Arkansas-Oklahoma Synod

4803 S Lewis Ave

Tulsa OK 74012

RESOLUTION SUBMITTAL FORM

2020 Arkansas-Oklahoma Synod Assembly

**Resolutions** are requests from synods to the Church Council or units or offices of the churchwide organization. Either Synod Assemblies or Synod Councils may originate resolutions. Resolutions have a narrower focus than memorials because they are requests for consideration or action by individual units or offices or the Church Council.

The deadline for all resolutions to be submitted to the Arkansas-Oklahoma Assembly Reference and Counsel Committee will **be 9:00 AM Saturday, May 2, 2020.**

Please type or legibly write your resolution in the space below. If you have more than one resolution to submit, please copy this form. Only one resolution should be included per form. If there is insufficient space on this form for your resolution, you may attach the resolution to this form after completing the items at the bottom of this page.

Please sign the form at the bottom of the page, indicate the name and location of your congregation, and include the signature of your pastor or the president of the congregation. (This signature is requested to certify that you are a participating member of an ELCA congregation in the Arkansas-Oklahoma Synod.)

Before writing the resolution, please study the worksheet on the reverse side of this page.

A resolution concerning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of individual submitting the resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arkansas-Oklahoma Synod ELCA Congregation and location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of pastor or congregational president: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Return: Reference & Counsel Committee, Arkansas-Oklahoma Synod*

Resolution Worksheet

Observations

A resolution should be stated clearly and concisely.

The WHEREAS section should state the reason for the resolution. Each reason should be given as a separate WHEREAS.

The RESOLVED section should clearly state the action desired; who is to implement the action; an estimate of the cost of the action; and who is to bear the cost. Each action should be described with a separate RESOLVED.

Resolutions should be tested against questions such as:

Is the information complete and accurate?

If this a matter which pertains to the life and ministry of the synod?

If this a matter of significance requiring consideration by the synod assembly?

Is the action requested one which the synod can appropriately and effectively implement?

Format

If a resolution requires one action, use the following format:  
  
RESOLVED, THAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a resolution requires more than one action, the following format is used:  
  
RESOLVED, that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
and be it further RESOLVED, that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a resolution is preceded by one reason for submitting the resolution, the following format is used:  
  
WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; therefore be it RESOLVED, THAT \_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If a resolution is preceded by two or more reasons, the following format is used:  
  
WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and  
  
WHEREAS, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; therefore be it   
  
RESOLVED, THAT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Memorial SUBMITTAL FORM

2020 Arkansas-Oklahoma Synod Assembly

**Memorials** address broad policy issues and are passed by Synod Assemblies for consideration by the Churchwide Assembly.

Memorials should be addressed to the churchwide organization. Memorials may request that synods and congregations do something the writers desire, but they cannot compel synods or congregations to do these things.

Memorials must include a final “resolved” clause asking the Churchwide Assembly to act (or refrain from acting) in a particular way. Here is a sample final paragraph of a memorial from a Synod Assembly:

RESOLVED, that the \_\_\_\_\_\_\_\_\_\_\_synod Assembly memorialize the 2019 Churchwide Assembly of the Evangelical Lutheran Church in America to….(clearly describe the proposed course of action).

**Follow the same guidelines for writing a resolution for a memorial as that found on the Resolution Workshop guidelines adding the final “resolved” as shown above. Memorials must be received by Saturday May 2, 2020 for submission to the Arkansas-Oklahoma Synod Reference and Counsel Committee.**

A memorial concerning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of individual submitting the resolution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Arkansas-Oklahoma Synod ELCA Congregation and location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of pastor or congregational president:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Return: Reference & Counsel Committee, Arkansas-Oklahoma Synod*