

Memorials: A Closer Look

Memorials have three parts.

- The **Title** should state the subject in a few words. The title may be amended by the Office of the Secretary.
- **“WHEREAS”** Clauses:
 - Provide background and explain why the Synod Assembly is requesting action;
 - Should be few in number and limited to those necessary to understand the reason for the request.
- **“RESOLVED”** Clauses:
 - Should be addressed to the Churchwide Assembly;
 - Should be in the form of requests. The Synod Assembly does not have authority to direct the Churchwide Assembly to do something;
 - Should clearly state what the Synod Assembly wants done, how the Synod Assembly wants it done, when the Synod Assembly wants it done, and by whom the Synod Assembly wants it done.

Consider staffing and financial implications of the proposed memorial

The costs associated with implementing memorials are often much higher than people realize. When appropriate, churchwide organization staff and/or the Budget and Finance Committee of the Church Council will provide the Churchwide Assembly with the estimated cost of implementing a memorial. For help estimating the cost of a proposed memorial, contact the Office of the Secretary at SEC@elca.org.

How are memorials approved by the Synod Assembly?

- A memorial can be sent to the Synod Assembly from a congregation or from the Synod Council.
- Once a memorial has been sent to the Synod Assembly, it will be considered by a committee of the assembly (usually referred to as the Reference and Counsel Committee or the Resolutions Committee).
- The committee:
 - Should confirm that the memorial was received by the deadline established by the synod. Memorials received after the deadline may be declined and submission to the next Synod Assembly recommended;
 - Should inform the Synod Assembly whether the committee recommends approving or declining the memorial and the reasons for its recommendation;
 - Must report all proposed memorials to the Synod Assembly, with a recommendation to approve or decline the memorial.
- Once a memorial has been brought before the Synod Assembly, the Synod Assembly:
 - May amend the memorial by a majority vote of the Synod Assembly;
 - Will decide by a majority vote whether to approve or decline the memorial.

What happens when a memorial is approved by the Synod Assembly?

- When a memorial is approved by the Synod Assembly, it should be reported to the Office of the Secretary as part of the Report of Synod Assembly Actions using the following link: [Report of Synod Assembly Actions](#). The complete text of the memorial should be emailed to the Office of the Secretary at daniel.eppley@elca.org.
- Once reported, the memorial will be reformatted if necessary and sent to the Churchwide Assembly Memorials Committee appointed by the Church Council before each Churchwide Assembly.
- The committee:
 - Will consider the appropriateness of the memorial, including staffing and financial implications of the memorial;
 - Will provide the churchwide assembly with background information related to the memorial;
 - Will provide the churchwide assembly with a recommended response to the memorial.
- The Churchwide Assembly will adopt a response to the memorial by majority vote.
- Implementation of actions approved by the Churchwide Assembly in response to the memorial, if any, will be overseen by the Church Council as necessary.