

UNDERSTANDING THE PURPOSE OF REFERENCE & COUNSEL AT HOLY TRINITY'S ANNUAL MEETING

TO: VOTING MEMBERS OF HOLY TRINITY LUTHERAN CHURCH

FROM: CHURCH COUNCIL

SUBJECT: Understanding the Purpose and Function of Reference and Counsel

A. THE PURPOSE OF REFERENCE AND COUNSEL

1. to assist the Annual Meeting in dealing with material that does not come to the Annual Meeting through regular reports, committees, organizations, Church Council, etc.
2. to prepare responses to such materials so that resolutions to them are handled in an appropriate way by the church in light of its constitution, organization, and previous history.
3. In response to resolutions, Reference and Counsel may exercise one of the following options as it deems appropriate:
 - (a) Recommend adoption.
 - (b) Offer a substitute.
 - (c) Recommend that the proposed matter not be adopted.
 - (d) Refer the matter to appropriate committees, Church Council, etc. for further consideration.
 - (e) Offer a Council or Annual Meeting minute of previous action as a response.
 - (f) Commend the resolution.
 - (g) Recommend no action.
 - (h) Recommend or reject the distribution of materials.

B. LANGUAGE OF RESOLUTIONS AND MEMORIALS

1. Normally, the "Whereas" clause(s) describe the issue, concern, or problem, or basis of the resolution. "Whereas" material is not acted upon by the Assembly.
2. "Resolved" clause(s) point to proposed solutions and define requested action. "Resolved" clauses should be clearly defined. What should be done? To whom should the request for action be addressed? What the action may cost and how it is to be funded? When the action should be done? To whom the results should be reported?
4. Basically, the best resolutions are simple and direct. They contain a minimum of adjectives and adverbs. They avoid inflammatory words and generalized statements. They clearly and accurately state facts. They are built on straightforward nouns and verbs.
5. Good resolutions say, in essence, "please, this is why we think this is important and this is the action that we believe should be undertaken."

C. REMEMBER...

...The Annual Meeting is a democratic process involving All of Holy Trinity's voting members.

**RESOLUTIONS FOR REFERENCE AND COUNSEL
HOLY TRINITY LUTHERAN CHURCH ANNUAL MEETING**

	NAME	EMAIL ADDRESS
Names of Person(s) or Group submitting Resolution		

CONTACT PERSON:		
EMAIL ADDRESS:		
TELEPHONE:		DATE:

INSTRUCTIONS:

1. Please type or print legibly.
2. All background material should be listed prior to the resolution. Such information should begin with "Whereas".
3. The resolution should follow the "Whereas" clause, beginning with, *"Therefore, be it resolved..."*
4. Please keep a copy of the resolution for your reference.
5. Attach the resolution to this cover form and submit it before the Annual Meeting to:

TASK FORCE **on Reference & Counsel**
Holy Trinity Lutheran Church
2086 Parkview Avenue
Abington, PA 19001

6. No material can be considered if not submitted to the Committee on Reference and Counsel **before 3:00 p.m. on the Monday immediately prior to the Annual Meeting.**
7. For your information, Reference and Counsel will report to Annual Meeting before the New Business section of our meeting.