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Description automatically generatedOVERTURE TEMPLATE INSTRUCTIONS**

**2021 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 2021 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, and mail to the District Office.**

***SUBMISSION INSTRUCTIONS***

1. Print **one (1)** hard copy, **affix** **signatures**, and **mail, postmarked by April 8, 2021, to**:

Office of the President

Mid-South District, LCMS

1675 Wynne Road

Cordova, TN 38016

2. Send an electronic copy (in Microsoft Word format, if at all possible) **by email** to: [mwashburn@mid-southlcms.com](mailto:mwashburn@mid-southlcms.com)