

## Northwestern MN Synod of the ELCA

### *Congregation Checklist for Beginning the Process of Updating a Constitution*

This document is a step-by-step checklist for congregations to use when beginning the process of updating a constitution. At the end of the initial steps, the Congregation Constitution Revision Committee will need to determine if they will follow the process for a simple update or for an expanded update. Each update process has its own checklist.

#### **Initial Steps**

*Follow these steps when **beginning** the process of updating or changing a congregation constitution.*

- Identify need for constitution update
- Council appoints a Congregation Constitution Revision Committee (**Glossary 1**)
- Council or Committee appoints a chair (**Glossary 2**)
- Chair contacts synod office
  - Let's council know congregation plans to update constitution
  - Wait for the Synod Constitution Revision Committee (**Glossary 3**) to assign a Liaison
- Liaison (**Glossary 4**) contacts committee chair
  - Liaison Provides
    - Most Recent Model Constitution for Congregations (**Glossary 5**)
    - Synod Guiding Documents (**Glossary 6**)
    - Contact Information
  - Liaison helps Committee Chair identify update type
    - Simple Update (Model Constitution Provisions Only) (**Glossary 7**)
    - Expanded Update (New Provisions beyond Model Constitution) (**Glossary 8**)
- Committee Chair then meets with the Congregation Committee to determine update type

*Once the committee has determined which update type they intend to go with, follow either the Simple Update instructions below or the Expanded Update instructions below.*