



Overture Preparation and Submission

What is an overture?

Overtures are recommendations in the form of proposed resolutions requesting action on the part of the convention.

Who can submit an overture?

LCMS Bylaw 4.2.1(b) The district convention is the instrument to receive overtures (Bylaw 3.1.6.2), including overtures and recommendations for synodwide mission and ministry emphases submitted by member congregations and adopted by a circuit forum.

- member congregations of the district;
- the Board of Directors of the district;
- the Board of Mission Administration (BMA) of the district
- an official district conference of ordained and/or commissioned ministers. (plenary and sectional meeting of these conferences, if the conference meets in no more than five sections, Bylaw 4.8.2 [b]—note that this does not include “Winkels”); may adopt and submit overtures to the convention of the district and the synod.
- the faculty of an educational institution of the district;
- a committee established by a prior convention; or
- the forum of a circuit (Bylaw Section 5.3).

How is an overture assembled?

An electronic template and instructions are provided herewith as helpful guidelines for structuring an overture. The template will hopefully make formatting your overture easier as well as to expedite its processing.

Please note the following (District Bylaw 4.005)

- Overtures for programs, requiring special district-wide offerings, shall be presented to the congregations preceding the convention in which they are to be voted on.
- Requests requiring expenditures not provided for in the current budget, together with approximate amounts and suggested ways and means of providing the funds, shall be reported to the convention during the first two days of sessions.
- Late overtures will not be accepted unless a committee consisting of the president, first vice president and secretary adjudge the subject matter to be of overriding importance and urgency.

Please note Synod Bylaw 3.1.6.2 a) and b):

Overtures which contain libel or slander will not be accepted for consideration by the convention, and overtures with material error or misrepresentation of the truth or character will not be included in the convention workbook.

If action has already taken place on a submitted overture, the overture will be respectfully declined. Please do your research.

If an overture contains business properly under the purview of a Synod board or commission, the matter will be referred to the proper entity of the Synod.

Texas District of The Lutheran Church—Missouri Synod

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www.txlcms.org | <https://txlcms.org/2025-texas-district-convention/>

OVERTURE TEMPLATE INSTRUCTIONS
2025 CONVENTION OF THE TEXAS DISTRICT OF THE LUTHERAN CHURCH—MISSOURI SYNOD

This template is offered to facilitate the submission of overtures to the 2025 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 Trebuchet 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 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.

To expedite the processing of your overture(s), please:

1. Send one (1) electronic copy by email to: chilewitz@txlcms.org
2. Print three (3) hard copies, sign, and mail to:

Office of the President
Texas District, LCMS
1221 Satellite View
Round Rock, TX 78665

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

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

Overtures are due by February 4, 2025.