



North Carolina Synod

Evangelical Lutheran Church in America

Constitution Review Checklist

1. Does the constitution include the all starred items without change including having the star in front from the latest model constitution for congregations which can be found [here](#) and looking for 2022 ELCA Model Constitution for Congregations?
2. Be sure all places where things must be inserted have taken place. See the list below:
 - a. C1.01 insert name of the congregation. If share name with another church be sure to add city. If incorporated use name from incorporation
 - b. C1.02 insert full legal name of the congregation. (i.e. The Evangelical Lutheran Church of the Holy Trinity, Mount Pleasant as opposed to Holy Trinity Lutheran Church, Mount Pleasant)
 - c. C1.11 insert North Carolina in the blank
 - d. C5.04 insert North Carolina Synod in the blank
 - e. C6.01 insert North Carolina Synod in the blank
 - f. C6.04d insert North Carolina Synod in the blank
 - g. C7.01 insert North Carolina Synod in the blank
 - h. C7.03 insert North Carolina Synod in the blank
 - i. C7.05b insert North Carolina Synod in the blank
 - j. C9.03b 5 insert North Carolina Synod in the blank
 - k. C10.01 insert North Carolina in the blank
 - l. C10.04 insert percentage for a quorum
 - m. C12.05a insert North Carolina in the blank
 - n. C12.05c insert amount into the blank
 - o. C12.05d insert amount into the blank
 - p. C16.01 insert amount into the blank
3. Within the constitution, bylaws, and continuing resolutions there are places to make choices. You will need to choose between multiple options or whether something is kept in or not. See the list below:
 - a. C4.04 be sure appropriate bylaws and/or continuing resolutions are written to adequately define the organizational structure of the congregation
 - b. C5.03j make multiple selections based on your structure.
 - c. C5.05 determine if you have any continuing resolutions. If so remove brackets and keep those words. If not, remove brackets and the words continuing resolutions.
 - d. C8.02 choose all that apply
 - e. C9.01 determine who may recommend a call
 - f. C9.21 determine who may recommend a call
 - g. C10.02 keep the word senior and remove brackets or remove brackets and the word senior
 - h. C10.02 determine whether you using a set number or percentage and insert the number or percentage
 - i. C10.03 determine whether to do keep the word voting or to strike it all together. If it is kept remove the brackets around it



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- j. C10.09 should be added to help in the understanding of the term “*ex officio*”
- k. C11.01 The officers of this congregation shall be a president, vice president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the bylaws.
- b. The officers shall be voting members of this congregation.

- c. The congregation shall elect its officers, and they shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

or

- c. The Congregation Council shall elect its officers, and they shall serve similar offices of the congregation. The president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. [If the treasurer is not selected from the elected membership of the Congregation Council, the treasurer shall have voice but not vote at the meetings of the Congregation Council.]

- l. C11.02 The [congregation][Congregation Council] shall elect its officers and they shall be the officers of this congregation. The officers shall be elected by written ballot and shall serve for one year or until their successors are elected. Their terms shall begin at the close of the annual meeting at which they are elected.

or

The officers shall be elected by the [congregation] [Congregation Council] by written ballot and shall serve for one year. The term shall begin on _____ (month and day) and end on _____ (month and day).

- m. C12.01 determine if deacons are on council just like pastor. If so, remove brackets. If not, strike deacon. If you do not currently have a deacon you may want to consider what you would do if you had one.
- n. C12.02 depending on what you did in 12.01 do the same with the deacon in 12.02. Then choose option 1 or 2 and fill in all blanks.
- o. C12.05 choose trustees or directors
- p. C12.06 determine if you have any continuing resolutions. If so remove brackets and keep those words. If not, remove brackets and the words continuing resolutions.
- q. C12.12 keep the word senior and remove brackets or remove brackets and the word senior
- r. C13.04 determine if President or Vice President is correct based on 11.02
- s. C13.05 determine who elects the call committee
- t. C13.07 determine if committees will be bylaws or continuing resolutions
- u. C13.08 keep the word senior and remove brackets or remove brackets and the word senior. Determine if council President will be ex-officio member of all committees like Pastor
- v. C14.02 if allowing add the appropriate continuing resolution



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4. Bylaws are required to be part of this document. You may have more bylaws than the ones listed below but you are required to have the following:
 - a. C8.05 needs bylaw regarding how to remove a member from the rolls for inactivity
 - b. C10.01 needs bylaw to specify time of annual meeting. The meeting should be held on a specific week and month each year. It is required to at least have the month in which the meeting will occur.
 - c. C11.01 need bylaws regarding the duties of the officers of the council
 - d. C13.07 need bylaws or continuing resolutions specifying duties of the committees. Most congregations do this through bylaws.

5. Be sure all non-starred sections of the constitution, bylaws, and continuing resolutions are not in conflict with any starred section