

## How to Prepare a Proposal!

### The following may help you get started:

**Title:** Create title that describes what the proposal is about, like Do Something!

**Origin:** That's your congregational/committee/network

The body or origin proposes that the court of destination (which may be the Regional Council or the General Council or the General Council Executive or even the General Secretary) Do Something, or ask someone else such as the Provincial or Federal Government to Do Something.

As you are preparing the proposal, please keep in mind the people who will be reading/reacting to your proposal. Terms that are rather familiar in Saskatchewan (e.g. 'Crow rate') may not communicate with wider or younger audiences; use of technical terms or acronyms without explanation may risk confounding those who read the proposal.

Paragraphs 1 and 2 below include the information from the "whereas clauses" in the old style or format with which most of us are familiar or have seen in other contexts.

#### 1. What is the issue? (describe in broad terms)

We believe God/Jesus/Holy Spirit is calling us to:

- do something about...
- engage the topic of...
- respond to the challenge of...
- etc.

Note: proposals for the General Council are for issues of denominational responsibility that go beyond the bounds of a Regional Council.

#### 2. Why is this issue important?

What are the key underlying theological, ecclesiological, missional, or justice issues?

What is the history/background of this issue?

What are the principles informing this issue?

What would be the implications of taking no action on this issue?

#### 3. How might the Regional Council or General Council respond to the issue?

This is an opportunity to offer the result for which you hope.

Name a possible response (which may include an action, program, approach, and/or strategy) that the Regional Council or General Council as the court of destination might consider:

A Study/Discussion of the issue

B. Action on the issue

This could include:

- General Council directing that a policy/strategy be developed based on specified principles and parameters
- General Council adopting a policy position/strategy
- General Council encouraging/suggesting action by congregations and other communities of faith on the issue

Or some other corresponding response if the Regional Council is the court of destination.

Not to 3.A. The General Council could be asked to have a conversation about a particular issue as an end in itself without making a policy decision or taking other action.

Note to 3.B: Suggestions for wording of a policy/strategy could be offered as possibilities for consideration in the decision-making process but not as expectations of a particular outcome.

#### 4. For the courts transmitting this proposal to the General Council:

Are there comments, affirmations, suggestions you would like to make with respect to this proposal?

This section is generally filled out the by originating body. It may include the steps that the proposal has taken through the different courts of the church from the originating body to the court of destination (which may be the Regional Council or the General Council) which is the court which is being asked to DO Something or ask someone else to do something.

Each court along the way make the decision to **transmit** the proposal to the next court **with concurrence, without concurrence, or to not transmit** the proposal to the next court.

Each of the courts might also offer a recommendation about the proposal to be communicated to the next court. As well, if the court transmits without concurrence, there would be an explanation communicated about that decision.

Finally, as the initiator of the proposal you should take it upon yourself to follow-up with your representative at the meeting of the court or with the Regional Council Executive Minister to find out the result of the proposal.