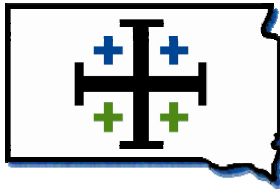


2009 South Dakota Synod Assembly  
Policy Guide

# God's Work. Our Hands.



*South Dakota Synod, ELCA*

*2001 S Summit Ave*

*Sioux Falls SD 57197-0001*

*605/274-4011*

*605/274-4028 (fax)*

*[www.southdakotasynod.org](http://www.southdakotasynod.org)*

*[synod@sdsynod.org](mailto:synod@sdsynod.org)*



**book of faith**

Open Scripture. Join the Conversation.

**The Twenty-second Annual  
Synod Assembly  
of the  
South Dakota Synod, ELCA  
May 29th and 30th, 2009  
Elmen Center (33rd St & Grange Ave)  
Augustana College Campus  
Sioux Falls, South Dakota**

**Keynote and  
Churchwide  
Representative**



**David D. Swartling,  
Secretary of the  
ELCA**

David D. Swartling was elected secretary of the Evangelical Lutheran Church in America at the 10th Churchwide Assembly in Chicago in August 2007. He attended Princeton University on a Naval Scholarship and served four years with the submarine force. Following his military service, he attended the University of Washington School of Law and went on to practice law for more than thirty years in Seattle.

Mr. Swartling is a life long Lutheran and has served the ELCA in all its expressions. He was congregational president at Bethany Lutheran, Bainbridge Island, WA; a member of the Synod Planning Group and Vice President of Northwest Washington Synod; Chair of Region 1 Governing Council; Chair of the ELCA Foundation Board of Trustees; and served part time as the Director of Lutheran Planned Giving Consortium of Western Washington.

David and Barbara, his wife of 38 years, relocated to Chicago. They have two adult children. Christopher, a teacher in Saudi Arabia, and Ryan, a chef in Seattle. Mr. Swartling is the second person to serve as secretary of the ELCA and the first lay person.

**Synod Assembly Worship Offering**



The worship offering is designated  
one-half for **"Train up a Child"** and  
one-half for **"Lutheran Disaster Response."**

**Guest  
Preacher &  
Teacher**



**The Reverend  
Dr. Frederick J.  
Gaiser**

**Guest  
Bishop**



**The Reverend  
Victoria Cortez  
Rodriguez**

Frederick Gaiser began his career as a research chemist at Upjohn Pharmaceutical (1959-1960), after receiving his B.A. from Kalamazoo College, Kalamazoo, MI. Gaiser earned his M.Div degree from Evangelical Lutheran Theological Seminary (now Trinity) in Columbus, OH, in 1963. He received his Dr. Theo. Degree from the University of Heidelberg, Germany, in 1985.

He served interim pastor at Emmanuel Lutheran Church, Warren, OH, that year. Ordained in 1969, he was pastor of St. Paul Lutheran, Humboldt, SD from 1969-1974. While there he also was an enabler and teacher of theology at CENCOAD, Augustana College, Sioux Falls, SD.

Frederick Gaiser came to Luther Seminary in 1973 as a lecturer in Old Testament. He was promoted to professor in 1991. He has served as acting Dean of Students (86-88) and registrar (75-77). He currently directs the Luther Seminary in Zimbabwe Program.

He is a member of the Society of Biblical Literature. He has been the editor of *Word and World* since 1988. He has also served on the Inter-Lutheran Task Force on Occasional Services and the Inter-Lutheran Commission on Worship.

Rev. Victoria Cortez Rodriguez is the Founder and Bishop of the Nicaraguan Lutheran Church of Faith and Hope, Managua, Nicaragua. She has served as Bishop since 1990.

Rev. Victoria Cortez Rodriguez previously served as General Coordinator, Lutheran Church in Exile, Nicaragua (1983-1990); Director of "Lutheran Aid", Salvadoran Lutheran Church, Salvadoran Lutheran Synod, El Salvador (1981-1983); Academic Planning Officer, University of El Salvador (1979-1981); and University Lecturer, University of El Salvador (1974-1978).



**Book of Faith Study Bibles  
LIMITED TIME OFFER  
with synod assembly registration:  
\$26.50 Hard Cover, \$20.00 Soft Cover**

## Honored Missionaries



**Jim and  
Karen Noss**

Jim and Karen, now retired, after 32 years as missionaries in Cameroon will be present at this assembly to share amazing stories. Jim's roots in Cameroon stretch back over 60 years to his youth as a child growing up in Cameroon.

