

Church Bylaw Revision Process

1. CONGREGATION REVISION

- a. Congregation revises their bylaws, consulting the most recent version of the sample bylaws on the [Parish Resources page](#) of our website
- b. Vestry approves revisions and sends revisions via email to the diocesan director of administration, [Sarah Kwolek](#)

2. STANDING COMMITTEE REVIEW

- a. Director of administration sends revisions to Standing Committee for review
- b. Standing Committee reviewer may request additional edits or ask questions of the church directly, CCing the director of administration

3. CONGREGATION ACCEPTANCE OF PROPOSED EDITS

- a. Congregation may accept additional edits or consult with Standing Committee reviewer on alternatives
- b. Vestry approves reviewed version of bylaws and forwards to director of administration

4. FINAL STANDING COMMITTEE APPROVAL

- a. Director of administration brings vestry-approved, reviewed bylaws to next Standing Committee meeting (monthly except in summer) for their approval
- b. Once Standing Committee approves, director of administration notifies congregation of approval