**Guideline for Submission of Application to Secretary DCC to Debate a Congregation Resolution**

The LCAQD encourages Congregations and Delegates to submit resolutions for discussion at the Convention of Synod. As the Convention of Synod is the Governing Body of the LCAQD, it is expected that resolutions will mostly be of matters of policy rather than matters of management.

It is expected that resolutions will have been discussed or debated at a congregation annual general meeting or congregation church council meeting and a resolution passed to present a resolution to a Convention of Synod.

Experience indicates that well expressed and succinct resolutions are usually well debated.

Persons or organisations intending to submit an application to debate a Congregation Resolution at Convention of Synod are requested to provide supporting information and follow the protocols and guidelines as detailed below.

* A LCAQD Convention of Synod Congregation Resolution Template is to be completed.
* A LCAQD Convention of Synod Covering Memo is to be completed.
* Supporting information is to be provided.

**Supporting Information**

Information supporting the application is to be attached to this template in a .pdf format.

This may include one or more of the following:

* Supporting signed memo from Council Chairperson including:
* Background discussion
* Key issues
* Discussion of Options (the implications associated with the ‘Do Nothing’ Option should be described)
* Resolution numbers and details of resolutions passed as the proposal has proceeded
* Any other relevant supporting information

**Protocol and Guidelines**

Use of Template

This template is only to be used by Congregations and other delegates seeking to put forward a resolution at a Convention of Synod.

**Example Resolutions**

The following example Congregation Resolutions are provided as guidance only:

Example 1. Resolved That Convention of Synod approve xxx

Example 2. Resolved That Convention of Synod appoint xxx

**Submission**

The completed template and all supporting documentation is to be submitted in .pdf format to the Secretary District Church Council via email to SecretaryDCC@qld.lca.org.au

The Subject line in the email is to include “Convention of Synod Congregation Resolution”

**Submission Deadlines**

The deadline for submissions to the Secretary District Church Council is 10 weeks prior to the Commencement of the Convention of Synod.

Congregation Resolutions submitted within the deadline will be included in the Book of Reports that are published three weeks prior to Convention.

**Availability for Presentation**

Congregations must ensure that persons are present at Convention of Synod to move the resolution and one or more people are present to speak to the resolution.

The Proposer of the application should be available to present to the District Church Council the reasons for the proposal.

The Secretary DCC must be provided contact details including name, position, phone no., and email address of who will speak to the proposal at Convention of Synod.