Jim and Karen began working with the Evangelical Lutheran Church in Cameroon (ELCC) to develop a financial system compatible for computers. They trained Cameroonians to staff the financial aspects of the church and began to expand ELCC and ELCA relationships by providing for the logistics of short term visitors and new mission personnel.

The Nosses have helped host ELCA groups from Cameroon's Companion Synods as they participated in the construction of roofs for churches in villages around the country. Nine church roof projects will have been completed.

## Banquet Speaker



**The Honorable  
Stephanie Herseth  
Sandlin**

The Honorable Stephanie Herseth Sandlin is South Dakota's at-large Member of Congress. She is the Co-Chair for Administration of the Blue Dog Coalition, a group of moderate Democrats committed to fiscal discipline and strong national security. She also serves on three committees vital to South Dakota's interests: Agriculture, Veterans' Affairs and Natural Resources. She is the Chairwoman of the Veterans' Affairs subcommittee on Economic Opportunity. Additionally, Representative Herseth Sandlin was chosen to serve on the Select Committee on Energy Independence and Global Warming in order to represent the views and strengths of rural America in our national energy policy.

Representative Herseth Sandlin currently lives in Brookings and is married to former U.S. Representative Max Sandlin who served the First District of Texas from 1997-2005. In December of 2008, Stephanie and Max announced the birth of their first child, Zachary Lars Sandlin.

**Register Online @ [www.southdakotasynod.org](http://www.southdakotasynod.org)**

⇒ **Synod Assembly**

⇒ **Campus Housing**

⇒ **Book of Faith Study Bible**

**Late Registration Fee of \$10.00 after May 11th.**

**Online Registration Closes May 22nd**

**The link to DOWNLOAD The Preliminary Report  
will be e-mailed to voting members.**



# SOUTH DAKOTA SYNOD ASSEMBLY PREVIEW

## Thursday, May 28th

5:00—8:00 p.m.

Registration Available  
Board of Pensions Risk Assessment \*  
Displays \*  
Prayer Labyrinth \*  
Used Book Sale \*

6:00 p.m.

2009 Churchwide Assembly Voting Member Meeting

6:30 p.m.

2009 National Youth Gathering Congregation

Coordinator and Advisor Meeting

Seminarian and Intern Meeting

7:00 p.m.

## Friday, May 29th

8:00—10:00 a.m.

Registration

8:00

Resolutions Committee Meets

8:30—9:30 a.m.

New Voting Member Orientation

Youth Orientation

Morning Break-Out/Workshops

**(Please indicate preference when registering)**

9:00 a.m.—2:00 p.m.

Bloodmobile

10:00

Opening of the Assembly

Noon—1:00 p.m.

Lunch & Caucuses

4:30—5:30 p.m.

Afternoon Break-Out/Workshops

**(Please indicate preference when registering)**

6:30—8:30 pm.

Banquet & Recognitions

## Saturday, May 30th

6:45—8:00 am.

Mission Prayer Breakfast (240 Maximum)

7:00—8:15 a.m.

Lite Continental Breakfast

8:15 a.m.

Fourth Plenary Session Begins

Noon—1:00 p.m.

Lutherans Outdoors of SD Annual Meeting

3:30 p.m.

Closing Worship

\* Available Throughout the Assembly

## Morning ONLY Break Out/Workshop Options

- ◆ **“Why are there so few young adults in our congregations?”** - Multiple Choice: The proper approach to young adult ministry is: A) "Ask not what young adults can do for you, ask what can we do with them." - B) "Ask not what you can do for young adults, ask what they can do for our congregation!" - C) Both of the above D) Neither of the above, Presenter: Rev. Bob Chell and others in Campus Ministry
- ◆ **“Keeping Cameroon Connections Current”** - *Train Up a Child* reaches village children; church roofs provide places of worship for people; let your spirit venture with us to Cameroon where we've been and where we're going 20 years after the start. Presenter: Jim Noss, former Cameroon Missionary
- ◆ **“Working Ecumenically”** - Learn about the work of the Association of Christian Churches of South Dakota. Presenter: Dr. Gene Miller, Exec. Director
- ◆ **“Book of Faith: Samples From South Dakota Synod Congregations”** - Presenters: Jodi Hansen, AIM, and panel

