

Christ Lutheran Church

Constitution, Bylaws, Policy Format Policy

Revision 1

Purpose: To establish consistency in formatting of the Constitution, Bylaws, and Policies of the church, and to standardize the method of tracking changes to the documents.

Responsibility: Church Council shall verify formats of documents in accordance with this policy prior to them being passed.

Policy:

1. Constitution and Bylaws:
 - a. The Constitution and Bylaws shall be formatted in accordance with standards supplied by the ELCA.
 - b. The Constitution shall reflect Ratification History including date ratified and version number, which shall be stated on the last page of the document. The most recent date ratified and version number shall be reflected in the footer of every page.
 - c. The Bylaws shall reflect Version History including date passed and version number, which shall be stated at the end of the document. The most recent date passed and version number shall be reflected in the footer of every page.
2. Policies:
 - a. Policy fonts and formatting shall be similar to that which is contained in this document.
 - b. Shall contain a header titled "Christ Lutheran Church".
 - c. Shall contain a Purpose section.
 - d. Shall contain a Responsibility section.
 - e. Shall contain a Policy section.
 - f. Shall contain a footer containing Original Effective Date, Last Revision Date, and Page number.
 - i. The Original Effective Date reflects the origin date of the Policy and will never change.
 - ii. The Last Revision Date reflects the most recent date a change to the Policy was passed.
 - g. Shall reflect a Revision History including date passed and Revision number, which shall be stated at the end of the document.

Revision History:

Revision 1: Approved April 9, 2013