

**SOUTHEASTERN PENNSYLVANIA SYNOD**  
**Evangelical Lutheran Church in America**

**AVAILABILITY OF RETIRED ROSTERED LEADERS**

**NAME:** \_\_\_\_\_

- I prefer to be a member with voice at the Synod Assembly
  
- I prefer to be a voting member at the Synod Assembly and I am willing and available to serve in the synod in the following ways:
  - Supply preaching for synod congregations at their requests
  - As a member of a committee of the synod or board of one of its affiliated institutions. (Please note any specific interest.)

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- As a deputy of the bishop to preside at congregational meetings for the election of a rostered leader.
  - Other (please specify your preference) \_\_\_\_\_
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Scan and email this form to [coutterbridge@sepa.org](mailto:coutterbridge@sepa.org) by **April 4<sup>th</sup>**:

You may also mail this form to:  
Cynta Outterbridge, Assembly Registrar  
Southeastern Pennsylvania Synod  
Wiedemann Building  
7241 Germantown Avenue  
Philadelphia, PA 19119

**SOUTHEASTERN PENNSYLVANIA SYNOD**  
**Evangelical Lutheran Church in America**

**Synod Assembly May 4-5, 2018**

**Hotel Reservation Form for Synod Staff,  
Retired Rostered Leaders, Lay Members of  
Synod Council (not serving as a congregational voting  
member), Resource Persons, and Guests**

**Homewood Suites**

*Located approximately 8 Miles from the Assembly site. – Breakfast Included.*

**1200 Pennbrook Parkway  
Lansdale, PA 19446  
(215) 362-6400**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

- I prefer a single room.
- I prefer to share a room with \_\_\_\_\_. If sharing a room with someone who is NOT a retired rostered person, lay member of synod council or staff please include a check for \$54.45 to cover that person's costs.
- I would like to share a room but would like you to assign a roommate.
- Synod Staff, Resource Persons and Guests** – Check this box if the room is also needed for *Thursday night*.
- Resource Persons, Guests** – Check this box if the room is also needed for *Saturday night*.

Please complete this form and return to **Cynta Outterbridge, Assembly Registrar**, via email [coutterbridge@sepa.org](mailto:coutterbridge@sepa.org) or via mail to the Synod

Office at

**Wiedemann Building  
7241 Germantown Avenue  
Philadelphia, PA 19119**

**PLEASE RETURN AS SOON AS POSSIBLE BUT  
NO LATER THAN MARCH 28<sup>th</sup>**

## **MEMORANDUM**

**TO:** SOUTHEASTERN PENNSYLVANIA SYNOD ASSEMBLY VOTING MEMBERS  
**FROM:** Committee on Reference and Counsel  
**SUBJECT:** Understanding the Purpose and Function of Reference and Counsel

### **A. THE PURPOSE OF REFERENCE AND COUNSEL**

1. To assist the Synod Assembly in dealing with material that does not come to the Assembly through regular reports, committees, agencies, Synod Council, etc.
2. To prepare responses so that memorials and resolutions are handled in an appropriate way by the church in light of its constitution, organization, and previous history.
3. In response to memorials and resolutions, Reference and Counsel may exercise one of the following options as it deems appropriate:
  - (a) Recommend adoption.
  - (b) Offer a substitute.
  - (c) Recommend that the proposed matter not be adopted.
  - (d) Refer the matter to appropriate committees, boards, agencies, etc. for further consideration.
  - (e) Offer a synodical or Church minute of previous action as a response.
  - (f) Commend the resolution.
  - (g) Recommend no action.
  - (h) Recommend or reject the distribution of materials.

### **B. LANGUAGE OF RESOLUTIONS AND MEMORIALS**

1. Normally, the "Whereas" clause(s) describe the issue, concern, problem, or basis of the resolution. "Whereas" material is not acted upon by the Assembly.
2. "Resolved" clause(s) point to proposed solutions and define requested action. "Resolved" clauses should be clearly defined. What should be done? To whom should the request for action be addressed? What the action may cost and how it is to be funded? When the action should be done? To whom the results should be reported?
3. It is important to understand that a resolution of a Synod Council can not direct the Church Council to take a specific action. Likewise, a memorial from a Synod Assembly can not order that the Churchwide Assembly vote in a particular way. A memorial, by definition, is a petition appealing for action.
4. Basically, the best resolutions and memorials are simple and direct. They contain a minimum of adjectives and adverbs. They avoid inflammatory words and generalized statements. They clearly and accurately state facts. They are built on straightforward nouns and verbs.
5. Good resolutions and memorials say, in essence, "please, this is why we think this is important and this is the action that we believe should be undertaken."

### **C. COMMUNICATIONS FROM SYNODS TO THE ELCA**

1. Synod Assemblies address the Churchwide Assembly through Memorials.
2. Synod Councils address the ELCA Church Council through Resolutions.
3. Synod Councils address churchwide units through the ELCA Church Council's Executive Committee, including forwarding actions of the Synod Assembly.
4. Resolutions follow a more direct route than memorials, which must go to the Churchwide Assembly, and await the assembly's response. Memorials should be reserved, insofar as possible, for broader policy issues that belong in the Churchwide Assembly. By contrast, resolutions may receive more immediate attention.

***NOTE: The synod in Assembly may address the synodical organization or civil authorities directly and through the Synod Council and Bishop.***

### **D. REMEMBER...**

...The Synod Assembly is a democratic process involving approximately 600 voting members.

**RESOLUTIONS/MEMORIALS FOR REFERENCE AND COUNSEL**  
**SOUTHEASTERN PENNSYLVANIA SYNOD, ELCA**  
**2018 MEETING OF THE SYNOD ASSEMBLY**

|   | NAME | CONGREGATION/LOCATION |
|---|------|-----------------------|
| Names of Person(s)<br>or Group<br>submitting<br>resolution/memorial<br>(please include name<br>of congregational<br>membership) |      |                       |
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|------------------------|--|--------------|
| <b>CONTACT PERSON:</b> |  |              |
| <b>ADDRESS:</b>        |  |              |
| <b>EMAIL ADDRESS:</b>  |  |              |
| <b>TELEPHONE:</b>      |  | <b>DATE:</b> |

**INSTRUCTIONS:**

1. Please type or print legibly.
2. All background material should be listed prior to the resolution/memorial. Such information should begin with "*Whereas*".
3. The resolution/memorial should follow the "*Whereas*" clause, beginning with, "*Therefore, be it resolved...*".
4. Please keep a copy of the resolution/memorial for your reference.
5. Attach the resolution/memorial to this cover form and submit it by **April 4<sup>th</sup>** to [couterbridge@sepa.org](mailto:couterbridge@sepa.org) or via US Mail:

Committee on Reference and Counsel  
Southeastern Pennsylvania Synod  
Wiedemann Center  
7241 Germantown Avenue  
Philadelphia, PA 19119

6. Contact Dr. Addie Butler (215) 219-2921 with any questions.

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| <b>PLEASE NOTE: All resolutions/memorials must be received by the committee by April 4<sup>th</sup> in order to guarantee consideration by the Assembly!</b> |
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