# SOUTH DAKOTA SYNOD ASSEMBLY PREVIEW

## Afternoon ONLY Break Out/Workshop Options

- ◆ **“A Primer for Congregation Council Members”** - Although every congregation is distinct, members of congregation councils have certain common legal and practical responsibilities. Understanding these responsibilities provides a foundation for developing a collaborative model of leadership and facilitating wise decision making at congregation council meetings. ELCA Secretary David Swartling — who served as president of a congregation, vice president of a synod, and parliamentarian for many church groups—will share his experience and discuss roles and responsibilities of congregation council members.
- ◆ **“2009 ELCA National Youth Gathering”** - This is for people who want to know the latest information and meaning of the Gathering that is being held in New Orleans this July, including answers to “Why are we there?” of “How can we help and support the people in New Orleans?” Presenter: Suzanne Hansen, Faith Family Style Director.
- ◆ **“Apply Liberally Holistic Theology”** - Learn from Nicaragua’s Lutheran Church of Faith and Hope as it ministers in the midst of the needs of others with a spirit of giving. Presenter: Bishop Victoria Cortez.
- ◆ **“Q & A on Churchwide Assembly Voting Issues”** - This is an opportunity to learn about and ask questions regarding church policy, procedures, and important agenda items for the 2009 Churchwide Assembly, August 17—23. Presenter: Bishop David B. Zellmer
- ◆ **“Luther House of Study: Strengthening Lutheran Leadership”** - Luther House of Study (LHOS), a partnership of Augustana College and Sioux Falls Seminary, serves congregations of the South Dakota Synod. It’s mission is to strengthen Lutheran Leadership and ministries throughout the Northern Plains region for the proclamation of the Gospel. Learn about the four pillars of LHOS and the initial successes of “Together in Ministry South Dakota,” a clergy renewal initiative that has been launched in recent months. Presenters: Kate Campbell, Dir. Of Congregational Outreach & Liturgical Arts, Sarah Stenson, Asst. to the Dir. Of Luther House of Study, Rev. Karen Soli, Together in Ministry Program Coordinator.
- ◆ **“Book of Faith”** - Provoking the Gospel, a troupe of interpreter performers, will demonstrate a ministry possibility for your congregation . Presenters: Professor Richard Swanson and others
- ◆ **“Rediscovering the Book of Faith”** - A build on Dr. Gaiser’s assembly presentation on the intriguing ways the Bible has come to us. Presenter: Rev. Dr. Gaiser

## Morning & Afternoon Break Out/Workshop Options

- ◆ **“Givers for Life”** - An introduction to a program which encourages conversation that changes the way families handle the moment of death and how they view the world in which they live. This event will provide two-fold encouragement for participants: 1) go to the end of their lives now...act upon your desire to be a Giver for the sake of God’s work in this world down the road and then, most importantly, 2) sit with your family and tell them that when you are gone, that you will leave some of your possessions for their personal benefit but that you also will give some to others who will need you. We want and need our families to know, don’t we, that other people matter, too! Presenter: Rev. Greg Johnson, Program Author
- ◆ **“Creativity, Worship & Media - how do we get them to play together?”** - Have you tried to implement media into worship services and find that they don’t always play together nicely? Maybe you’ve had an idea but run into a wall because you can’t find the answers to your media questions. Maybe you’re trying to decide on how or if you should use projectors, do you have questions about podcasting your sermons or maybe you have a creative idea or theme for worship and need help developing visual media to support it? Bring your questions to this wide open discussion and we’ll try to come up with some answers. We’ll give you some ideas on how to unleash the human creativity that God has blessed us with during worship. We want to show you how to create a distraction-free worship environment through the use of media. Presenters: Jason Andera and Rev. Timothy Robertson
- ◆ **“St. Dymas: The Good News Behind Prison Walls”** - Presenters: Pastor Marlin Wangness and St. Dymas alumni.

