

T H E O F F I C I A L

Stylebook

O F



THE

LUTHERAN CHURCH

Missouri Synod

**A guide to style, grammar, and
other communication matters**

LAST UPDATED: JUNE 2007

Introduction

A stylebook is an essential tool for anyone responsible for writing and editing internal and external publications such as newsletters, press releases, brochures, and presentations.

The LCMS Stylebook lists exceptions to the 2004 Associated Press Stylebook and Webster's New World College Dictionary. Terminology specific to our organization is also included. For material not covered by the LCMS Stylebook or to resolve any conflicts, consult the following references in the order listed:

- AP Stylebook
- Webster's New World College Dictionary (Fourth Edition)
- The Gregg Reference Manual

NOTE: Administrative staff lacking access to the AP Stylebook should refer instead to "Letter and Grammar Guidelines" from the Department of Human Resources. That resource may be downloaded at <http://intranet.lcms.org/hr/lgg.pdf>.

Communicators/editors also may find it helpful to refer to the following materials:

- *Handbook of Denominations in the United States*; Abingdon Press, Nashville, Tenn., and New York.
- *World Christian Encyclopedia*; Second Edition; Oxford University Press, New York, N.Y.

A stylebook is a "living" document that if used properly will continue to undergo scrutiny and changes in the years to come. Please direct any questions, comments, or suggestions to:

David L. Strand
Executive Director
Board for Communication Services
(314) 996-1200
david.strand@lcms.org

A

abbreviation — For first reference, write out all words in the term and then list the abbreviation in parentheses: *International Lutheran Laymen’s League (Int’l LLL)*, *Lutheran Church Extension Fund (LCEF)*. On second reference, use: *Int’l LLL*, *LCEF*. In cases where the communication is lengthy or a variety of abbreviations are used, it may be appropriate to repeat the name as needed.

Ablaze! — The name of the initiative to reach 100 million unreached people with the Gospel by 2017, the 500th anniversary of the Reformation, ends with an exclamation point and is italicized, but not put into bold face: *Ablaze!* One may refer to the *Ablaze!* movement, vision, or initiative, but never to the *Ablaze!* “program.”

advent — Capitalize when referring to the season; otherwise, lowercase: *the season of Advent*; *the advent of our Lord*.

Allah — Arabic word for *God*.

apocalypse — The sudden and violent end of the world in which good triumphs over evil, as predicted in the Scriptures, especially Revelation.

apostle — Lowercase: *the apostles*, *the apostle Paul*, *the 12 apostles*; but: *the Twelve*, *the Eleven*.

Apostles’ Creed – See **creeds and confessions**.

apostolic — Uppercase when referring to the apostles themselves; otherwise, lowercase: *Apostolic Fathers*; *apostolic church*, *apostolic succession*.

article — Capitalize when referring to individual articles of the Apostles’ Creed: *the Second Article*, *the Third Article*, *this article*.

B

Baby Jesus

Baptism — See **Sacraments**.

Beatitudes — The solemn blessings that mark the opening of the sermon on the Mount, the first of Jesus’ sermons in the Gospel of St. Matthew (Matt. 5:1-2).

Bible — Capitalize all references to *the Bible*, including *Scriptures*, *God’s Word*, *the Word*, etc. Do not capitalize the adjectives *biblical* and *scriptural*, however. Also, lowercase *scripture* when used as a general term for religious writings like *Buddhist scriptures*. See **Scripture(s)**.

When citing chapter and verse with a quote, the citation should be in parenthesis following the closing quote mark and before the period: “*God is love*” (1 John 4:16).

Spell out the names of books of the Bible when used with a chapter number but no verse (*Genesis 1*, *1 John 3*) or at the beginning of a sentence (in which case also spell out First, Second or Third: *First Chronicles 3:12* says ...). When otherwise citing chapter and verse (*Gen. 1:7*), abbreviate as follows:

