

Best Practices for Amending your Congregation Constitution

1. Decide who from the congregation is going to work on the amendment process
 - If the decision is made that a committee would be most beneficial refer to C13.06 of your constitution for guidance.
2. Notify the Synod Office as soon as the decision to make amendments is made
 - Designating an individual to communicate with the Synod will help create a working relationship with the Synod committee member and remove potentially confusing overlap from conversations and communication with multiple members of your team. The Synod Office will put you into contact with a member of the Synod Constitution Committee. Ideally, the same person will work with you throughout the entire amendment process.
3. Begin making draft changes to your congregation's constitution.
 - Be sure to refer to the Model Constitution for Congregations and use your Synod contact as a helpful resource.
4. Submit your proposed changes in full to your Synod Constitution Committee contact for review and approval.
 - Allowing the Synod to review your changes before asking the congregation to vote will likely benefit everyone involved.
5. Follow the procedures outlined in *C17.01 and *C17.02 for the approval of proposed amendments by the congregation.
 - Take note of the date requirements in *C17.01. Many congregations unwittingly violate those time constraints. It would be demoralizing to have hours of work nullified by something so trivial.
6. Your Congregation Secretary must now submit the approved and dated copy of your newly amended constitution to the Synod Office (*C17.03).
 - Electronic submission of the amended and current constitution is preferred. Copies of the minutes from the meeting(s) and a statement certifying the attached documents from the Secretary are helpful.
7. The Synod will notify the congregation of receipt and approval.
 - REMEMBER! Your changes will not be effective until you have received approval (*C17.03).