 1) Principal and Permanency
 - a. The SSF shall be maintained as a permanent endowment.
 - b. The initial principal of the SSF shall be **Two Hundred Fifty Thousand Dollars (\$250,000)**.
 - c. The principal shall be preserved in perpetuity and shall not be invaded.
 - d. All future contributions to the SSF shall be added to the principal and shall increase the base amount of the principal of the SSF.
 - 2) Income and distribution
 - a. Only income, earnings, or appreciation generated in excess of the SSF’s principal may be distributed.
 - b. Distributions from the SSF shall be subject to approval by the Congregational Council.
 - c. Distributed income may be applied at any time the General Fund requires supplemental support, consistent with the purpose and restrictions outlined in this Charter.
 - 3) Designated Beneficiaries
 - a. While Pastor Kristie Jaramillo or Pastor Mark Jaramillo are serving as pastors of Norway Lutheran Church, all distributed income from the SSF shall be used exclusively for pastoral staff compensation and support.
 - b. In the event that Pastor Kristie Jaramillo and Pastor Mark Jaramillo are no longer serving at Norway Lutheran Church, distributed income from the SSF may be allocated to support other church staff positions.
 - c. The selection of eligible staff positions under Section 3b shall be determined by the

Congregational Council, consistent with the mission and needs of the Church.

- 4) Governance and Oversight - The SSF shall be administered under the authority and oversight of the Congregational Council of Norway Lutheran Church, in accordance with applicable Church policies, fiduciary standards, and legal requirements.
3. Gifts to create or add to a Special Endowment Fund must be accepted by action of the Congregation Council. Typically, a gift of \$25,000 or more is needed to establish a new, long-term Special Endowment to fund an area of ongoing ministry and disbursement strategy that the Congregational Council has approved.
4. The Council Treasurer will keep track of all Special Endowments and their purposes.
5. Special Endowment funds (except scholarships and SSF) can be requested anytime by application to the Endowment Committee using the Endowment Funds Grant Application Form and specifying which Special Endowment Fund the funds are being requested from. Following Endowment Committee approval, the application will be sent to the Congregation Council for review and approval.

C13.06.3 The General Endowment Fund shall be administered by an Endowment Committee consisting of 7 members. 4 shall be “at large” voting members and 3 are “ex-officio” voting members. The Senior Pastor of the church shall serve as a non-voting “ex-officio” member.

- A. At large members shall
 1. be active, contributing, and communing members of the Church.
 2. be elected for 2-year terms commencing with election at the Annual Meeting with no more than 4 years of continuous service.
 3. Shall not be a Congregation Council member during their time of service.
- B. Ex-officio members shall be the current Council President, Council Treasurer and one other council member.
- C. Committee members shall receive no compensation.
- D. At their first meeting after each Annual Meeting the committee shall elect from its voting members a chairperson and secretary. The treasurer of the Congregation Council shall be the ex-officio treasurer of the Committee.
- E. 4 Endowment Committee members are needed for a quorum.
- F. The Endowment committee shall meet at least quarterly.
- G. Neither the Committee as a group, nor any individual members, shall be liable for any misapplication of funds provided such application shall have been made in good faith, and not be willful violation of this document, nor for any acts, neglects or defaults of any employee, agent or representative selected with reasonable care, or for anything any such member may do or refrain from doing in good faith, including any error in judgment, act done or committed on advice of counsel or any mistake or fact of law if done in good faith.

- H. The Church shall indemnify each Committee member against any loss, cost or expense resulting from or arising out of a claim, action or proceeding to which the Committee Member is a party because he or she is a Committee Member unless liability was incurred because of a breach or failure to perform a duty owed to the Church or the failure to perform constitutes (a) a willful failure to deal fairly with the Church or its members in a matter in which a material conflict of interest exists, (b) a violation of criminal law unless no reasonable cause existed to believe such action was unlawful, (c) a transaction resulting in an improper personal profit, or (d) willful misconduct.
- I. The Endowment Committee shall have the following duties and powers:
1. To adopt guidelines for the investing of funds. These guidelines shall be effective only after their approval by the Congregation Council. These guidelines should be reviewed periodically.
 2. To inform and encourage the congregation to consider gifts to the General Endowment Fund to further the ministries of Norway Lutheran Church.
 3. To manage the funds as the committee deems prudent. The Committee will seek advice from investment experts as necessary.
 4. In the annual report of the Congregation, the Committee shall prepare a report of activities of each section of the Fund to include beginning balance, total additions/contributions, total withdrawals/distributions, dividends & interest income earned, total fees charged, total capital gains/losses and ending balance. This report should also include all grants funded in the current year and a listing of gifts to the fund.
 5. The Endowment Committee shall ensure that all donations or gifts to Endowment Funds are recognized in writing to the donor.