# SOUTH DAKOTA SYNOD ASSEMBLY PREVIEW

## Morning & Afternoon Break Out/Workshop Options

- ◆ **“Creativity, Worship & Media - how do we get them to play together?”** - Have you tried to implement media into worship services and find that they don't always play together nicely? Maybe you've had an idea but run into a wall because you can't find the answers to your media questions. Maybe you're trying to decide on how or if you should use projectors, do you have questions about podcasting your sermons or maybe you have a creative idea or theme for worship and need help developing visual media to support it? Bring your questions to this wide open discussion and we'll try to come up with some answers. We'll give you some ideas on how to unleash the human creativity that God has blessed us with during worship. We want to show you how to create a distraction-free worship environment through the use of media. Presenters: Jason Andera and Rev. Timothy Robertson
- ◆ **“Chapel in the Hills 40th Anniversary”** - Campus pictures and what we do at the Chapel. Presenter: Chapel Board Member.
- ◆ **“Luther Seminary-Your partner in Educating more and better prepared leaders for a Time of Mission”** - Our church body, the Evangelical Lutheran Church in America, is calling on its seminaries to provide more and better prepared leaders for a time of mission. In our time together we'll look at how Luther Seminary in St. Paul has promised to meet this challenge and is striving to carry out its promise to the church to be about this mission. Presenter: Rich Omland, Philanthropic Advisor Office of Seminary Relations
- ◆ **“Got Fear? Have Fear!—Stewardship Ministry in Lean Times”** - This workshop led by professionals from The James Company and hosted by Rev. Bill Tesch will cover such topics as: The Bible's Good News About Living A Generous Life, Ministry Opportunities as a Result of the Economic Earthquake and How do we encourage one another about discipleship during difficult financial times?
- ◆ **“Closure of LSS Woodfield Center & the New Face of Youth Residential Treatment Center”** - In January, Lutheran Social Services of SD made a difficult decision to discontinue youth residential services at Woodfield Center in Beresford due to issues with census, quality of care, staffing, and budgetary/fiscal concerns. Come learn more about what factors lead to that decision and how & why youth residential care looks very different today. See how LSS is adapting to the changes and is impacting the lives of this more intense population of kids. Presenter: Betty Oldencamp, President Lutheran Social Services of South Dakota.

## Accommodation Options

### **Campus Housing—Stavig Hall, Augustana College**

A limited number of rooms will be available Thursday through Saturday evenings. Check-in is after 3:00 p.m. on Thursday.

Sheets, blankets, pillow, pillowcase, towel, washcloth and soap are provided.

Room charges are payable to the South Dakota Synod at the rate of:

**\$17.00 per night per person/double occupancy**

**\$23.00 per night per person/single occupancy**

**Campus Housing Deadline is May 20, 2009**

### **Hotel Reservations**


**You are responsible to make and pay for your own reservation.** Rooms are being held May 28, 29 & 30 at these motels under the name -

#### **“SD Synod Assembly”**

 **Courtyard by Marriott \$89.00 + tax**  
4300 W Empire Place (605/444-4300)  
I29 & 41st St


<http://www.marriott.com/hotels/travel/fsdcy-courtyard-sioux-falls/>

**Rooms Released—May 7th**

 **Quality Inn and Suites \$75.00 + tax**  
5410 N Granite Lane (605/338-1900)  
I29 & I90

[http://www.qualityinn.com/hotel-sioux\\_falls-south\\_dakota-SD062](http://www.qualityinn.com/hotel-sioux_falls-south_dakota-SD062)

**Rooms Released—May 1st**

 **Super \$79.99 + tax**  
4100 W 41st St (605-361-9719)  
I29 & 41st St

**Rooms Released—May 1st**

## REGISTRATION GUIDELINES AND FEES

### **Voting Member** (Voice & Vote) —**\$120** (Includes Meals)

- \* *Every congregation* is entitled to two (2) lay voting members (one male and one female).
- \* *Every congregation* is entitled to one (one) additional voting member if between the ages of 16—21 years of age.
- \* *Every congregation* is entitled to one (one) additional voting member if a person of Color and/or non-English origin.
- \* *Congregations may be entitled to additional voting members*—determined by December 31, 2008 baptized membership.
- \* *Every Ordained Minister, Associate in Ministry, Deaconesses, and Diaconal Minister under call on the roster of this synod*
- \* *ELCA Ordained Ministers under contract to a congregation*
- \* *Synodically Authorized Ministers under contract to a congregation*
- \* *Ordained Ministers from a church body with which a relationship of full communion has been declared serving ELCA congregations in the South Dakota Synod*
- \* *Officers of the Synod*

**Advisory** (Voice Only) —**\$60** (Includes Meals)\*\* The Synod Council voted to waive the registration fee for retired ordained ministers not serving as voting members for their congregation or a congregation from which they are under contract.

