

## Recommendations for Synod Secretaries

Secretary Lucille “CeCee” Mills

Thank you for your willingness to serve your synod and this church as synod secretary! This document provides background information and recommendations to assist you in your responsibilities. As you carry out your duties, please do not hesitate to contact the staff of the Office of the Secretary (OS). We are committed to supporting and assisting you as you fulfill your responsibilities as synod secretary.

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**A. Responsibilities of synod secretaries:** The *Constitution for Synods* (§8.32.) spells out the duties of the synod secretary:

The secretary shall:

- a. Keep the minutes of all meetings of the Synod Assembly and Synod Council, be responsible for distribution of such minutes, and perform such other duties as this synod may from time to time direct.
- b. Be authorized and empowered, in the name of this synod, to attest all instruments which require the same, and which are signed and sealed by the bishop.
- c. In consultation with the bishop, classify and arrange all important papers and documents and deposit them in the archives of this synod.
- d. Submit to the secretary of this church at least nine months before each regular Churchwide Assembly a certified list of the voting members elected by the Synod Assembly.

**B. Minutes of synod assemblies:** One of your critical responsibilities as synod secretary is to keep an eye on history. You should prepare the minutes and other synod documents from the perspective that these written chronicles are crucial for the permanent historical record of your synod as well as being an immediate record of actions.

1. **Content of annual reports:** For archival and historical purposes, as well as for an accurate legal and corporate record, the synod’s annual report needs to be comprehensive. Such a report of the Synod Assembly and synod activity should include:
  - a. agenda of the Synod Assembly;
  - b. minutes of the Synod Assembly;
  - c. adopted budget;
  - d. financial reports and audit statements for the previous year;
  - e. election report, including the terms of office of those elected;
  - f. complete list of members of the Synod Council, boards, and committees, including terms of office;

- g. ordinations and installations of ministers of Word and Sacrament, with dates and places;
- h. ordinations and installations of ministers of Word and Service, with dates and places;
- i. complete listing of all rostered ministers in the synod;
- j. other information on official rosters of synods, including a necrology of individuals on the rosters;
- k. updated synod roster of names and addresses of congregations;
- l. congregation reports and statistics;
- m. complete text of memorials, resolutions, and other actions of the assembly;
- n. reports of the synod bishop and other officers;
- o. text of salary guidelines for the year; and
- p. current edition of synod constitution.

2. **Coding of actions:** Your predecessors may have established a coding system for actions of the Synod Assembly, Synod Council, and Synod Council Executive Committee. If that has not been done, we recommend using the following coding system:

**A SHORT CODE that identifies the decision-making body, followed by the YEAR of the action, then MONTH of the action, and the NUMBER of the action in the calendar year.**

In this system, the code could be “SA” for the Synod Assembly; “SC” for the Synod Council; and “SCEC” for the council’s Executive Committee.

- Using this system, an action of the Synod Assembly taken in June 2026, if it is the tenth action taken by the assembly during the 2026 calendar year, would be: **SA26.06.10**. The text of the completed action follows the number, preferably in boldface type. For example,

**VOTED**

**SA26.06.10                    To adopt the 2027 budget of the Great Vision Synod of the Evangelical Lutheran Church in America in the amount of \$1,234,567.**

- Under this numbering system, an action of the Synod Council meeting in November 2026, if it is the fourth action taken by the council in 2026, would be: **SC26.11.04**.
- The Synod Council’s Executive Committee is a committee of the council. Therefore, an alternate coding is suggested for actions of the Executive Committee. As a result, an action of your Synod Council’s Executive Committee taken in March 2026, if it is the sixth action taken by the Executive Committee in 2026, would be **SCEC26.03.06**.

Note that the numbering sequence for actions of the Executive Committee is separate from the numbering sequence for actions of the Synod Council. “SC” action numbers follow one another numerically throughout the year. Likewise, “SCEC” action numbers follow one another numerically throughout the year.

3. **Synod Assembly minutes:** When minutes become available after each Synod Assembly, please upload an electronic copy to the Synod Online Digital Archive (SODA) and notify the Office of the Secretary with an email to [Archives@elca.org](mailto:Archives@elca.org). After logging in to the ELCA Community site (<https://community.ELCA.org/>), click on the “Synod Portal” tab, where a link to SODA appears under the heading “Synod Documents.” Send a paper copy of the minutes to the synod’s archives. (See *Remember the synod archives* below.) **The Office of the Secretary does not collect paper copies of Synod Assembly minutes for its files.**

All the materials listed in Section B.1. “Content of annual reports” (above) should be uploaded to SODA along with the minutes, since this information constitutes the complete record of an assembly.