C13.06.4 The General Endowment Fund Distribution Procedure is as follows.

- A. Twice per year, the Endowment Committee will review funding request applications from any church organization, committee, or member. Approved funding requests will be reflected in the meeting minutes by the Endowment Committee Secretary. Following final approval by the Congregation Council, the Council Secretary will also send a letter/email to notify recipients of their approval.
- B. For each year that the General Endowment Fund balance equals and exceeds \$600,000, it is the policy of this group to award up to 4% of the General Endowment Fund balance. As the balance grows, the percentage available for annual distribution will increase as follows:

Distribution amounts if General Endowment Fund value is greater than	We can distribute annually up to	Max Annual distribution
\$600,000	4%	\$40,000
\$1,000,000	4.5%	\$67,500

\$1,500,000	5%	\$100,000
\$2,000,000	5.5%	\$137,500
\$2,500,000	6%	\$150,000

- C. The Endowment Committee may, at its discretion, decline to make awards in any one specific year. In this way, the Endowment Fund Committee may exercise discretion in the event that too few or no requests have been made, or that none of the incoming requests meet the criteria for funding as outlined on the request form and in this bylaw section. The Endowment Fund Committee may also decide that returns on investments do not warrant disbursement of funds for a specific year.
- D. To determine the amount to distribute in the upcoming year, the Treasurer takes the average end-of-year balance for the current and previous two years and divides by three. This calculation is used as the basis for “General Endowment Fund Value” in B above.
- E. Application deadlines for General Endowment funds are February 15 and October 15. Applications will be reviewed, and distributions usually made by late March and late November.

Committees of the Congregational Council

- C13.07.01 Official committees of this congregation are those described in the Continuing Resolutions.
- C13.07.02 Council Members at large will be assigned a committee to be a liaison for communication to and from the Congregational Council at the first council meeting after their election.
- C13.07.03 Chairs are elected by the membership of the given committee and may or may not be the council liaison.
- C13.07.04 Committees are composed of people who have shown an interest in the purpose of the committee and ask to or are asked to join that committee.
- C13.07.05 Additional committees may be established by the Congregational Council as seems appropriate. At that time, liaison duties will be assigned to current council members.

MUSTARD SEED PRESCHOOL

- C14.01.01 The Mustard Seed Preschool Board shall be composed of voting members of this congregation.
- C14.01.03 The administration of the Mustard Seed Preschool and the control of the funds are vested in the Mustard Seed Preschool Board, consisting of five members, elected to two-year terms, followed by staggered terms of two years each. Each term is to commence on June 1 following the Annual Meeting of the congregation of that year. Nomination to the Mustard Seed Preschool Board shall be made by the congregation Nominating Committee.
- C14.01.04 The Board shall organize itself with a chairperson, a vice-chairperson, a secretary and a treasurer and is charged with the following duties:

- a. To operate the school in accordance with the laws of the State of Wisconsin and the express wishes of this congregation of Norway Evangelical Lutheran Church.
 - b. To properly maintain all property associated with Mustard Seed Preschool.
 - c. To decide all matters not specifically described by these regulations or the constitution and bylaws of Norway Evangelical Lutheran Church.
 - d. To provide a report to the Congregational Council on a quarterly basis during each school year and an annual report to this congregation at the annual meeting as prescribed in C10.01.05 of these bylaws.
- C14.01.05 Funds entrusted to the Mustard Seed School Board from student tuition shall be used in the operation of The Mustard Seed Preschool.
- C14.01.06 All assets of the Mustard Seed Preschool will be transferred to Norway Evangelical Lutheran Church in the event the school should dissolve.
- C14.01.07 Curriculum used by the Mustard Seed Preschool must be approved by the Mustard Seed Preschool Board and the pastors of Norway Evangelical Lutheran Church, in keeping with the teachings of The Evangelical Lutheran Church of America.
- C14.01.08 Any changes to these Mustard Seed bylaws must follow the policy for changing a bylaw in *C17.03 of the Norway Evangelical Lutheran Church Constitution.
- C14.01.09 Any unresolved issues or grievances between the Mustard Seed Board and its employees shall be resolved by the Executive Committee of the Congregational Council and the pastor(s).

