



**May 10-12, 2018**  
**38<sup>th</sup> Convention of the Southeastern District**  
**Lutheran Church—Missouri Synod**

**Hickory Convention Center**  
**1960 13th Ave Dr SE**  
**Hickory, NC 28602**

Provided in this first convention communication are four important items for congregations:

**1) The Call for Nominations**

Check pages 2-14. These pages contain the information you need about the nomination and election of all district offices. Please note that the deadline for submitting your congregation's nominations is: **December 18, 2017**. Please submit these completed nomination forms to the attention of The Rev. John Kassouf, Southeastern District Secretary, 6315 Grovedale Drive, Alexandria, VA 22310-2501, fax to 703-922-6047, or scan and email to the District Office ([eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)). Please remember to gain the approval of your nominee(s) before submitting your nomination forms.

**2) Determining Representation to the Circuit Forum and Delegates to the District Convention**

Check pages 15-22. These pages will inform you about the selection of delegates to your circuit forum and district convention, as well as circuit visitor nominations. Please note that the deadline for submitting your convention voting delegate information is: **December 18, 2017**. Please submit these completed forms to the Office of the District President, 6315 Grovedale Drive, Alexandria, VA 22310-2501, fax to 703-922-6047, or scan and email to the District Office ([eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)). **Please note that with the changes to LCMS Bylaws 3.12.2.3-4, the Synod presidential voter list is no longer composed of the list of District Convention Delegates;** going forward, it will be assembled by direct communication of the Office of the Secretary with congregations or multi-congregation parishes, each of which will have the opportunity to designate a lay and (if not vacant) pastoral voter.

**3) Proposing Overtures**

Check page 23-25. This page will help you understand how the business of the convention is formed and handled. The deadline for the submission of proposed overtures is **December 18, 2017**. All overtures are to be sent as an **MSWord document as an email attachment** to Elisa Ferguson, Office of the District President ([eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)).

**4) General Information**

Check pages 26-27. You will find a schedule of upcoming dates and important information about the Convention. You can also obtain updates and information on the SED website at [www.se.lcms.org](http://www.se.lcms.org) or by calling the district office at **800.637.5723 / 703-971-9371, ext. 202**.

A copy of the Bylaws of the Southeastern District of The Lutheran Church—Missouri Synod is enclosed along with information regarding specific roles of those in leadership positions. You may also wish to reference the *2016 Handbook* of The Lutheran Church—Missouri Synod, available from Concordia Publishing House, [www.cph.org](http://www.cph.org) and available in PDF format on the LCMS website ([www.lcms.org](http://www.lcms.org)).

**If you have questions regarding any of these materials, please contact the SED Office.**

***These forms may also be found on our website ([www.se.lcms.org](http://www.se.lcms.org)).***

## ***NOMINATIONS FOR DISTRICT OFFICERS, BOARD, COMMITTEES***

Please have your Church Council/Voters Assembly take the following actions **by December 18, 2017**.

1. Nominate persons for the Board of Directors according to the following criteria: (SED Bylaws, Article IV)
  - President: An ordained minister nominated from within the SED
  - \*Vice President: An ordained minister nominated from within your region
  - Secretary: An ordained minister nominated from within the SED
  - Treasurer: A layperson nominated from within the SED
  - Lay member: Laypersons (5) nominated from within the SED
  - Commissioned Ministers: Commissioned ministers (2) nominated from within the SED. At least one nominee shall be a rostered teacher.

You may nominate two individuals for each office using the enclosed nomination forms.

\*Vice Presidents shall be nominated by congregations within the region in which they would serve. Regions are defined as follows: Northern Region, circuits 1-7; Central Region, circuits 8-12; Southern Region, circuits 13-19. Following the election of the Vice Presidents, a separate election by the convention delegates shall be held to determine the ranking of the Vice Presidents.

