



38th Annual Synod Assembly

May 30-31, 2025

RESOLUTIONS AND MEMORIALS

Voting members are invited to prepare resolutions and memorials for consideration by the assembly. Adherence to timelines and guidelines is important so that resolutions/memorials may be reviewed by the Committee on Reference and Counsel and shared with voting members as quickly as possible.

RESOLUTION OR MEMORIAL?

Resolutions are requests from synods which may be directed to the ELCA Church Council or units or offices of the churchwide organization. As a practical matter, resolutions have a narrower focus than memorials because they are a request for consideration by individual units, offices, or the church council rather than the churchwide assembly. Resolutions may also be addressed to the NEPA Synod Council, congregations, bishop, etc., as they relate to the life and ministry of this synod.

Memorials address broad policy issues and are passed by synod assemblies for consideration by the ELCA Churchwide Assembly. Once a memorial is passed by a synod assembly it is sent to the ELCA Memorials Committee, which meets after all synod assemblies are over, to make recommendations for consideration by the churchwide assembly.

A resolution and a memorial may not be combined in one action. In addition, the synod should not address both the Church Council and the Churchwide Assembly on the same subject. Resolutions and memorials may not direct the churchwide organization to take action. They are proposals requesting a particular action.

GENERAL GUIDELINES

Resolutions and Memorials need to

- Pertain to the life and ministry of the synod or be directed to a churchwide office, unit, or the Church Council, rather than the Churchwide Assembly (Resolutions)
- Address broad policy decisions to be considered by the Churchwide Assembly (Memorials)
- Deal with matters of significance requiring consideration by the assembly
- Be stated clearly, concisely, and objectively
- Contain complete, accurate, and documented information

A resolution and a memorial may not be combined on one action, and a synod should not address both the Church Council and the Churchwide Assembly on the same subject.

WHO MAY SUBMIT?

Resolutions/memorials may be submitted by:

- an active member of a congregation of the synod
- a congregation council or congregation of the synod
- a committee, team or conference of the synod
- or an agency or institution recognized by the synod.

Resolutions submitted by individuals must include the signature of the pastor or congregation president for the sole purpose of certifying that the individual is a participating member of a congregation of the Northeastern Pennsylvania Synod.

Resolutions submitted on behalf of any other body must include a copy of the minutes in which that body voted to support the submittal of the resolution (i.e., congregation council minutes, congregation meeting minutes, committee minutes, etc.).

All resolutions must designate the voting member of the synod assembly who is authorized to speak on behalf of the submitter(s) prior to and during the assembly.

HOW TO SUBMIT

All resolutions/memorials must be submitted on the official form and be received in the synod office by May 16, 2025 (postmarked on or before 05/09/25).

1. Submit by email the resolution/memorial in Microsoft Word using the provided form to Info@nepsynod.org
2. Submit a hard copy with personal signature(s), including supporter list (if applicable) to:
Northeastern PA Synod, ATTN: Reference and Counsel, 2354 Grove Rd., Allentown PA 18109.
3. Save a copy for your file.

LATE SUBMISSIONS

Following a 2005 action of the NEPA Synod Assembly, resolutions/memorials submitted after the deadline can only be put before the assembly if the assembly votes to suspend the rules to amend the agenda. These submissions will receive a recommendation from Reference and Counsel to be provided to the assembly should it vote to suspend the rules. Please make every effort to submit your resolution before the deadline for inclusion in our shared ministry in assembly.

WHAT HAPPENS ONCE IT IS SUBMITTED?

Resolutions will be acknowledged within ten days after the signed copy is received in the synod office. If you do not receive an acknowledgement, call the synod office [(610) 266-5101] to confirm receipt.

Proposed resolutions will be reviewed by the Reference and Counsel Committee and prepared for presentation to the assembly. Reference and Counsel consults with the ELCA Churchwide Office of the Secretary, the NEPA Synod Governance Committee, and other relevant ministry teams in crafting a recommendation.

WHAT HAPPENS AT THE ASSEMBLY?

Your resolution will be presented to the assembly during a Report of Reference and Counsel in the order in which it was received. Resolutions will be read in full and accompanied by a recommendation from Reference and Counsel for assembly action.

