



Guidelines for Writing an Effective Memorial or Resolution

Synod Resource: For names of people who can provide guidance on writing a resolution or memorial, please contact your synod office and ask to speak to the staff person who relates to the Reference and Counsel Committee (sometimes known as the Resolutions Committee).

Churchwide Resource: For general information or clarification about resolutions and memorials, contact either the Office of the Secretary or the assistant to the presiding bishop for governance, 800-638-3522.

Title: Use a succinct title that describes the subject matter of the resolution or memorial

ELCA World Hunger and Child Nutrition

WHEREAS, “Jesus said to them, ‘I am the bread of life. Whoever comes to me will never be hungry, and whoever believes in me will never be thirsty’” (John 6:35); and

WHEREAS, 2016 is the year within *Always Being Made New*:

The Campaign for the ELCA that is focused on ELCA World Hunger; and

WHEREAS, we live in a world where more than 800 million people — one in eight people in our world today — are hungry; and

WHEREAS, in the United States, more than 50 million people do not know where their next meal will come from and 15.8 million children live in households that struggle with hunger; therefore, be it

...
...

RESOLVED, that the Southwest California Synod memorialize the 2016 Churchwide Assembly of the ELCA to urge to the Congress of the United States to renew and strengthen our nation’s child nutrition programs by passing the Child Nutrition Reauthorization (CNR) bill in 2016 and bring the “Improving Child Nutrition Integrity and Access of 2016” to the Senate floor for a vote.

Whereas Clauses:

- Use sparingly, if at all, as they only provide background and will not be part of the action.
- Each clause should state a reason for the resolution or memorial.

Resolved Clauses:

- Each clause must clearly and concisely state the action desired:
 - *What should be done* (ex. “renew and strengthen our nation’s child nutrition programs”)
 - *How should it be done* (ex. “urge Congress”)
 - *Who should do it* (ex. “memorialize the ... Churchwide Assembly”)
 - *When should it be done* (ex. “in 2016”)
- Other guidelines to consider:
 - The issue should be necessary to the life and ministry of this church.
 - The requested action should be one that the synod and/or churchwide organization can appropriately and effectively implement.
 - The information presented must be complete and accurate.
 - Other voting members should validate the idea. Test it with others.
 - If the resolution or memorial requires a change to the constitutional provisions or bylaws, then the proposed changes need to be specified.
 - The language should be noninflammatory and nonargumentative, with straightforward nouns and verbs.
 - Are there financial implications? If so, determine which entity will bear that cost.
- Complete the implementation analysis. All resolutions and memorials have staff/volunteer implications to implement the actions, and some have financial implications as well. Some synods consider resolutions out of order if they call for funding not already delineated in the budget.