



OVERTURE TEMPLATE INSTRUCTIONS
2018 CONVENTION OF THE
MID-SOUTH DISTRICT OF THE LUTHERAN CHURCH—MISSOURI SYNOD

(Ref: LCMS Bylaw 3.1.6.2)

This template sample is offered to facilitate the submission of overtures to the 2018 Convention of the Mid-South District in a uniform manner. This will be the format that will be used for all overtures in the *Convention Workbook*.

Here are a few pointers to assist you in your use of this template:

- **Overture Letter/Number** = If submitting more than one overture, please letter or number them by replacing the “A” with your own A, B, C, etc. or 1, 2, 3, etc. These will be re-categorized, along with all the other overtures received for the convention workbook, and assigned to a floor committee by the district president.
- **SUBJECT TITLE** = The title for an overture must always begin with “**To**” as provided on the template. It should identify in a few words the intent of the overture. Replace the words and the line underneath with the title of the overture. Please use **Times New Roman Font, Bold, Size 11** for the title and the remaining paragraphs.
- **WHEREAS** or *Resolved* = Begin each paragraph by capitalizing the first word after the **WHEREAS** or *Resolved*.
- **Underlined portion of each following paragraph** = Please replace the underline with your wording inserted for each “WHEREAS” or “*Resolved*” paragraph.
- Final “**WHEREAS**” paragraph should be one that concludes with “**therefore be it**”.
- Final “*Resolved*” paragraph should be preceded by the resolve paragraph that ends with “**and be it finally**” and should include the final action requested. If the desire is for the district to memorialize the next Synod convention using that as a resolution passed by the district convention, then use the sample words at the end.
- Once you have typed in the complete overture, you should **DELETE** any excess “**WHEREAS**” or “*Resolved*” paragraphs.
- If there are insufficient “**WHEREAS**” or “*Resolved*” paragraph opportunities, you may add more, mimicking the formatting used in the paragraphs.
- Please fill in the respective names requested (Congregation, Officers’ names, etc.)
- Be sure to save the document to your computer with a new document name.
- **Print a paper copy to be signed by those designated as signatories.**

SUBMISSION INSTRUCTIONS

1. Print **one (1)** hard copy, **sign**, and **mail, postmarked by March 31, 2018, to:**

Office of the President
Mid-South District, LCMS
1675 Wynne Road
Cordova, TN 38016

2. Send **one (1)** electronic copy saved in Microsoft Word (preferably) **by email** to: ahawkins@mid-southlcms.com