

**RESOLUTION & MEMORIAL SUBMITTAL GUIDE**  
**Southwest California Synod of the Evangelical Lutheran Church in America**  
**2022 Southwest California Synod Assembly**

**INSTRUCTIONS**

**Part 1: Please use the following format:**

- (a) Begin each statement or paragraph describing or explaining the purpose of the resolution with the word “WHEREAS...”
- (b) Begin the recommended action statement(s) or paragraph(s) with the words “Therefore be it RESOLVED, that...” (and, if needed, “and be it further RESOLVED, that...”).

**FORMAT EXAMPLE:**

WHEREAS \_\_\_\_\_ ;  
AND WHEREAS \_\_\_\_\_ ;  
AND WHEREAS, \_\_\_\_\_ ;  
Therefore, be it RESOLVED, that \_\_\_\_\_ ;  
.

**Part 2: Answer, briefly, the three questions below about the implications and impact of the resolution if adopted.**

- a) What is the financial impact of this resolution on our synod budget? If expenditures are required, what are the sources of income anticipated to accomplish the purpose of the resolution?
- b) What are the personnel implications within our synod—or churchwide? Who will be responsible for implementation of the resolution?
- c) How does this resolution enhance and forward the mission of the church and our synod?

**Signatories: At least 5 signatories who are members of the Southwest California Synod must be included.**

Reference and Counsel Committee  
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