

OVERTURE TEMPLATE AND INSTRUCTIONS FOR USE

This template is offered to congregations, districts, faculties, and boards to facilitate the submission of overtures to the 2025 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 (e.g., To Study Shared Ministry Among Small Congregations). The title is always in Arial, Bold, font size 10.
- **WHEREAS** or **Resolved** = Begin each paragraph by capitalizing the first word (e.g., Resolved, That commissioned ministers ...)
- The final “**WHEREAS**” paragraph should conclude with a semi-colon, followed by “**therefore be it**” (see template).
- The final “**Resolved**” paragraph should be preceded by a “**Resolved**” paragraph ending with “**and be it finally**” (see template).
- Once you have typed in the complete overture, you may remove excess *WHEREAS* or *Resolved* auto-fill paragraphs.
- If there are insufficient “**WHEREAS**” or “**Resolved**” paragraph opportunities, you may add more by copying and pasting the necessary “**WHEREAS**” or “**Resolved**” paragraphs.
- Be sure to save the document to your computer with a new document name.

SUBMISSION INSTRUCTIONS

1. Save one (1) electronic copy to your computer, for your records.
2. Send one (1) electronic copy in Word format by **email to** ksdconvention@kslcms.org.
3. Mail the original signed overture to the LCMS Kansas District (1000 SW 10th Ave, Topeka, KS 66604).

2025 DISTRICT OVERTURE

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

Submitted by Name of Organization
City, State