The following are currently members of the Board of Directors and **are eligible** and willing to be considered for re-election:

- President: John Denninger
- 2<sup>nd</sup> Vice President: William Beyer (Southern Region)
- 3<sup>rd</sup> Vice President: William Harmon (Central Region)
- Secretary: John Kassouf
- Treasurer: Thomas DeMik
- Layperson: Russell Boraas
- Layperson: Janis McDaniels
- Commissioned Minister: Paula Weiss (DCE)
- Commissioned Minister: Dina Vendetti (Teacher)

The following are currently members of the Board of Directors who are **not** eligible or do **not** seek re-election:

- 1<sup>st</sup> Vice President: David Maack (Northern Region)
- Layperson: Carthron Coyner
- Layperson: Elizabeth Elgert
- Layperson: James Schroeder

2. A District Nominating Committee to represent the 2021 Southeastern District Convention shall be elected by the 2018 District Convention. The nominating committee shall consist of one person from each geographical region: one shall be a minister of religion - ordained, one shall be a minister of religion - commissioned, and one shall be a layperson. These roles rotate every three years (SED Bylaws, Article V).
3. In 2018, the SED is to elect a Rostered Church Worker (Ordained or Commissioned) and alternate to the Committee for Synodical Convention Nominations. One-half of the electing districts shall be designated by the Secretary of the Synod to elect a professional church worker and the other half a layperson, with roles reversed every six years.
4. Please submit all nominations **by December 18, 2017**.

# NOMINATIONS FOR THE SED BOARD OF DIRECTORS

To be elected at the SED Convention - May 10-12, 2018 in Hickory, NC

**You may nominate two individuals for each position**

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## **PRESIDENT:** *(An ordained minister nominated from within the SED)*

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

---

## **REGIONAL VICE PRESIDENT:** *(An ordained minister **nominated from within your region**)*

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

---

## **SECRETARY:** *(An ordained minister nominated from within the SED)*

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

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Congregational President (signature & printed name)

---

Congregational Officer (signature & printed name)

---

Name of Congregation

---

City, State

Please submit your nominations **by DECEMBER 18, 2017** to:  
The Rev. John Kassouf  
Southeastern District, LCMS  
6315 Grovedale Drive • Alexandria, VA 22310-2501  
Fax: 703-922-6047 • Email: eferguson@se.lcms.org



# NOMINATIONS FOR THE SED BOARD OF DIRECTORS

To be elected at the SED Convention - May 10-12, 2018 in Hickory, NC

**You may nominate two individuals for each position**

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## TREASURER: *(A layperson nominated from within the SED)*

(1)	_____	(2)	_____
	Name		Name
	_____		_____
	Address		Address
	_____		_____
	City, State		City, State
	_____		_____
	Present Position		Present Position

---

\_\_\_\_\_  
Congregational President (signature & printed name)

\_\_\_\_\_  
Congregational Officer (signature & printed name)

\_\_\_\_\_  
Name of Congregation

\_\_\_\_\_  
City, State

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Southeastern District, LCMS  
6315 Grovedale Drive • Alexandria, VA 22310-2501  
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# NOMINATIONS FOR THE SED BOARD OF DIRECTORS

To be elected at the SED Convention - May 10-12, 2018 in Hickory, NC

**You may nominate two individuals for each position**

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## FIVE LAY PEOPLE: (*Laypeople nominated from within the SED*)

(1) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(2) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(1) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(2) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(1) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(2) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

---

Congregational President (signature & printed name)

---

Congregational Officer (signature & printed name)

---

Name of Congregation

---

City, State

Please submit your nominations **by DECEMBER 18, 2017** to:

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Fax: 703-922-6047 • Email: eferguson@se.lcms.org

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**FIVE LAY PEOPLE:** (*Laypeople nominated from within the SED*) – continued

(1) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(2) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(1) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

(2) \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City, State  
\_\_\_\_\_  
Present Position

---

Congregational President (signature & printed name)

---

Congregational Officer (signature & printed name)

---

Name of Congregation

---

City, State

Please submit your nominations **by DECEMBER 18, 2017** to:  
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# NOMINATIONS FOR THE SED BOARD OF DIRECTORS

To be elected at the SED Convention - May 10-12, 2018 in Hickory, NC

You may nominate two individuals for each position.  
**At least one of those elected shall be a Rostered Teacher.**

**Two COMMISSIONED MINISTERS:** (On the Commissioned Roster of the LCMS) Teachers, Directors of Christian Education, Directors of Christian Outreach, Directors of Family Life Ministry, Directors of Parish Music, Deaconesses, Parish Assistants, Certified Lay Ministers.

You may check a person's Roster Status on the LCMS Find a Worker locator website at <http://www.lcms.org> or you may call us at the SED office if you have a question regarding a worker's roster status.

