FLORIDA CONFERENCE UNITED CHURCH OF CHRIST
GUIDELINES FOR WRITING AND PRESENTING RESOLUTIONS

Format: Resolutions shall include the following information in the following format sections.

1) A brief Title with information providing the source of the Resolution, the date of submission and any other information pertinent to the Resolution. The title must accurately reflect the intent of the proposed motion. The names of congregation(s) presenting the Resolution shall be included.

2) A brief Summary that accurately reflects the content of the Resolution.

3) Biblical, Theological and Historical Grounding: describe how this action reflects the historic roots of the United Church of Christ and connect it to current identity and theology, noting the current engagement of various settings of the Church.

4) Mutual Accountability: describe desired outcomes and how those most affected by the action have been consulted. Include a list of well-defined action steps, a list of stakeholders, and an evaluation plan for regular reporting.

5) Institutional Capacity: describe the leadership and staffing need at various settings of the Church to execute the provisions of the proposal. Include a plan for insuring adequate financial resources are available to implement the proposed action(s).

6) Probability of Influencing Social Change: summarize how the action is a broad-based issue of concern in the public arena and how the United Church of Christ is positioned to influence the public debate and affect the possibility of social change, as it relates to the desired outcome of the proposed action. This format provision should address the question: Is a Resolution the best way to achieve the desired outcome?

7) The text of the motion.

8) The statement, “The funding for the implementation of the Resolution will be made in accordance with the overall mandates of the Conference and the funds available. There is no financial guarantee of any kind other than the annual budget determined by Conference Delegates and managed by the Board of Directors.”

9) The statement, The Conference Board of Directors, in consultation with FLAUCC Conference Ministry Staff, will determine the implementing strategy and timing.

Revised June 2015