

CONSTITUTION & BYLAWS CHECKLIST	No	Yes	Page No.	Article No.
BASICS				
1. Name of congregation includes "Lutheran" (required: 1995 Synod Convention Res. 3-13A)				
2. Mission or purpose statement				
3. Confessional standard with Art.II of Synod's constitution or listing Scripture and books in the Book of Concord (req.)				
4. Synodical affiliation				
5. Prohibition of membership in organizations whose principles and conduct conflict with the Word of God				
6. Who is authorized to purchase property, incur indebtedness				
7. Procedure in case of division of the congregation				
8. Regulations and procedures for disposition of property if the congregation is dissolved, disbanded, including conveyance of property to a non-profit organization (many taxing authorities require a specific reference to " 501(c)(3)")				
9. Method and procedure for amending the constitution clearly outlined including a statement that the congregation will not enact amendments to the constitution until receiving approval by District (see Synod Bylaw 2.4.1)				
10. Majority needed for constitution amendments				
11. Method and procedure for amending the bylaws clearly outlined including a statement that the congregation will not enact amendments to the bylaws until receiving approval by District (see Synod Bylaw 2.4.1)				
12. Majority needed for bylaws amendments				
CALLED WORKERS				
13. Indication that called workers must be members of, or endorsed by Synod (req.: Bylaw 2.5.2, 2.5.3)				
14. Statement that calling a called worker is only by the voters' assembly; not delegated				
15. Statement of procedures to take when a pastoral vacancy occurs				
16. Procedure for calling a called worker including seeking the counsel of the District President (req.: Bylaw 2.5.1)				
17. Majority needed for calling workers				
18. Procedure for removing a called worker including involvement of District, clear reasons given to the worker and congregation and advance notice of when and where such a meeting would take place				
19. Majority needed for removing called workers				
VOTERS				
20. Membership requirements listed				
21. Other indication of eligibility to vote such as legal age				
22. Frequency of meetings is clearly indicated				
23. What constitutes a quorum for valid church business				
24. Who calls the meeting				
25. Who sets the agenda				

26. What publication of the meeting is required				
27. A standard for conducting all meetings (such as "Robert's Rules of Order")				
OFFICERS / BOARDS				
28. Descriptions of officer and board duties and powers				
29. Indication that the pastor is a voting or non-voting member on boards/committees				
30. Women are not to hold offices which call upon them to carry out distinctive functions of the pastoral office				
31. Terms of office and term limitations, if any, for all officers and boards				
32. Procedures for nomination and election or appointment of officers and boards				
33. Reasons and procedure for removing congregational leaders				
34. Who represents the congregation in legal actions				
35. Who is authorized to sign documents for the congregation				
36. What constitutes a quorum for valid church business of council and/or boards				
37. Statement(s) that all records (financial, minutes, etc) remain the property of the congregation				

Synod's Commission on Constitutional Matters publishes guidelines which you may want to reference:

<http://www.lcms.org/Document.fdoc?src=lcm&id=1372>