- \* Retired ordained ministers, associates in ministry, deaconesses, and diaconal ministers
- \* All ordained ministers, associates in ministry, deaconesses, and diaconal ministers on leave from call
- \* Interns

### **Visitor** (No Voice or Vote) —**\$60** (Includes Meals)

- \* Display table hosts
- \* Anyone who is not a voting member or advisory

## ADDITIONAL VOTING MEMBER GUIDELINES

<b><u>Baptized #</u></b>	<b><u>Additional</u></b>	<b><u>Baptized #</u></b>	<b><u>Additional</u></b>
<b><u>Membership</u></b>	<b><u>Voting Members</u></b>	<b><u>Membership</u></b>	<b><u>Voting Members</u></b>
501-1000	1	3001-3500	6
1001-1500	2	3501-4000	7
1501-2000	3	4001-4500	8
2001-2500	4	4501-5000	9
2501-3000	5	5001-5500	10

\*\* Additional voting members should be one male, one female or either for odd number of additional voting members as appropriate and equal male and female for even number of additional voting members.

## BANQUET

### A Few Specifics...

Members of the Prairie Rivers Conference will serve as hosts for this time of fellowship, food and recognitions. As in previous years, honorees of the South Dakota Synod will include: newly retired rostered leaders and those celebrating ordination/commissioning anniversaries of twenty-five (25), fifty (50), and fifty-five (55) years. Special recognition will be made to rostered leaders celebrating ordination/commissioning anniversaries of ten (10), fifteen (15), twenty (20), thirty (30), thirty-five (35), forty (40), forty-five (45), sixty (60) years. New pastors to the South Dakota Synod will also be recognized and welcomed at this time. Pastors new to the South Dakota Synod since the 2008 Synod Assembly will be recognized.

## MORE SYNOD ASSEMBLY GUESTS

### We Extend the Red Carpet...

Rev. Dr. Craig A. Boehlke, Region 3 Coordinator for Ministry Leadership  
Cathy Larson, Companion Synod Coordinator  
Kristi Lee, Director of Development  
Mark Wagner, Former Director of Answer the Call  
Rev. Keith O. Zeh, Director for Evangelical Mission  
Eight Seminary Graduates assigned to South Dakota!

## ASSEMBLY CONSIDERATIONS

### Bloodmobile

The Sioux Falls Regional Bloodmobile will be available to receive your gift of blood, Friday, May 29th, 9:00 a.m.—2:00 p.m.

### Board of Pensions Health Risk Assessment

Computers will be available to take this assessment. If our synod reached 75% by March 29, we will get a 2% discount for health plan contributions for all of 2009 (retroactive to Jan. 1). If we reach it after March 29 and the discount will start the month after you reach 75%. You can also earn \$100 credit for your personal wellness account.

### Displays

Displays will be available Thursday, May 28, 5:00—8:00 p.m., Friday, May 29, 8:00—5:00 p.m., Saturday, May 30, 8:00—3:30 p.m. The selling of goods and services will not be allowed. Exceptions must be approved in advance by the Standing Assembly Planning Committee.

### Prayer Labyrinth

The Prayer Labyrinth will be available Thursday, May 28, 5:00—8:00 p.m., Friday, May 29, 8:00—5:00 p.m., Saturday, May 30, 8:00—3:30 p.m.

### Used Book Sale

Used theological and religious books, devotional works, religious children's books, sermon resources, Sunday School materials, leadership presentations, VBS material ideas

# REMINDERS & TIDBITS

## **Cell Phone Courtesy**

Please turn cell phone OFF or to SILENT MODE when in the plenary session area. Please take all calls out of the plenary session area to avoid disturbing voting members and guests.

## **Childcare**

Childcare will be an option to voting members for this year's synod assembly. Our Savior's Lutheran Church has graciously offered the use of their nursery for this service. Our Savior's nursery coordinator will staff according to needs. It **MUST** be indicated when registering if you are interested in using this service. *Infant, Toddler, or School Age* needs must also be indicated. Childcare will be provided during Worship Services, Plenary Sessions, Friday Evening Banquet. Parents are responsible for providing meals for their children.

This is a free will donation service.

## **Emergencies**

Phone calls to the synod office number **605/274-4011** will be directed to the phone of the temporary synod office on site at the Elmen Center.

## **Hearing Assistance**

Hearing assistance devices will be available on a limited basis. Please indicate when registering if you expect to use this service.

## **Microphone Etiquette**

Please extend courtesy to all when speaking at the microphones. Unless otherwise determined by a majority vote of the assembly, all speeches during discussion shall be limited to three minutes. A speaker on one side of the question may be followed by a speaker on the other side. Voting members, advisory and guests shall refrain from applause or derision as respective sides of the question are presented.

