

# RESOLUTION WORKSHEET

Resolutions may be submitted by any registered voting member of the New Jersey Synod Assembly: Rostered Leaders or Lay Voting Members (signature of Pastor required). Synod programs, related committees or agencies may also submit a resolution.

Resolutions must be submitted electronically in Word or Pages by the date of the deadline. An additional copy with signatures may be faxed, scanned or mailed to the NJ Synod. Only one resolution should be included per form.

The Synod Constitution provides for primary consideration of resolutions received at least 60 days before the annual Synod Assembly convenes. **(March 31, 2026)** Late resolutions may be considered with consent of the assembly.

## For Your Guidance:

1. A resolution should be stated clearly and concisely.
2. The WHEREAS of the resolution should state the reason for the resolution. Each reason should be given as a separate WHEREAS. Please be succinct - brief, yet complete.
3. The RESOLVED section of the resolution should clearly state the action desired, who is to implement the action, and who is to bear any cost. Each action should be given a separate RESOLVED.
4. If the resolution requires a change in the New Jersey Synod Bylaws, the proposed wording should be included in the resolution.
5. Resolutions should be tested against questions such as:
  - a. Is my information complete and accurate?
  - b. Is this a matter which pertains to the life and program of the New Jersey Synod?
  - c. Is this a matter of significance requiring consideration by the New Jersey Synod Assembly?
  - d. Is the action requested an action that the New Jersey Synod can appropriately and effectively implement?
6. For Memorials or Resolutions to the ELCA, the following pattern is designed to assure proper handling and is in keeping with the bylaws on such matters in our church.

## The distinction between memorials and resolutions:

**Memorials** are transmitted by Synod Assemblies *ONLY* to the Churchwide Assembly.

**Resolutions** may be submitted by a Synod Assembly through the Synod Council to the Church Council or the council's Executive Committee for referral to a churchwide unit.

## Therefore,

Memorials should be reserved, insofar as possible, for broader policy issues that belong in the Churchwide Assembly. Resolutions may be passed that are addressed to a specific churchwide unit or to units that relate to a given concern. Resolutions follow a more direct route than memorials, which must go to the Churchwide Assembly, and await the Assembly's response. By contrast to memorials, resolutions receive more immediate attention from appropriate churchwide units.

**Return by MARCH 31, 2026 to: Rev. Blake Scalet, Synod Secretary**

**E-mail: [secretary@njsynod.org](mailto:secretary@njsynod.org)**

**Mail: New Jersey Synod, ELCA, 1930 Hwy 33, Hamilton Sq, NJ 08690**

**RESOLUTION FORM  
NEW JERSEY SYNOD, ELCA**

**A RESOLUTION CONCERNING**

Name and signature of individual submitting the resolution (print) \_\_\_\_\_

(signature) \_\_\_\_\_

Congregation & location OR Synod Program Unit \_\_\_\_\_

Signature of pastor or congregation president if needed \_\_\_\_\_

Date: \_\_\_\_\_

Additional submitting names/signatures: \_\_\_\_\_

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