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 the Office of the Secretary at 800-638-3522.

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

**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.

- All memorials will be examined for potential financial and staff implications. A summary of potential financial and staff implications will be provided in background information to the Churchwide Assembly. Some synods consider resolutions out of order if they call for funding not already delineated in the budget.