**Suggested Covering Memo**

Date

District Church Board

Attention: Secretary

Email SecretaryDCB@qld.lca.org.au

Greetings in Christ,

**Request for DCB Advice / Guidance / Decision - <Name of Mission Agency>**

It is requested that District Church Board (DCB) provide advice / guidance / a decision in regard to …..

**Background**

The requirement to seek DCB advice / guidance / a decision has come about due to ……

**Key Issues**

Key issues considered include ….

Legislation or Regulation issues include ….

Market or Mission considerations include ….

Auditors Recommendations ….

Policy or Procedure ….

**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 Council; resolution #

I commend this application for your approval.

Yours faithfully,

Signature

Appointment

Enclosures:

1. Advice or Guidance or Decision Request Template
2. Other information relevant to supporting the application