

OVERTURE TEMPLATE INSTRUCTIONS
2018 CONVENTION OF THE
TEXAS DISTRICT OF THE LUTHERAN CHURCH—MISSOURI SYNOD

(Ref: LCMS Bylaw 3.1.6.2)

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

Here 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 **Georgia** Font, **Bold**, Size **11**.
- **WHEREAS** or **Resolved** = Begin each paragraph by capitalizing the first word.
- **Gray Box** = This is where the text is to be inserted for each “WHEREAS” or “Resolved” paragraph.
- 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 should **DELETE** any excess “WHEREAS” or “Resolved” auto-fill paragraphs.
- If there are insufficient “**WHEREAS**” or “**Resolved**” paragraph opportunities, you may add more, mimicking the formatting used in the auto-fill sections.
- 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
Texas District, LCMS
7900 East Highway 290
Austin, TX 78724-2499

2. Save one (1) electronic copy to your computer, for your records.

3. Send one (1) electronic copy by **email to**: ghohle@txlcms.org

(An electronic Microsoft Word document version is requested, along with the original signed and mailed copies.)