## **Mission Prayer Breakfast**

The Companion Synod Committee invites you to plan early to attend this event which is held at Our Savior's Lutheran Church, Saturday, May 30th, beginning at 6:45 a.m. Seating is limited. The individual cost is **\$8.00**. Please RSVP to Kevin Stillson at 605/274-4011 or [kstillson@sdsynod.org](mailto:kstillson@sdsynod.org).

## **Personal Comfort**

Due to the typical fluctuation of South Dakota weather and humidity levels during the months of May and June, wearing layered attire is recommended. The Elmen Center, a very large facility, with varying numbers of people present at a given time, is not simply adjusted for temperature and humidity control in a short time period. Considerable walking is to be expected as you attend the assembly so comfortable shoes are highly recommended. Raincoats and umbrellas have been very useful some years.

## **Preliminary Report**

Registered voting members will receive notification of the Preliminary Report via e-mail. It is the responsibility of each voting member and/or congregation to download this information and choose to print specific or all of the provided information.

## REMINDERS & TIDBITS

### Registration

Online registration closes **May 22nd**. A **\$10.00** late fee applies after **May 11th**. Voting Member **changes or substitutions** should be reported to Kevin Stillson at 606/274-4011 or [kstillson@sdsynod.org](mailto:kstillson@sdsynod.org) as soon as they are known. Changes requested at the assembly should be of emergency nature only.

### Registration Check-in

Registration check in will be available at the Elmen Center Thursday, May 28th, 5:00—8:00 p.m. and Friday, May 29th, 8:00—10:00 a.m. Your name tag will serve as your meal ticket so you must have that to receive meals. Voting members will also receive voting cards and miscellaneous items or information. Voting members will be responsible for checking themselves in and receiving their own items for assembly use. **Proxy check-in will not be allowed.**

### Refund Policy

Registration is non-refundable.

### Seating

Voting member seating will be by conference. Visitor seating will be at the rear and bleacher seating. Youth voting members are expected to be seated with their fellow congregation or conference voting members.

### Travel Equalization

Voting members traveling in excess of 200 miles (round trip) will be reimbursed at \$.50 cents per mile for those miles in excess of 200 miles. This reimbursement is limited to ONE car per congregation and ONE car per pastoral staff. Forms will be available at the temporary synod office at the assembly.



# Bring your Bible!

# RESOLUTIONS & MEMORIALS

## **What is a Resolution?**

A resolution is a written motion offered either because of its importance or because of its length or complexity. Resolutions are directed to voting members, the synod, an entity of the synod, a particular Churchwide unit, or to a specific concern related to Churchwide ministries, programs, or units. Resolutions follow a more direct route than memorials in terms of response. Resolutions can be received and transmitted almost immediately by the Church Council's Executive Committee. A final response to a resolution may be by the Church Council alone.

## **What is a Memorial?**

The difference between a resolution and a memorial is that a memorial is action directed by the synod to the Churchwide Assembly. Memorials adopted by a synod assembly are submitted to the ELCA Secretary for transmittal to the Churchwide Assembly with a recommendation for action prepared by the Memorials Committee of the Churchwide Assembly. A memorial encourages a broader discussion by incorporating consideration by voting members from throughout this church at the Churchwide Assembly.

## **Who May Submit a Resolution or Memorial?**

Voting members, Congregation Church Councils, the Synod Council, Committees, Task Forces, and the Resolutions Committee may submit a resolution.

## **How to Write a Resolution**

A resolution should be stated clearly and concisely.

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

The RESOLVED section clearly states the action (s) desired: what should be done, who should do it, how it should be done, and when it should be done. Each action should be a separate RESOLVED so the assembly may deal with them individually.

If the resolution requires one action, use the following format:

RESOLVED, \_\_\_\_\_.

If a resolution requires more than one action, the following format is used:

RESOLVED, \_\_\_\_\_; and  
BE IT FURTHER RESOLVED, \_\_\_\_\_.

If a resolution is preceded by a reason for submitting it, the following format is used:

WHEREAS, \_\_\_\_\_;  
THEREFORE BE IT RESOLVED, \_\_\_\_\_.

If a resolution is preceded by two or more reasons, the following format is used:

WHEREAS, \_\_\_\_\_; and  
WHEREAS, \_\_\_\_\_;  
THEREFORE BE IT FURTHER RESOLVED \_\_\_\_\_.

## **Please Include with your Resolution**

- Title;
- Signature (s) of the mover and seconder submitting the resolution (including typed names and phone numbers);
- Name of the congregation and city (or conference) from which the resolution originated;
- Date the resolution was submitted