

MEMORANDUM

To: Synod Bishops, Vice Presidents, and Secretaries
From: Secretary Sue E. Rothmeyer
Date: March 24, 2022
Subject: Memorials and Resolutions

Here we are at synod assembly season again! As always, we appreciate 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 you should 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. It is vital that all memorials and resolutions pass constitutional muster before they are submitted for consideration by your Synod Assembly or Synod Council.
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, we have created an online form (<https://bit.ly/sassembly22>) that will make it simpler for you 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, we have created an online form (<https://bit.ly/scactions22>) for **reporting resolutions passed by the Synod Council**.
4. A recording of a [webinar](#) held in 2021 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!