

**Request for Assistance to Update Our Constitution**

Filling out this form and submitting it to the synod office before you begin will greatly facilitate the synod’s review and approval of the updated constitution after the congregation votes to adopt the revised document. This form will be forwarded to a member of the Policies and Procedures Committee of the Synod Council, who will work with you as a mentor throughout the process.

1. Changes that will be made are:

🞏 ELCA required constitutional amendments up to the latest 2016 revision

🞏 Other amendments to the constitution

🞏 Bylaw changes

🞏 Continuing resolution changes

*Any significant background information on the reasons for change from your previous documents would be extremely helpful. Please share this information on a separate page.*

1. The congregation’s bylaws are:

🞏 Incorporated in the document

🞏 In a separate document

1. The congregation’s continuing resolutions are:

🞏 Incorporated in the document

 🞏 In a separate document

1. Date of last revision to the constitution or bylaws \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Is your congregation in a parish agreement with another congregation? 🞏 Yes 🞏 No

**Contacts – please indicate name, preferred phone number, and e-mail address**

Chair of working group

Pastor

Office secretary

🞏 We have already prepared a draft of needed revisions using underline for additions and ~~strikethrough~~ for deletions to show how our current document will change and are including it here. Please share with our Policies & Procedures Committee mentor.

Name of person submitting this form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

*Thank you for your important work.*