| <u>Old Testament</u> | <u>New Testament</u> |
|----------------------------------|------------------------------------|
| Genesis.....Gen. | Matthew Matt. |
| ExodusEx. | Mark Mark |
| Leviticus.....Lev. | Luke Luke |
| Numbers.....Num. | John John |
| Deuteronomy.....Deut. | Acts of the Apostles Acts |
| Joshua.....Joshua | Romans..... Rom. |
| Judges.....Judges | 1 Corinthians 1 Cor. |
| Ruth.....Ruth | 2 Corinthians 2 Cor. |
| 1 Samuel.....1 Sam. | Galatians..... Gal. |
| 2 Samuel.....2 Sam. | Ephesians Eph. |
| 1 Kings1 Kings | Philippians..... Phil. |
| 2 Kings2 Kings | Colossians Col. |
| 1 Chronicles1 Chron. | 1 Thessalonians 1 Thess. |
| 2 Chronicles2 Chron. | 2 Thessalonians 2 Thess. |
| EzraEzra | 1 Timothy 1 Tim. |
| NehemiahNeh. | 2 Timothy 2 Tim. |
| EstherEsther | Titus Titus |
| Job.....Job | Philemon Philemon |
| PsalmsPs. | Hebrews Heb. |
| ProverbsProv. | 1 Peter 1 Peter |
| EcclesiastesEccl. | 2 Peter 2 Peter |
| Song of SongsSong of Songs | 1 John 1 John |
| IsaiahIs. | 2 John 2 John |
| JeremiahJer. | 3 John 3 John |
| Lamentations.....Lam. | Jude Jude |
| Ezekiel.....Ezek. | Revelation Rev. |
| Daniel.....Dan. | (Note: the final book of the Bible |
| HoseaHos. | is Revelation, not Revelations.) |
| Joel.....Joel | |
| AmosAmos | |
| Obadiah.....Obad. | |
| JonahJonah | |
| MicahMicah | |
| Nahum.....Nah. | |
| HabakkukHab. | |
| Zephaniah.....Zeph. | |
| HaggaiHag. | |
| Zechariah.....Zech. | |
| MalachiMal. | |

Bible translations — The New International Version (NIV) is the Bible translation generally used in LCMS publications and study materials. Some of the other popular Bible versions include:

King James Version (KJV)

American Standard Version (ASV)

The Living Bible (TLB)

New King James Version (NKJV)

New American Standard Version (NASV)

English Standard Version (ESV)

When citing a passage from a Bible other than the NIV, cite the translation using capital-letter abbreviations following the chapter and verse. (A Web site helpful for determining from which translation a passage is taken is <http://bible.gospelcom.net/bible>.)

For example, for the King James Version: *The quote was from Matt. 18:19-20 (KJV).*

Or: *Jesus said, “Verily I say unto you, Whatsoever ye shall bind on earth shall be bound in heaven; and whatsoever ye shall loose on earth shall be loosed in heaven” (Matt. 18:19 KJV).*

biblical events and concepts — In general, lowercase the names of biblical events and concepts: *the flood, the incarnation, the resurrection, etc.*

Black/African-American — Follow AP style when referring to the ethnic group, but uppercase *Black*.

boards — Capitalize and spell out the name of the governing board on first reference: *LCMS Board of Directors, the Board for Communication Services*. On second reference, an abbreviation (*ex: BCS*) or *the board* may be used.

bulleted items — Items in a bulleted list should begin with a capital letter and end with a period if the bulleted phrase is a complete sentence. If the bulleted phrase is *not* a complete sentence, follow one of the following two rules:

(1) Generally, end each bulleted item — except for the last and second to last item in the list — with a semi-colon; end the second to last item with a semi-colon and the word “and” (or “or,” as appropriate); and end the last item with a period. Example:

The resource service is intended to:

- *connect those interested in missions;*
- *equip leaders for outreach;*
- *develop specific opportunities; and*
- *serve as a hub for networking.*

(2) If most of the bulleted items are only a few words, punctuation is not mandatory, although the rule above still is preferred. Example:

Items that are not reimbursed include:

- *toothpaste, toothbrushes, dental floss*
- *make-up, lipstick, eye cream*
- *perfume, body sprays, deodorants*
- *vitamins*

Bulleted or listed items should be parallel. (The first word of each bullet should be the same part of speech, i.e., verb, adjective, etc.)

bylaw, bylaws — Capitalize “bylaw” when a specific bylaw is cited: *According to Bylaw 5.01, circuits should have from seven to 20 congregations.* Capitalize “bylaws” when referring to the *Bylaws of The Lutheran Church—Missouri Synod.*

C

catechism — Capitalize but do *not* italicize when the Small Catechism or the Large Catechism is meant and not previously referred to. Lowercase in subsequent references after the Small Catechism or the Large Catechism is identified or previously referred to. (Exception: The book sometimes referred to as “the synodical catechism,” published by Concordia Publishing House, is italicized: *Luther’s Small Catechism with Explanation.*

Lowercase when not referring to a specific catechism or when referring to more than one catechism: *the catechisms.*

catholic — The universal church. Capitalize when *the Roman Catholic Church* is meant.

