**Overture Template and**

**Instructions for Use**

This template is offered to facilitate the submission of overtures to the 2018 District convention in a uniform manner. Auto-fill sections will automatically provide the format that will be used for all overtures in the *Convention Workbook*.

Here following are a few pointers to assist you in your use of this template;

* **Title** = The title for an overture must always begin with “**To**” as provided on the template. It should identify in a few words the intent of the overture. The title is always in Times New Roman, Bold, Font Size 11.
* **Tab key** = You may use the tab key to move from one (gray) auto-fill section to the next.
* **Whereas** or ***Resolved*** = Begin each paragraph by capitalizing the first word.
* Final “**Whereas”** paragraph should be one that concludes with “**therefore be it** . . . .”
* Final “***Resolved***” paragraph should be preceded by the resolve paragraph that ends with “**and be it finally** . . . .”
* Once you have typed in the complete overture, you may remove excess Whereas, or *Resolve* auto-fill paragraphs as follows*;*
* If there are insufficient “**Whereas**” or “***Resolved***” paragraph opportunities, you may add more, mimicking the formatting used in the auto-fill sections, also following these instructions above.
* Be sure to save the document to your computer with a new document name.

***SUBMISSION INSTRUCTIONS***

1. Print **three** (3) hard copies, sign, and **mail to**;

Office of the President

The Southern District LCMS

100 Mission Drive

Slidell, LA 70460-5221

1. Save one (1) electronic copy to your computer, for your records.
2. Send one (1) electronic copy by **email to**;

[overture@southernlcms.org](mailto:overture@southernlcms.org)

**To Title**

Whereas,      ; and

Whereas,      ; and

Whereas,      ; and

Whereas,      ; and

Whereas,      ; and

Whereas,      ; and

Whereas,      ; and

Whereas,      ; and

Whereas,      ; therefore be it

*Resolved*,      ; and be it further

*Resolved*,      ; and be it further

*Resolved*,      ; and be it further

*Resolved*,      ; and be it further

*Resolved*,      ; and be it further

*Resolved*,      ; and be it further

*Resolved*,      ; and be it finally

*Resolved*,      .

Signature of President or Chairman

Signature of Secretary or other Designated Officer

Submitted by Name of Organization

City, State