



Request for Assistance to Update Our Constitution

Filling in this form and submitting it to the synod office as early as possible will greatly facilitate the synod’s review and approval process. In addition, please send a copy of your current constitution as a Word document (not PDF). If you have already begun drafting language to be considered in your update, please indicate that below and send this document, as well. This form and these documents will be forwarded to a member of the Policies & Procedures Committee, who will work with you throughout the entire process.

1. Changes that will be made are:

- ELCA required constitutional amendments up to the 2025 revision
- In the process of ELCA required constitutional amendments up to the latest 2022 revision
- Other amendments to the constitution
- Bylaw changes
- Continuing resolution changes

2. The congregation’s bylaws are:

- Incorporated in the document
- In a separate document

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.

3. The congregation’s continuing resolutions are:

- Incorporated in the document
- In a separate document
- Continuing resolutions? What’s that?

4. Date of last revision to the constitution or bylaws _____

5. Is your congregation in a parish agreement with another congregation? Yes No

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

Congregation and location _____

Chair of working group _____

Pastor _____

Office contact _____

We have already prepared a draft of needed revisions using underline for additions and ~~strikethrough~~ for deletions to show how our current document may be updated, and are including it here.

Name of person submitting this form _____ Date _____

Thank you for your important work.