

STEPS IN FORMING A CONGREGATION

*Note: Examination of a congregation's Articles of Incorporation is not required unless the Articles also serve as the congregation's Constitution.

The following steps should be followed in the order listed when establishing a new congregation:

- 1) Form the congregation.
- 2) Adopt Articles of Incorporation, Constitution, and Bylaws (see the guidelines also available on the district website)
- 3) Apply for and receive non-profit corporation status from the State of Texas (have an attorney assist the congregation in this step).
- 4) Submit the *Articles of Incorporation (if applicable), Constitution, and Bylaws to the district constitution committee for review and recommendation to the district board of directors.
- 5) Submit the Application for Membership in The Lutheran Church—Missouri Synod form to the district president who will present it to the board of directors for approval.
- 6) Receive approval of the *Articles of Incorporation (if applicable), Constitution, and Bylaws from the district board of directors.
- 7) Receive approval of the application for membership from the district board of directors.
- 8) Contact your Area Mission and Ministry Facilitator in order to schedule a Charter Sunday Service, in order to receive the congregation as a member of the Synod. The president/chair and secretary of the congregation will sign the Constitution of the Synod during this service.
- 9) Begin the process to call a resident pastor when it is appropriate to do so. Consult your Area Mission and Ministry Facilitator and/or Circuit Visitor to begin this process.

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