These recommendations are the action items on the floor, and are the matter up for discussion, rather than the substance and content of the resolution itself. Reference and Counsel will recommend one of the following to the assembly:

1. Recommend the resolution **be adopted**.
 - a. The resolution is recommended to be adopted as submitted. The vote at Assembly is either “yes” (adopt) or “no” (do not adopt) in acceptance/rejection of Reference and Counsel’s recommendation.
2. Recommend the resolution **not be adopted**.
 - a. The resolution is recommended to not be adopted as submitted. The vote at Assembly is either “yes” (accept R&C’s recommendation to reject the submitted memorial/resolution) or “no” (reject R&C’s recommendation, effectively adopting the submitted memorial/resolution).
3. Recommend a **substitution**.
 - a. Reference and Counsel would supply a substitute resolution/memorial to the assembly in place of the original for adoption. The vote at Assembly is either “yes” (adopt R&C’s substituted motion) or “no” (do not adopt R&C’s substituted motion) in acceptance/rejection of our recommendation.
4. Recommend a **point of reference**.
 - a. If a submitted resolution duplicates a previously adopted memorial/resolution at the synodical or churchwide level, R&C can refer to those previous actions as substantive, and no action would be taken on the received resolution/memorial.

HOW TO WRITE A RESOLUTION/MEMORIAL

1. Pray over the issue you wish to bring to the assembly with other disciples in Christ.
2. Resolutions/memorials should be stated clearly and concisely.
3. The WHEREAS of the resolution should state the reason for the resolution. Each reason should be given as a separate WHEREAS.
 1. WHEREAS clauses are not required, and in many cases are discouraged because they overshadow the RESOLVED clauses, which are the actionable items of a resolution/memorial. When WHEREAS clauses are provided please keep them limited, succinct, and supportive of your RESOLVED action(s).
4. The RESOLVED section of the resolution should clearly state the action desired, who is to implement the action, and who is to bear any associated costs. Each action should be given as a separate RESOLVED.
5. If the resolution requires a change to the bylaws of the synod, the proposed wording should be included in the resolution.
6. Resolutions should be tested against questions such as:
 1. Is the information complete and accurate?
 2. Is this a matter that pertains to the purpose of the synod assembly?
 3. Is this a matter of significance requiring consideration by the synod assembly?
 4. Can the action be appropriately and effectively implemented by the synod assembly?
7. Consider reviewing the [NEPA Synod constitution](#) and/or the [ELCA constitution](#) as you write.
8. Please contact the chair of Reference and Counsel for questions, guidance, and prayerful support at info@nepsynod.org.

FORM OF RESOLUTION/MEMORIAL

Please limit, if possible, your resolution to one page, add numbered lines, and use Arial 12 font. The following structure and punctuation are preferred for consistency across resolutions/memorials.

The basic structure is as follows:

1. WHEREAS, ; and
2. WHEREAS, ;
3. Therefore be it RESOLVED that and
4. Be it further RESOLVED that .
5. Signature(s) Date

A WORD ABOUT SUPPORTERS

Submitters of resolutions are invited to include a complete list of supporters (personal signatures required) with the original resolution and must take full responsibility for the accuracy of the list. Neither staff nor committee members will follow up with supporters to ensure their willingness to be listed as a supporter.

QUESTIONS?

Contact Rev. Rachael Dietz, or the Reference and Counsel Committee chairperson, whose name and contact information are available from the synod office (610) 266-5101; info@nepsynod.org.

Resolution Submittal Form

Mission Districts, Congregations, and 2025 Assembly voting members may submit resolutions/memorials for Assembly consideration. If you are a lay member of a congregation, include the signature of the pastor or president of the congregation to certify that you are a participating member of an ELCA congregation in the Northeastern Pennsylvania Synod.

Note: forms should be submitted as soon as possible. All resolutions/memorials need to be received (not postmarked) **on or before Friday, May 16, 2025.**

This Resolution/Memorial is concerning (Title of Resolution on the next line; click into space and type):

Submitted by: (Name of individual, congregation, committee, etc.)

Date:

I am SUBMITTING THIS RESOLUTION/MEMORIAL on behalf of:

- ☐ **Myself** (requires pastor's or council president's signature below*)
- ☐ **Congregation Council** (requires minutes of meeting; does *not* require pastor's signature below*)
- ☐ **Congregation** (requires minutes of meeting; does *not* require pastor's signature below*)
- ☐ **Committee, conference, agency** (requires minutes of meeting; does *not* require pastor's signature*)

Name (if representing a group):

Daytime Phone:

Email:

NEPA Synod congregation and city:

Signature of voting member of the 2025 NEPA Synod Assembly who is authorized to speak on behalf of submitter at assembly is:

The authorized person's cell phone number is:

I have attached a list of supporters for this resolution. ☐ Yes ☐ No

**TO BE COMPLETED BY PASTOR OR CONGREGATION PRESIDENT if submitter is an individual.*

I certify the submitter noted above is a member in good standing in this congregation.

Pastor or Congregation President's Signature:

Print your name:

This resolution/memorial is concerning

Return to: Committee of Reference and Counsel, 2025 Synod Assembly, NEPA Synod, 2354 Grove Rd., Allentown PA 18109-3044. email info@nepsynod.org.