

Church bylaws guide and adoption checklist

A planning checklist for a church and its attorney.

Leader lines are in plain type. People lines are in bold. Instructions are in grey and are not read aloud.

Bylaws drafting checklist

Church Posting prepared this worksheet for churches to copy and adapt for their own use.

Free from churchposting.com/resources/growth/church-bylaws/

Bylaws drafting checklist

Gather the articles of incorporation, current bylaws, confession, covenant, property documents and minutes of amendments.

Define membership, admission, resignation, discipline and the members' voting rights.

Name the church offices, qualifications, appointment and removal procedures, and each body's authority.

Specify meetings, notice, quorum, voting, conflicts of interest and record access.

Document financial authority, property decisions, amendments and dissolution. Have a qualified attorney check state law and consistency with incorporation documents.

Follow the existing amendment procedure and retain the notice, approved text and minutes.