**Proposals to 2022 Synod**

All actions or decisions proposed to Synod, whether by individuals, boards, or agencies will be called a ‘Proposal to Synod.” If or when the Synod approves a Proposal, it will then become a “Resolution of Synod.”

**Who May Write a Proposal?**

Proposals to synod may be submitted by individual members of the Southern Province, or by a provincial or interprovincial board or agency, or by a church board.

**The PEC Office will accept Proposals to be distributed before synod until March 31, 2022.** The Steering Committee will make sure each Proposal is in the proper format and assign Proposals to the appropriate Synod Committee(s). These pre-Synod Proposals will be delivered to Synod delegates approximately 30 days before synod convenes.

**Any proposal must be accompanied by the name, contact information and congregation or agency of the person submitting the proposal.** This is needed so that the Steering Committee can work with individuals to make sure the format of a proposal is in order. A proposal that does not have this information will not be processed by the Steering Committee or considered at synod.

**Important Note: After March 31** Proposals will not be accepted in the PEC Office and must be brought to synod and presented at a business session by an elected Delegate.

**Submit Proposals to the Provincial Elders’ Conference** via e-mail to bjohnson@mcsp.org.

**Reports**In addition to proposals, synod Committees also have the option of submitting a **report** to Synod. These Reports are formally received by the Synod without discussion, become part of the records of Synod, and remain available as a future resource to the PEC, Provincial Boards, congregations, etc.

Committee reports are often a valuable way for a synod committee to document a perceived set of priorities for the church or to record an important conversation that for various reasons may not result in the submission of a proposal.

**How to Write a Proposal**

A Proposal should briefly state the issue, need or opportunity to be addressed and make recommendations. The format of a proposal includes:

1. Title of the Proposal, including topic covered. Use of one of the broad categories or Synod Committee names listed below is highly recommended.

|  |  |
| --- | --- |
| **Spiritual Growth** Children, Youth, & Family Faith Formation Adult Educational Ministry & Practice Worship and Prayer Building Generosity **Mission** Mission (Service, Community engagement) Evangelism New & Emerging Ministry World Mission  | **Community** Vocation and Calling Vision & Mission Leadership Development Partnership & Collaboration Advocacy & Justice Wellness & Care  **Standing Committees** Steering Committee Government Finance  |

1. The name and contact information of the individual, board or agency or synod committee/group making the proposal. A proposal that does not have this information will not be processed by the Steering Committee or considered at synod.
2. Supporting information, including any background information as to why the Proposal is being made. These statements should represent a brief persuasive rationale as to why Synod should approve the Proposal. Do not include information that is already common knowledge. These statements should begin with the word “WHEREAS.”
3. The recommended decision or action begins with the word “RESOLVED.” One or more such statements may be made.

The **style and format** for preparing proposals for Synod follows:

WHEREAS, (Text of the first background information clause);

WHEREAS, (Text of the next to the background information clause); and

WHEREAS, (Text of the last background information clause); therefore, be it

RESOLVED, that (state action to be taken);

RESOLVED, that (state further action if appropriate); and

RESOLVED, that … (state still further action).

*The following is an example of format and wording of a Proposal from a previous synod:*

**Proposal (#7)**

**Subject: Provincial Women’s Board Membership**

**From: Provincial Women’s Board**

**WHEREAS**, The Book of Order states that the Provincial Women’s Board shall consist of ten members elected by Synod for a term of four years subject to reelection for a second term of four years and eight persons appointed to serve a term of four years subject to re-appointment for a second term of four years with all the rights and privileges enjoyed by members elected by Synod; and,

**WHEREAS**, the Provincial Women’s Board of the Southern Province has operated with 16 members either elected at Synod or appointed over the past 5 years; and,

**WHEREAS**, the Provincial Women’s Board has had a female clergy representative as one of its members over the past 6 years; therefore be it

**RESOLVED**, That the Provincial Women’s Board be permanently made up of 17 members, plus one paid non-voting Administrative Assistant/Bookkeeper. Ten members will continue to be elected by Synod and six to be appointed by the Provincial Women’s Board. The seventeenth member of the board will be a female clergy member appointed by the board to serve a two-year term with the option to be re-appointed for another two-year term.

*Reported out by Committee on Government*

*The following is a template for writing a proposal to synod.*

# Proposal to the 2022 Synod

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| --- |
| [For Synod Office Use]   |

**Proposal**

**Subject: [Title/Subject of Proposal Here]**

**From: [Name of individual or group presenting resolution here]**

**Topic Area: [Use one of the Synod Committee topics]**

**WHEREAS**, ; and,

**WHEREAS**, ; and,

**WHEREAS**, ; and,

**WHEREAS**, ; therefore be it

**RESOLVED**, **That** ; and,

**RESOLVED**, **That** ; and,

**RESOLVED**, **That** .

**Memoranda to Synod**

In addition to formal Proposals, Memoranda to synod may be submitted by individual members of the Southern Province, or by a provincial or interprovincial board or agency, or by a church board.

This is especially appropriate if what is shared does not require formal legislative action by synod, but is an idea, suggestion or concern that the author wishes to be included in the conversation at synod.

**Memoranda will be received as information, but not formally voted or acted upon by committees and groups at Synod, or on the floor of Synod.**

**The PEC Office will accept Memoranda to be distributed before synod until March 31, 2022.** The Steering Committee will make sure each Memorandum is in the proper format, and assigned to the appropriate Synod Committee(s). These pre-Synod Memoranda will be delivered to Synod delegates approximately 30 days before synod convenes.

**Any Memorandum must be accompanied by the name, contact information and congregation or agency of the person submitting the proposal.** This is needed so that the Steering Committee can work with individuals to make sure the format of a Memorandum is in order. A Memorandum that does not have this information will not be processed by the Steering Committee or shared with a Synod Committee.

**Important Note: After March 31** Memoranda will not be accepted in the PEC Office and must be brought to synod and presented at a business session by an elected Delegate.

**Submit Memoranda to the Provincial Elders’ Conference** via e-mail to bjohnson@mcsp.org.

**Memorandum Topics**

Those writing a memorandum are strongly encouraged to identify the Synod Committee topic(s) to which it relates.

**Format of a Memorandum**

* Any Memorandum should be no more than two pages in length.
* Indicate which of the Synod Committee topics the Memorandum is about. (Memoranda will be directed to the corresponding Committee at Synod).
* Include the name and contact information of the individual submitting the Memorandum and the congregation, board or agency of which he or she is a member.
* State clearly and briefly the idea, suggestion, wish or concern. Please use only the space provided in the template.
*

*The following is a template for writing a memorandum to synod.*

**Memorandum** to the 2022 Synod

**Title:**

**From:** [include, name, congregation and/or board or agency, and contact information.]

Synod Committee topic(s) to which this memorandum applies:

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Use the following space for writing:

[Text of Memorandum]

[Continue as needed on back of page]