

MEMORANDUM

To: Synod Bishops, Vice Presidents, and Secretaries
From: Secretary Sue E. Rothmeyer
Date: February 19, 2024
Subject: Memorials and Resolutions

Synod assembly season is upon us again! We are grateful for your vital role in making sure that resolutions from your Synod Council and resolutions and memorials from your Synod Assembly are processed carefully and in a timely manner. To assist you in that responsibility, we are offering some resources we hope you find useful.

1. **Guidelines for Memorials and Resolutions** (*attached*): This is a helpful guide to drafting those motions and evaluating whether they are appropriately crafted, in order, and consistent with the governing documents of this church before they are submitted for consideration.
2. To assist you in **reporting memorials and other actions of the Synod Assembly** such as election of officers or amendments made to your synod constitution, you can use this [online form](#) to report to the Office of the Secretary as soon as possible following your Synod Assembly.
3. To facilitate communication from your Synod Council to the Church Council, or to the churchwide organization via the Executive Committee of the Church Council, use this [online form](#) for **reporting resolutions passed by the Synod Council**.
4. A recording of a [webinar](#) regarding Memorials and Resolutions is available on the Office of the Secretary webpage, along with several other useful resources to aid both Reference and Counsel/Resolutions Committees and drafters of memorials and resolutions.

Please share these resources with your Synod Council and with your synod's Reference and Counsel/Resolutions Committee.

The Office of the Secretary is available to respond to questions regarding memorials and resolutions and to assist in addressing parliamentary and other issues that may arise at synod assemblies. Let us know how we can help!