NORWAY EVANGELICAL LUTHERAN CEMETERY ASSOCIATION

- C14.01.10 The Norway Evangelical Lutheran Cemetery Association(NELC Association), an organization of Norway Evangelical Lutheran Church, shall be composed of all voting members of the said congregation.
- C14.01.11 The NELC Association shall print its annual report in the Annual Report of Norway Evangelical Lutheran Church, as prescribed in C10.01.07 of these bylaws.
- C14.01.12 The annual meeting of this association shall be held on recess of or immediately following the adjournment of the annual meeting of Norway Evangelical Lutheran Church, and shall be presided over by one of the board members.
- C14.01.13 Special meetings of the NELC Association shall be called in the same manner as is prescribed for special meetings of the congregation in Chapter 10 of the Norway Evangelical Lutheran Church Constitution.
- C14.01.14 The administration of the cemetery and the control of funds are vested in a NELC Association Board consisting of three or five members, elected for staggered terms of three years each. Nomination to the cemetery board shall be made by the congregational nominating committee as prescribed in C13.02 of the Norway Evangelical Lutheran Church Constitution.
- a. The board shall organize itself with a chairman, secretary, and treasurer.
 - b. The board is charged with the following duties:
 - 1. To invest the funds of the NELC Association according to the laws of the state of Wisconsin.

2. To maintain the cemetery grounds in proper condition, improving, repairing, maintaining, and ornamenting the cemetery grounds at large.
 3. To decide all matters not specifically described by these bylaws or the Constitution of Norway Evangelical Lutheran Church.
- C14.01.15 After a burial, a permanent marker shall be placed on the grave.
- C14.01.16 All headstones and monuments erected shall be placed on foundations having the approval of the NELC Association board.
- C14.01.17 Trees or shrubs shall not be planted unless approved by the cemetery board.
- C14.01.18 It shall be the responsibility of the party holding the burial rights, or the survivors, to assume any cost involved in the restoration of stones or monuments damaged by vandalism.
- C14.01.19 Each member of Norway Evangelical Lutheran Church may purchase burial rights to a grave. Price is exclusive of the cost of digging the grave.
C14.01.19.A21 The cost for burial rights to a grave is \$600.²
C14.01.19.B21 The cost for administrative fees for a burial is \$300.³
- C14.01.20 Any former member of Norway Evangelical Lutheran Church (as defined by *C8.05 of the Norway Evangelical Lutheran Church Constitution and C8.05.e.01 of these bylaws), by decision of the NELC Association Board, may purchase burial rights to as much as one grave at the member price quoted in the Continuing Resolutions.
- C14.01.21 If a member of Norway Evangelical Lutheran Church dies without having a burial plot, a non-member family member may purchase burial rights for one grave, at the price quoted in C14.01.19.A13.
- C14.01.22 Prices quoted above shall include perpetual care.
- C14.01.23 All funds entrusted to the NELC Association Board from the sale of burial rights shall be kept intact; interest and investment appreciation only shall be used.
- C14.01.25 Gifts to the Cemetery Fund, unless otherwise specified by the donor, shall remain intact; interest and investment appreciation only may be used.
- C14.01.26 Lots, or individual grave burial rights, may be resold only to the NELC Association board at the original purchase price.
- C14.01.27 As a general rule, the NELC Association Board shall not interfere with the preference and tastes of individuals, but shall reserve and exercise the rights conferred upon it by the statutes and these bylaws for insuring the stability of improvements, the good appearance of the grounds, a respectful manner of burying the dead and proper observance of the sacredness of the cemetery.
- C14.01.28 The Cemetery Association (the congregation – see C14.01.10) may amend or supplement these by-laws at any legally called meeting of the NELC Association, following the policy for changing a bylaw in *C16.03 of the Norway Evangelical Lutheran Church Constitution.
- C14.01.29 All cemetery agreements made prior to these by-laws will be honored.

² “A21” indicates a continuing resolution, noting that the Congregation Council changed the burial fee to \$600 in 2021. The Congregation Council can change this fee at any time as it is a continuing resolution, allowing the cemetery board to keep up with rising costs and inflation.

³ Again “A21” indicates a continuing resolution, here noting that the Congregation Council added a fee to help provide for perpetual care and upkeep. Even with both fees, our cemetery is priced well below others in the area.