



**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. Robert Belknap, Chairman of the Constitutions Committee.  
Contact: [rbobbelknap@gmail.com](mailto:rbobbelknap@gmail.com) / home phone 985-290-7160
- And also send a copy to the Southern District office attention Ronnie Giaise.  
Contact: [r.giaise@southernlcms.org](mailto: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 Belknap recommends to the Board of Directors that the constitution be approved.
- The District Secretary Pastor Keith Ringers notifies the congregation of the Board of Directors' decision concerning their constitution.
- If the Board of Directors approves the revised constitution and by-laws, the congregation then sends a final copy of the approved constitution and by-laws to the Southern District office to be included in the congregation's file, dated and stamped as "Final Copy." This then becomes the official recorded copy.

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 - Southern District  
The Lutheran Church - Missouri Synod  
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

100 Mission Drive – Slidell, LA – 70460 ▪ Phone: (504) 282-2632 ▪ [www.southernlcms.org](http://www.southernlcms.org) ▪ Fax: (985) 871-9696