**Suggested Covering Memo**

Date

District Church Board

Attention: Secretary

Email: SecretaryDCB@qld.lca.org.au

Greetings in Christ,

**Request for Addition to Convention of Synod Agenda – Congregation Resolution**

It is requested that space on the Convention of Synod Agenda be allocated to debate the proposed Congregation Resolution.

**Resolution**

<Insert resolution That … >

**Background**

The requirement to bring a resolution to the Convention of Synod has come about due to ……

**Key Issues**

Key issues considered include ….

**Options**

Options considered included ……

**Do Nothing Option**

In the event nothing is done, the implications would be ……

**Governance Process**

This issue has been considered by:

* XXXX Congregation Annual General Meeting/ Church Council/ Other ; Resolution # of dd/mm/yyyy

**Speakers**

It is expected that the following person(s) will move the resolution at the Convention of Synod

<insert person Title, First Name, Last Name, Address, email address, Phone Numbers>

It is expected the following person(s) will speak to the resolution

<insert person Title, First Name, Last Name, Address, email address, Phone Numbers>

<insert person Title, First Name, Last Name, Address, email address, Phone Numbers>

Yours faithfully,

Signature

Appointment

Enclosures:

1. Completed Convention of Synod Congregation Resolution Template
2. Other information relevant to supporting the application