



TO: Congregations revising/amending a constitution

RE: Steps to revise/amend a constitution

- A copy of the revised or amended constitution is sent to Rev. Charles Schaum, Chairman of the Constitutions Committee.
Contact: secretary@southernlcms.org / cell phone: 256-349-8268. Please do not mail a hard copy. The document that is submitted should be an electronic Microsoft Word file with track changes. If unfamiliar with how to set up track changes call Secretary Schaum.
- And also email a copy to the Southern District business manager Ronnie Giaise.
Contact: r.giaise@southernlcms.org / 985-605-5404 direct line.
- The Constitutions Committee reviews the submitted constitution and corresponds directly with the congregation regarding any suggestions for revision.
- Once the discussion is complete between the committee and the congregation and the committee approves their amended or revised constitution, Pastor Schaum recommends to the Board of Directors that the constitution be approved.
- Secretary Schaum then notifies the congregation of the Board of Directors' decision concerning their constitution.
- When the Board of Directors approves the revised constitution and bylaws, the congregation then mails a final clean physical copy of the approved constitution and bylaws to the Southern District office to be included in the congregation's file, dated and stamped as "Final Copy". The congregational president and secretary must sign this document. This then becomes the official recorded copy in the Southern District office.

Any questions regarding this process can be directed to the Southern District office.

Thank you for your attention to the details of this important process!

President's Office - LCMS Southern District
100 Mission Drive - Slidell, LA 70460

"What is more, I consider everything a loss because of the surpassing worth of knowing Christ Jesus my Lord, for whose sake I have lost all things. I consider them garbage, that I may gain Christ and be found in him, not having a righteousness of my own that comes from the law, but that which is through faith in Christ—the righteousness that comes from God on the basis of faith." (Philippians 3:8-9)

Southern District of the LCMS

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