Regardless of format, please ensure that copies of the minutes of synod assemblies are submitted promptly upon completion.

Any memorials or resolutions requesting action by the Churchwide Assembly or the ELCA Church Council passed by the Synod Assembly must be sent promptly to the Office of the Secretary by email to [Daniel.Eppley@elca.org](mailto:Daniel.Eppley@elca.org) with the subject “Memorials/Resolutions of the \_\_\_\_\_ Synod Assembly.”

- C. **Synod Council minutes:** The minutes of Synod Council meetings and the council’s Executive Committee meetings are to be filed promptly with your synod office, with a copy sent to your synod’s archives. Upload electronic copies of Synod Council minutes to SODA as outlined above. **The Office of the Secretary does not collect paper copies of Synod Council minutes for its files.**

Any resolutions requesting action by the ELCA Church Council passed by the Synod Council must be sent promptly to the Office of the Secretary by email to [Daniel.Eppley@elca.org](mailto:Daniel.Eppley@elca.org) with the subject “Resolutions of the \_\_\_\_\_ Synod Council.”

- D. **Remember the synod archives:** Under †S8.32.c., each synod secretary is assigned the responsibility, in consultation with the bishop, to “classify and arrange all important papers and documents and deposit them in the archives of this synod.” This needs to be an ongoing process so that materials for the historical record are not lost. Official records are required at times for legal purposes and therefore must be accurate and complete. Although distribution of documents in electronic form allows materials to get to people more quickly and at less cost, paper copies should be maintained in the synod’s archive. Electronic mail concerning matters of significance should be printed out monthly and retained with other correspondence. You may consult the “Records Retention Schedule” available at [Records Retention Schedule - ELCA Resources](#) for advice.

- E. **Prompt reporting:** As secretary of the synod, you are responsible for ensuring prompt reporting to the Office of the Secretary—immediately following the Synod Assembly—of:

- The results of **elections or re-elections** of synod officers;
- The full text of any **memorials** requesting action by the Churchwide Assembly;
- The full text of any **resolutions** requesting action by the ELCA Church Council; and
- The full text of any **amendments to the synod’s constitution, bylaws, or continuing resolutions**.

As provided in †S18.13., any amendments to provisions of the synod constitution, apart from those approved by the Churchwide Assembly for the *Constitution for Synods* under †S18.11. and †S18.12., are subject to ratification by the ELCA Church Council or Churchwide Assembly. As soon as the synod’s constitution is updated, please:

- Upload an electronic copy to SODA; and
- Send a copy to the Office of the Secretary by email to [Daniel.Eppley@elca.org](mailto:Daniel.Eppley@elca.org).

- F. **Memorials and resolutions:** For recording and proper handling, all resolutions and memorials are to be submitted by synods only to the Office of the Secretary and not directly to churchwide units. Although both memorials and resolutions are requests by a synod for churchwide action, they are intended to address different issues and are processed differently.

- **Memorials** address broad policy issues that the Synod Assembly would like the Churchwide Assembly to consider.
- **Resolutions** request more specific, limited actions that the Synod Assembly or Synod Council asks the ELCA Church Council to consider.

As a practical matter, resolutions have a narrower focus than memorials because they are requests for consideration by the Church Council or requests to have the Church Council direct a unit or office of the churchwide organization to respond in some way. Resolutions may be more time-sensitive, as they can be addressed more quickly.

It also is important to point out that resolutions and memorials cannot *direct* the Churchwide Assembly, Church Council, or churchwide organization to take action. They are proposals that *request* a specified action.

Any synod actions proposing amendment of the *Constitutions, Bylaws, and Continuing Resolutions of the ELCA* should be acted on as **resolutions** addressed to the ELCA Church Council, rather than as memorials to the Churchwide Assembly. It is the responsibility of the Church Council to propose to the Churchwide Assembly amendments to the *Constitutions, Bylaws, and Continuing Resolutions of the ELCA*.

For example, a request for the Church Council to recommend a constitutional amendment or to direct a churchwide unit or office to take a particular action should be a **resolution**, while a request to change an ELCA policy should be a **memorial**.

In practice, there are three processes through which a synod may address a memorial or resolution to the churchwide organization:

1. The **Synod Assembly** may address the **Churchwide Assembly** through **memorials**. The “resolved” clause of a memorial should include the word “memorialize” and could begin:

|                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------|
| RESOLVED, that the _____ Synod Assembly memorialize the 2028 Churchwide Assembly to [take the following action]. |
|------------------------------------------------------------------------------------------------------------------|

The Synod Council may not adopt memorials for submission to the Churchwide Assembly—only the Synod Assembly may take this action. Once received by the Office of the Secretary, memorials are referred to the Memorials Committee of the Churchwide Assembly, which is appointed by the Church Council to review and make recommendations to the Churchwide Assembly (12.51.02.). The Memorials Committee meets following the last of the synod assemblies before a Churchwide Assembly and forwards memorials to the Churchwide Assembly along with its recommendations for action.

