



Guidelines for Submitting Memorials for the 80th General Convention

About Memorials

Memorials may be submitted by provinces, dioceses, bishops, deputies, and interim bodies as expressions of interest, concern or opinion on a particular subject. They do not call for specific legislation.

In a legislative context, a memorial is comparable to a petition: a statement about a matter of great importance that urges the General Convention to take action. A memorial should present arguments for the proposed action, and may provide evidence of widespread concern for the matter being memorialized.

Resources for Preparing Memorials

Some useful questions for preparing memorials include:

- 1) How has General Convention acted on this matter? What, if any, resolutions have been passed by previous Conventions on this topic?
- 2) How much context is necessary for this memorial? (Brevity is helpful and highly recommended.)

Digital Archives: <http://www.episcopalarchives.org/e-archives/>.

You are strongly encouraged to search the Acts of Convention, the resolves of Executive Council, and Episcopal News Service (ENS) articles for any historical actions by the Church related to the substance of your memorial. If further assistance is needed, the Archives may be contacted by phone at 1.800.525.9329 or by email at research@episcopalarchives.org.

Writing Memorials

Memorials should take the following form:

To the Deputies and Bishops of the Episcopal Church assembled at the 80th General Convention:
[Here follows a description of the action being urged and the arguments for the action.]

Respectfully submitted,
[Here follows the names of all submitting the Memorial]

There can only be one *proposer* of memorials, while there can be unlimited *supporters*. Thus, it is important to make clear in the memorial what party (a province, diocese, bishop, deputy, or interim body) is proposing the memorial, and what parties are supporting it. Supporters do not have to be one of the aforementioned parties—anyone can support a memorial.

Memorials are primarily text documents, so any formatting or logos will be changed. Links to other documents or articles are acceptable, but attachments (such as .pdfs of an article referenced in the memorial) cannot be included. The General Convention suggests creating memorials in a .doc, .docx, or .txt document, although .pdfs are also acceptable.

An example of a memorial can be found here:

<https://extranet.generalconvention.org/staff/files/download/26864>

Submitting Memorials

By the direction of the secretary of General Convention, the due date for memorials is June 1st, 2021. Memorials may be submitted by email to gcsecretary@episcopalchurch.org or by mail to The Rev. Canon Michael Barlowe, Secretary of General Convention, 815 Second Avenue, New York, NY 10017.

Distribution

Memorials will be referred to the appropriate Legislative Committee(s) by the Secretary of General Convention. Additionally, memorials will be translated into Spanish and posted in the virtual binder online system.

The Office of the General Convention:

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