chapter — Capitalize in references to specific chapters; otherwise, lowercase: *Chapter 3, the next chapter.*

children of Israel

Christ Child

Christlike

church (congregation) names — In a first reference to an LCMS church, use the church’s full name, constructed with the name of the church, the city, and the state in which it is found: *Mount Calvary Lutheran Church, Fargo, N.D.* (It generally is not necessary, however, to include “Evangelical” or “Ev.” in the church’s name.) After the first reference, if only one church is mentioned, use the church name alone: *Mount Calvary.*

Note that some congregations use the possessive form in their names: *St. Paul’s Lutheran Church, Des Peres, Mo.* Because the *Lutheran Annual* does not indicate such usages (nor such other forms as *Lutheran Church of the Reformation*, as opposed to *Reformation Lutheran Church*), it may be necessary to contact the congregation directly or to visit the congregation’s Web site to know the correct form for its name.

churchwide

commandment — Capitalize when referring to one of the Ten Commandments; otherwise, lowercase: *the First Commandment, the Seventh Commandment, the commandments, a commandment.*

commas in a series — When three or more items are listed in a series and the last item is preceded by *and*, *or*, or *nor*, place a comma before the conjunction as well as between the other items for the purpose of clarity and accuracy.

Example: *The Lutheran Church—Missouri Synod maintains that salvation is possible by grace alone, through faith alone, and on the basis of Scriptures alone.*

Communion — See **Sacraments**.

Concordia seminaries — The LCMS operates two seminaries:

Concordia Theological Seminary, Fort Wayne
Concordia Seminary, St. Louis

On first reference, refer to the seminary exactly as it appears above. After first reference, you may refer to the seminary by combining *Concordia* and the city in which the seminary is found, set off with commas: Dr. Brown has been on the faculty of *Concordia, St. Louis*, for five years. If only one seminary is mentioned in the communication, *the seminary* may be used after first reference.

Lowercase when not referring to a specific seminary or when referring to more than one seminary: *the seminaries*.

Concordia University System (CUS) — The LCMS *Concordia University System* includes eight universities and two colleges:

Concordia University, Ann Arbor, Mich.
Concordia College, Bronxville, N.Y.
Concordia University Chicago
Concordia University, Irvine, Calif.
Concordia University Wisconsin, Mequon
Concordia University, Portland, Ore.
Concordia University, St. Paul, Minn.
Concordia College, Selma, Ala.
Concordia University, Seward, Neb.
Concordia University Texas

On first reference, refer to the college or university exactly as it appears above. After first reference, refer to the school by combining *Concordia* and the city (set off in commas) in which the college or university is found: *Concordia, Bronxville*; *Concordia, Irvine*, etc. If only one LCMS college or university is mentioned in the communication, *the college* or *the university* may be used after first reference.

confessions — See **creeds and confessions**.

confirmation

constitution — Capitalize *the LCMS Constitution*. But: *The constitution was referred to at the meeting*.

conventions — Conventions serve as the principal legislative assembly of the LCMS. On first reference, use the following style: *The 2004 Synod convention*. The more formal name may be used when appropriate: *The 62nd Regular Convention of The Lutheran Church—Missouri Synod*. On subsequent references, you may use *the convention*.

covenant — Capitalize when used as a synonym for the Old or New Testaments; lowercase when used as a theological concept.

creation — See **biblical events and concepts**.

creeds and confessions — Capitalize names of particular creeds and confessions: *the Apostles' Creed, the Nicene Creed, the Athanasian Creed, the Lutheran Confessions, the Augsburg Confession*.

Lowercase when not referring to a specific creed or confession (*creed, confession*) and when referring to more than one creed or confession (*creeds, confessions*).

cross

crucifixion — See **biblical events and concepts**.

cross-cultural — *Cross-cultural* is a hyphenated, two-word adjective.

D

district — Capitalize *district* when specifically referring to one of the 35 administrative districts comprising the LCMS: *There are 13 preschools in the Wyoming District*. Lowercase *district* when not referring to a specific district or when referring to more than one district: *Representatives of more than 30 districts met at the LCMS International Center last week. The matter will go before the district president. (But: The convention returned District President James Kalthoff to office for another term.)*

The correct names of the two Iowa districts are *Iowa District West* and *Iowa District East*. These district names need not be preceded by *the*. Example: *Many people in Iowa District West attended the dedication events*.

doctor — See **titles**.

doctrine

E

English as a Second Language (ESL) — Hyphenate when using it as an adjective:
English-as-a-Second-Language classes.

epistle(s)

ethnic — *Ethnic* should not be used to mean different from me. Every person belongs to some ethnic group.