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## COMMISSIONED MINISTER (A Rostered **CHURCH WORKER** nominated from within the SED)

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

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## COMMISSIONED MINISTER (A Rostered **TEACHER** nominated from within the SED)

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

---

Congregational President (signature & printed name)

---

Congregational Officer (signature & printed name)

---

Name of Congregation

---

City, State

Please submit your nominations **by DECEMBER 18, 2017** to:  
The Rev. John Kassouf  
Southeastern District, LCMS  
6315 Grovedale Drive • Alexandria, VA 22310-2501  
Fax: 703-922-6047 • Email: [eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)



# NOMINATIONS FOR DISTRICT NOMINATING COMMITTEE

To be elected at the SED Convention - May 10-12, 2018 in Hickory, NC

You may nominate two individuals for each position.

The District Convention shall elect the Nominating Committee of the District. It shall consist of one person from each geographical region, one shall be a minister of religion – ordained, one a minister of religion – commissioned, and one a layperson; these roles rotating every three years. **The configuration for the Nominating Committee membership for the 2021 SED Convention will be as follows: a Commissioned Worker residing in the Southern Region, a Layperson residing in the Northern Region, a Pastor residing in the Central Region.**

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**(An ORDAINED MINISTER nominated from within and who is residing in the CENTRAL Region of the SED)**

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

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**(A COMMISSIONED MINISTER nominated from within and who is residing in the SOUTHERN Region of the SED)**

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

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**(A LAYPERSON nominated from within and who is residing in the NORTHERN Region of the SED)**

(1) _____ Name	(2) _____ Name
_____ Address	_____ Address
_____ City, State	_____ City, State
_____ Present Position	_____ Present Position

---

Congregational President (signature & printed name)

---

Congregational Officer (signature & printed name)

---

Name of Congregation

---

City, State

Please submit your nominations **by DECEMBER 18, 2017** to: (see address on reverse side)

Please submit your nominations **by *DECEMBER 18, 2017*** to:  
The Rev. John Kassouf  
Southeastern District, LCMS  
6315 Grovedale Drive • Alexandria, VA 22310-2501  
Fax: 703-922-6047 • Email: [eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)

# NOMINATIONS FOR COMMITTEE FOR (SYNOD) CONVENTION NOMINATIONS

To be elected at the SED Convention - May 10-12, 2018 in Hickory, NC

You may nominate two individuals for each position.

The Committee for Convention Nominations (CCN) of the Synod is regarded as an *ad hoc* convention committee to which limitations on holding multiple offices do not apply. In preparation for a 2019 convention of the Synod, one-half of the districts shall elect, through regular election procedures at the district convention, one member to the Committee for Convention Nominations and an alternate. Members of the CCN must be prepared to serve at the call of the Secretary of the Synod at least six (6) months prior to the next Synod convention and to participate in two (2) or more meetings in St. Louis in the months immediately following. Members may also be asked to serve at the time of the convention to process nominations from the floor.

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**CCN Member:** *(A Rostered Church Worker (Ordained or Commissioned) nominated from within the SED)*

(1) _____	(2) _____
Name	Name
_____	_____
Address	Address
_____	_____
City, State	City, State
_____	_____
Present Position	Present Position

---

**CCN Alternate:** *(A Rostered Church Worker (Ordained or Commissioned) nominated from within the SED)*

(1) _____	(2) _____
Name	Name
_____	_____
Address	Address
_____	_____
City, State	City, State
_____	_____
Present Position	Present Position

---

Congregational President (signature & printed name)

---

Congregational Officer (signature & printed name)

---

Name of Congregation

---

City, State

Please submit your nominations **by DECEMBER 18, 2017** to:

The Rev. John Kassouf  
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Fax: 703-922-6047 • Email: eferguson@se.lcms.org



## ***ESTABLISH DATES FOR MEETINGS TO PREPARE FOR CIRCUIT FORUMS AND DETERMINE REPRESENTATION TO THE CIRCUIT FORUM AND DISTRICT CONVENTION***

When your circuit visitor announces the Circuit Forum date, congregation leaders must schedule a meeting prior to the forum date to 1) designate the congregation's pastoral and lay representatives to the Circuit Forum 2) submit nominations of pastors for the office of Circuit Visitor 3) suggest possible mission and ministry emphases for the forum to pass along to the District Convention and 4) suggest possible overtures for the forum to submit to the District Convention.

Congregational voting representatives to the Circuit Forum are a called pastor and a layperson. In the case of a multi-congregation parish, each congregation is entitled to a lay representative to the Circuit Forum.

At your congregational meeting, you may also elect your delegates to the District Convention, who may be (or not be) the same persons who are your representatives to the Circuit Forum. In the case of a multi-congregation parish, each congregation is entitled to a lay representative at the District Convention.

