Cheat Sheet for Updating Your Congregation’s Constitution

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 a tool to help with the process. 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.

Download and use the ELCA Model Constitution for Congregations (elca.org) 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 Alaska 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.

\*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 Alaska 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 Alaska Synod

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

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

C7.05 – Insert the name of the Alaska 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 Alaska 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 Alaska 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 – Decide which language to use.

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.