2. The **Synod Assembly or Synod Council** may address the **ELCA Church Council** through **resolutions**. The “resolved” clause of a resolution should include the word “request” and could begin:

|                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|
| RESOLVED, that the _____ Synod [Assembly][Council] request that the ELCA Church Council [take the following action]. |
|----------------------------------------------------------------------------------------------------------------------|

3. The **Synod Assembly or Synod Council** may direct requests to **churchwide units or offices** through resolutions addressed to the **Executive Committee of the Church Council**. The “resolved” clause of such a resolution could begin:

|                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| RESOLVED, that the _____ Synod [Assembly][Council] request that the Executive Committee of Church Council direct the [name of churchwide office or unit] to [take the following action]. |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**A resolution and a memorial should *not* be combined in one action.** A synod should not address both the Church Council and the Churchwide Assembly on the same subject. Based on the subject matter of a synod proposal, **the Office of the Secretary, with the concurrence of the**

**Executive Committee of the Church Council, may reclassify a memorial as a resolution or vice versa.** When this happens, the synod will be notified of the reclassification.

Where appropriate, please encourage your assembly's Reference and Counsel Committee (sometimes called the Resolutions Committee) to use resolutions in preference to memorials. Resolutions follow a more direct route and receive a faster response than memorials, which must go to the next triennial Churchwide Assembly and await the assembly's response.

Interdependence, as well as wise stewardship of resources, requires care to avoid resolutions and memorials that impose unreasonable financial burdens on synods or the churchwide organization. If a proposed resolution or memorial will impose an unfunded mandate if adopted, the Synod Assembly/Synod Council is asked to review the proposed action before submission and help the drafters of the proposed resolution or memorial to understand the financial implications of the proposal. Synods also are asked to advise their councils and assemblies that the churchwide organization may not be able to support resolutions or memorials for budgetary reasons and that, if adopted, such proposed actions may have adverse consequences on existing programs or ministries. As interdependent partners, it is important for synods and the churchwide organization to work collaboratively. **Inquiries to the Office of the Secretary regarding the potential resource implications of a proposed resolution or memorial are strongly encouraged.**

**Writing resolutions and memorials:** The following guidelines are recommended for preparation and editing of resolutions and memorials. More detailed information on proper language for memorials and resolutions can be found in *Robert's Rules of Order*.

"WHEREAS" clauses concisely describe the issue, concern, or problem; they clarify why the memorial/resolution is needed. They are not part of the memorial/resolution itself and should be used sparingly. They must be clear, accurate, and factual; they should not be argumentative.

"RESOLVED" clauses point to proposed solutions and define the action(s) requested.

"RESOLVED" clauses should state the following clearly:

- To whom is the request for action addressed?
- What is the resolution or memorial requesting be done?
- What are the projected costs of the action and how is it to be funded?
- When and by whom should the action be done?
- To whom should the results be reported?

Clarity in the text of any resolution or memorial is important. A good test of clarity is to ask oneself: "Will the resolution or memorial make sense to someone who was not present at the assembly?" A better test of clarity is to show the resolution or memorial to a person not involved with drafting to ensure that they understand it easily.

Under *Robert's Rules of Order*, the Reference and Counsel Committee/Resolutions Committee of a Synod Assembly is authorized to screen resolutions and memorials. At a minimum, this means ensuring clarity and accurate information. If authorized by the assembly's Rules of Organization and Procedure or Standing Rules, the committee also may substantively edit resolutions and memorials. For all cases, if concerns exist with respect to the clarity or accuracy of resolutions and memorials, the committee should attempt to confer with the authors to address the concerns.

**Filing resolutions and memorials with the Office of the Secretary:** Immediately after the Synod Assembly or Synod Council meeting at which a memorial or resolution is adopted, send electronic copies of the resolution(s) and/or memorial(s) by email to [Daniel.Eppley@elca.org](mailto:Daniel.Eppley@elca.org).

While the “WHEREAS” clauses within memorials and resolutions may be included, the “RESOLVED” clauses are all that is needed.

- Synod Assembly actions, including memorials and resolutions adopted by the Synod Assembly, are reported at: [Report of Synod Assembly Actions – Fill out form](#)
- Resolutions adopted by the Synod Council should be sent to [Daniel.Eppley@elca.org](mailto:Daniel.Eppley@elca.org) with the subject “Resolutions of the\_\_\_\_Synod Council”.