All organized (chartered) congregations of the SED that have joined the Synod hold voting membership.

Congregations are also encouraged to nominate pastors for the position of Circuit Visitor for the coming triennium and submit names and information to their Circuit Visitor **prior to the day of the circuit forum**. Nomination forms for this process can be found on the SED website at [www.se.lcms.org](http://www.se.lcms.org) should you choose to use them.

We request that you make these plans as soon as possible. All nominations and overtures must be submitted prior to the **deadline of DECEMBER 18, 2017**.

**NOTE: At the 2016 LCMS Convention, Synod Bylaws 3.12.2.3–4 were amended to change how the Synod presidential voter list is formed.** Previously, it had been composed of the list of district convention delegates; going forward, it will be assembled by direct communication of the Office of the Secretary with congregations or multi-congregation parishes, each of which will have the opportunity to designate a lay and (if not vacant) pastoral voter.

## ***ADVISORY DELEGATES TO 2018 DISTRICT CONVENTION***

*All non-voting ordained ministers who are members of the Synod within the District and all commissioned ministers who are members of the Synod within the District shall serve as advisory delegates entitled to voice and vote on a floor committee, if appointed, and to voice in the convention.*

Advisory members are ROSTERED members of the LCMS in the following categories:

1. Pastors whose congregations do not hold membership in the Synod
2. Ministers not in charge of congregations
3. Professors at the Synod's educational institutions
4. Teachers of the Evangelical Lutheran Church
5. Directors of Christian education
6. Directors of Christian outreach
7. Directors of family life ministry
8. Directors of parish music
9. Deaconesses

10. Parish assistants
11. Certified lay ministers
12. Candidates for the office of the ministry, for that of a teacher of the Evangelical Lutheran Church, for director of Christian education, for director of Christian outreach, for director of family life ministry, for director of parish music, for deaconess, for certified lay minister, or for parish assistant.

*Inactive members (Emeritus and Candidate status) are advisory members of the Synod.*

### **ADVISORY DELEGATES TO 2019 SYNOD CONVENTION**

Advisory pastors and commissioned ministers—specifically those who are rostered advisory members of The Synod—arrange for a caucus at their Fall 2017 Conference to select their Synodical delegates to the 2019 Synod Convention. The Chairperson of the Conference, in consultation with the District Secretary, will arrange for time and location at the conference. Information on the time and location of the caucus will be published in the conference materials and announced during the October 18-20, 2017 SED Conference for All Workers in Williamsburg, Virginia.



The Pastoral Delegate is one who is on the Ordained Roster of the LCMS and Called to the congregation.

**THE PASTORAL DELEGATE from:**

\_\_\_\_\_  
Congregation, City, State

\_\_\_\_\_  
Circuit #

**Is:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email (Please verify the accuracy of the email address)

\_\_\_\_\_  
Position/Title

**Submitted by:**

\_\_\_\_\_  
Congregational President (signature & printed name)

*RETURN TO THE SOUTHEASTERN DISTRICT PRESIDENT **NO LATER THAN DECEMBER 18, 2017.***

**Return to:**

Office of the President  
Southeastern District, LCMS  
6315 Grovedale Drive • Alexandria, VA 22310-2501  
Fax: 703-922-6047 • Email: eferguson@se.lcms.org



**THE LAY DELEGATE from:**

\_\_\_\_\_  
Congregation, City, State

\_\_\_\_\_  
Circuit #

**Is:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email (Please verify the accuracy of the email address)

\_\_\_\_\_  
Occupation

**THE ALTERNATE LAY DELEGATE IS:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email (Please verify the accuracy of the email address)

\_\_\_\_\_  
Occupation

**Submitted by:**

\_\_\_\_\_  
Congregational President (signature & printed name)

*RETURN TO THE SOUTHEASTERN DISTRICT PRESIDENT **NO LATER THAN DECEMBER 18, 2017.***

**Return Address Located on Back of Page**

**Return to:**

Office of the President  
Southeastern District, LCMS

6315 Grovedale Drive • Alexandria, VA 22310-2501

Fax: 703-922-6047 • Email: [eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)

**THE ADVISORY DELEGATE(S) from:**

(Please list all advisory delegates from your congregation/school so that we may have an initial count of advisory members who plan to attend the Convention.)

