

# Cheat Sheet for Updating Your Congregation's Constitution

A note from your friendly Upper Susquehanna Synod Constitution Review Committee. If your congregation is in need of updating your constitution to conform to the most recent Model Constitution for Congregations of the ELCA, we're here to help. While it is the congregation's responsibility to do the work of updating for their specific congregation, we have provided two tools to help with the process. One tool is a highlighted copy of the Model Constitution for Congregations of the ELCA with comments to guide you through the process. For those of you who find it difficult to navigate the world of Microsoft Word, we have provided this cheat sheet. What follows are all of the places in the constitution where you need to provide information or make specific choices. If there are any other questions, please don't hesitate to let the committee know.

The model is there to guide you. We recommend that you use the model as your template and include your own congregation's specific information. The model has a section at the beginning that gives you good information regarding how to go about updating the constitution. Please read through this and utilize the information, but be sure to remove the instructions before completing your updates. Please be sure that you title your constitution with the full legal name of the congregation. The ELCA as well as the Upper Susquehanna Synod recommends placing your by-laws and continuing resolutions in the body of the constitution. The instructions give you guidelines for the numbering of those sections. Please also note that the sections shown with an asterisk (\*) are mandatory and cannot be changed by the congregation.

And now for the specifics.

C1.01, C1.02 and C1.11 need your attention. Please fill in the correct information and remove any underlines or brackets. Note Pennsylvania is not a state so the "State" will need to be changed to "Commonwealth."

\*C4.04 - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

\*C5.03.j - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

\*C5.04 – Insert the name of the Synod

\*C5.05 - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

\*C6.01 – Insert the name of the Synod

\*C7.01 – Insert the name of the Synod

\*C7.03 – Insert the name of the Synod

C7.05 – Insert the name of the Synod

\*C8.02.d - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

\*C9.01 - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

\*C9.03.b.5 – Insert the name of the Synod

\*C9.21 - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C10.01 - Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C10.02 – If there is a senior pastor, remove the brackets. If not, remove the word and the brackets.

C10.02 – The Upper Susquehanna Synod Constitution Review Committee strongly recommends the inclusion of a percent rather than a number.

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C11.01 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C11.02 – Note that only one option of the four should be selected.

C11.02 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C12.01 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C12.02 – Choose one of the two options.

C12.02 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C12.05.a – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C12.05.a – Note that you need to change “State” to “Commonwealth”

C12.05.d, C12.05.d – Indicate the dollar amount where indicated.

C12.06 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C12.12 – If there is a senior pastor, remove the brackets. If not, remove the word and the brackets.

C13.04, C13.05, C13.07, C13.08 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

C14.02 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.

\*C16.01 – Choose the wording that fits your congregation and make sure brackets and other wording that does not apply is removed.