\_\_\_\_\_  
Congregation, City, State

\_\_\_\_\_  
Circuit #

**IS/ARE:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

**Submitted by:**

\_\_\_\_\_  
Congregational President (signature & printed name)

*RETURN TO THE SOUTHEASTERN DISTRICT PRESIDENT **NO LATER THAN DECEMBER 18, 2017.***

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## ***FORMING THE BUSINESS OF THE CONVENTION***

There are several sources for the business of the Convention. Congregations may forward items for consideration. The President and the various boards may also propose recommendations and major directions for the mission of the Southeastern District. They do so through...

### **Reports in the Convention Workbook**

The Convention Workbook will contain reports from the leadership of the District. While all delegates should review these reports, the floor committee(s) will review these reports in detail and recommend action to the delegate body of the Convention.

### **Overtures**

“Overtures” are written recommendations in the form of proposed resolutions requesting some action on the part of the Convention. An example of how to write an overture follows on pages 24-25, and a MSWord template can be requested from Elisa Ferguson ([eferguson@se.lcsm.org](mailto:eferguson@se.lcsm.org)).

Congregations are encouraged to submit ideas, suggestions or overtures to their Circuit Forum. Congregations, Board of Directors, Professional Church Worker Conferences, Educator/Teachers Conferences, as well as Circuit Forums, may forward overtures for the consideration of the Convention.

If your congregation, Circuit Forum, or Conference wishes to forward an overture, please **submit it in MSWord format as an email attachment to Elisa Ferguson at [eferguson@se.lcms.org](mailto:eferguson@se.lcms.org)** (Office of the District President) no later than **DECEMBER 18, 2017**. Overtures received after this date cannot be guaranteed consideration.

### **The Type of Business to Consider**

When considering proposals that should come before the Convention, please consider the nature of the Convention itself.

The Convention should review the work of the past three years and should set major directions and policies for the next three years (the next District Convention will be in 2021). The Convention can also be the voice of the Southeastern District congregations at the next Synod Convention in 2019.

Therefore, proposed resolutions can grow out of a consideration of questions like: What would you like to say to the Synod Convention? What would you like to see changed or improved in our District life, ministry, and mission together? What understanding would you like to offer fellow congregations as being helpful, productive, and wise in the Lord's work?

### **The Work of Floor Committees**

Before the Convention begins, Floor Committees will review the reports and overtures in the Convention Workbook. The committee then has the responsibility of forwarding to the floor of the Convention recommended resolutions which the committee feels will actually express “the mind of the Convention.” In some instances, the committee may recommend that certain overtures be referred to an appropriate department or board. In other instances, certain overtures may be declined. In still other instances, certain overtures may be combined with others to form larger and more comprehensive resolutions.

The District President determines the number of Floor Committees after considering the kind and volume of business.

## Guidelines on writing and submitting overtures

If a congregation, Circuit Forum, Board, or Conference wishes to forward an overture, please submit it in MSWord format as an email attachment to Elisa Ferguson at [eferguson@se.lcms.org](mailto:eferguson@se.lcms.org) (Office of the District President) **no later than DECEMBER 18, 2017**. Overtures received after this date cannot be guaranteed consideration.

*An Overture Template in MSWord format can be requested by emailing Elisa Ferguson.*

### DEFINITION

An overture is a recommendation in the form of a proposed resolution requesting action on the part of the convention.

A resolution is a formal, written proposal that certain actions be taken or that a certain statement express the sense, opinion, desire or will of the assembly.

### STRUCTURE

A succinct title reflecting the content of the resolution should appear centered and in capital letters. A resolution usually is written in two parts: a preamble followed by a resolving clause (or clauses).

#### Preamble

A preamble is a brief statement of background or rationale coming before the resolving clause(s).

The purpose of a preamble is to provide information without which the point or the merits of a resolution are likely to be poorly understood, or where unusual importance is attached to making certain reasons for an action a matter of record, or the like.

Although it is not mandatory to include a preamble with every resolution, the inclusion of such information usually strengthens the understanding and importance of the resolution. However, a preamble generally should contain no more clauses than are strictly necessary. Too many clauses often detract from the force of the resolution.

Each clause in a preamble is written as a separate paragraph. It begins with the word "WHEREAS" followed by a comma, with the next word beginning with a capital letter. The preamble, regardless of how many paragraphs it has, should never contain a period. Each clause ends with a semicolon.

The last paragraph of the preamble should close with a semicolon, after which the connecting expression "now, therefore, be it" is added.

#### **Structure**

WHEREAS, The ... (text of the first preamble clause);

WHEREAS, ... (text of the next to the last preamble clause); and

WHEREAS, ... (text of the last preamble clause); now, therefore, be it

#### **Example**

WHEREAS, The free exchange of ideas and information is the foundation of a democratic society; and  
WHEREAS, Democracy demands that there be no compromise of the rights of citizens to choose what they read, see, and hear; and

WHEREAS, Library users should be protected from invasion of privacy; and

WHEREAS, The names of individuals using libraries should be confidential; now, therefore, be it

#### Resolving Clauses

A resolving clause indicates what action(s) is to be taken given the "WHEREAS" clause(s) in the preamble.



Each resolving clause, written as a separate paragraph, begins with the word "*Resolved*" followed by a comma and the word "that" with a capital "T."

If there is more than one resolving clause, each of them should begin with the words "RESOLVED, That" just as in the first resolving clause.

**Structure**

*Resolved*, That ... (stating action to be taken);  
*Resolved*, That ... (stating further action to be taken); and  
*Resolved*, That ... (stating the last action to be taken).

**Example**

*Resolved*, That censorship be actively resisted; and  
*Resolved*, That all library patron/user records be secure from access by individuals, government agencies, or officials; and be it further  
*Resolved*, That appropriate legislation be enacted.

**Submission Statement**

At the end of the resolution, the following submission statement must be included:

\_\_\_\_\_  
Signature of President or Chairman

\_\_\_\_\_  
Signature of Secretary

Submitted by Name of Organization  
City, State  
Date

**Reminder:** Overtures must be submitted in MSWord format as an email attachment to Elisa Ferguson at [eferguson@se.lcms.org](mailto:eferguson@se.lcms.org) (Office of the District President) **no later than DECEMBER 18, 2017.**

## ***UPCOMING EVENTS***

There are other items of information that you will need as the time of the Convention draws near. We mention them briefly here:

### ***Pre-Convention Webcast 1***

**Tuesday, January 23, 2018**

10:00 AM, 1:30 PM and 7:00 PM

*Introduction/Nuts & Bolts of Convention* – In January 2018, the President will host a pre-convention webcast, the purpose of which will be to:

- Introduce the delegates and others to the process of the Convention.
- Prepare the delegates and others with the vision and mission of the Southeastern District.
- Engage in conversation with those present in order to identify issues that must be addressed at the Convention.

### ***Floor Committees***

**January 31-February 2, 2018**

*Springfield, VA*

Very shortly after December 18, the District President will notify those delegates being requested to serve on the Floor Committees of the Convention. **The first meeting for floor committees is scheduled for January 31 - February 2, 2018 at Prince of Peace, Springfield, Virginia.**

### ***Convention Workbooks distributed (electronic format)***

**February 2018**

The 2018 Southeastern District Convention Workbook will be produced electronically. This Workbook, containing the District Reports and Overtures, will be sent to all delegates in February 2018, and will be available on our website ([www.se.lcms.org](http://www.se.lcms.org)).

### ***Convention Registration Mailing***

**March 2018**

Materials describing registration procedures will be sent out in March 2018. In general, please be aware that the congregation and/or school carry the expense of meals and lodging for their designated delegates. The District covers the extra expenses incurred by delegates appointed to serve on floor committees *while they are serving on floor committee business*.

**Each Delegate (Pastoral, Lay, and Advisory) and guests attending the convention will be required to complete a registration form.**

The Convention is an official meeting of the Southeastern District. Therefore, Travel Equalization provides minimum reimbursement for travel (mileage only) for official delegates of congregations that have contributed to the fund prior to the event.

***Congregations need to budget for Convention Costs***

Registration Fee: Begins at \$225 – Delegate, \$180 – Advisory

Room Cost: Varies depending on the hotel chosen

Convention Hotels: A listing of nearby hotels can be found on the Convention page of the SED website

Meal Plan: Lunch will be provided on Friday and Saturday; concessions are available within the Convention Center, and a variety of restaurants are within easy driving distance

***Pre-Convention Webcast 2***

**Tuesday, April 10, 2018**

10:00 AM, 1:30 PM and 7:00 PM

*Overtures and Resolutions* – In April 2018, President Denninger will host a pre-convention webcast in which the discussion will focus on the Overtures coming before the Convention.

***Southeastern District Convention***

**May 10-12, 2018**

*Hickory Convention Center, Hickory NC*

*1960 13th Ave Dr SE, Hickory, NC 28602*

Floor Committee Hearings Thursday, May 10 at 12:30 PM

Call to Order Thursday, May 10 at 6:30 PM

Adjournment Saturday, May 12 at 4:00 PM