Ethnic used correctly refers to any group of people with common racial, national, tribal, religious, linguistic, or cultural origin and background: *ethnic minority* or *ethnic foods*.

Eucharist — See **Sacraments**.

exile — See **biblical events and concepts**.

exodus — See **biblical events and concepts**.

F

fall — See **biblical events and concepts**.

G

Garden of Eden — *the garden* may be used after a first reference.

Garden of Gethsemane — *the garden* may be used after a first reference.

God — Capitalize *God* and any other nouns or pronouns that refer to Him (except when quoting from published materials, such as the NIV Bible, that do not capitalize such pronouns):

| | | | |
|----------------------|----------------------|------------------------|---------------|
| <i>God</i> | <i>Lord</i> | <i>Father</i> | <i>Yahweh</i> |
| <i>Lord of lords</i> | <i>King of kings</i> | <i>Alpha and Omega</i> | <i>He</i> |
| <i>His</i> | <i>Him</i> | <i>Thee</i> | |

When God is modified by an adjective, lowercase the modifier: *almighty God*, *heavenly Father*, etc.

When the modifiers referring to God stand alone, they should be capitalized: *the Almighty*, *the Most High*.

godly — Of or from God; divine. Also: devoted to God; pious; devout.

Good News — Capitalize when used as a reference to *the Gospel*.

Gospel — Capitalize all references to the message of salvation through faith in Christ, and to Law/Gospel. Capitalize *Good News* when the Gospel message is meant.

H

Holy — Capitalize when referring to a religious term or object: *Holy Bible, Holy Baptism, Holy Trinity, Holy Land*.

house — Lowercase when referring to a church: *house of God, house of the Lord*.

hymn — Capitalize when referring to a specific hymn; otherwise, lowercase: *Hymn 22, Hymn of Praise, Hymn of the Day, the hymn they sang*.

hymnal

I

incarnate — Capitalize when used in a title for God: *Incarnate Son*. Otherwise, lowercase: *The Son of God was made incarnate*.

incarnation — See **biblical events and concepts**.

International Center — The building that houses the Synod staff in Kirkwood, Mo., is the *LCMS International Center (IC)* on first reference (not “Synod headquarters”). The abbreviation may be used on second reference.

J

Jesus Christ — Always capitalize His name and titles:

Anointed One

Good Shepherd

High Priest

Messiah

Prince of Peace

Lamb of God

Promised One

Suffering Servant

Son of God

Savior

Judgment Day — Also *Day of Judgment* or *Day of the Lord*. But *last judgment, final judgment*.

K

Kazakhstan — Spell with the *h*. Also, the *Kazakh people*.

kingdom — Lowercase when modified, when the term is used generically, and in *of* constructions: *God's kingdom, kingdom of God, kingdom of glory*. However, capitalize (*the Kingdom*) when standing alone and referring to the kingdom of God.

Kyrgyzstan — Also, the *Kyrgyz people*.

L

laity — When referring to the laity, use *laypeople, layperson, lay reader, lay worker* etc.; avoid *layman (laymen, laywoman, laywomen)* unless gender description is necessary for clarity.

Last Supper, (the)

Law — Capitalize when the opposite of *the Good News, the Gospel*, is meant: *God's Law, Law of God, the Law, First Table of the Law*. Lowercase Old Testament references to *the ceremonial law*.

layman, laywoman — See **laity**.

LCMS — Abbreviation for The Lutheran Church—Missouri Synod. Typically used in second references or to identify an LCMS ministry.

LCMS can stand alone without the definite article (*the*) only when it is used as an adjective: *LCMS officials encouraged volunteers to help hurricane victims in Florida*.

When used as a noun, *LCMS* must be preceded by the definite article: *The LCMS is based in Kirkwood, Mo*.

The possessive form is *the LCMS's*.

Never use a hyphen or dash in this abbreviation.

See **The Lutheran Church—Missouri Synod** and **LCMS ministries**.

LCMS ministries — Always spell out and capitalize the name of LCMS ministries that use a designation other than the name of their governing boards. Never use abbreviations for the ministry name, but always precede the ministry name with *LCMS*.

LCMS Communications and Public Affairs

LCMS District and Congregational Services

LCMS District and Congregational Services—Children's Ministry

LCMS District and Congregational Services—Family Ministry
LCMS District and Congregational Services—School Ministry
LCMS District and Congregational Services—Stewardship Ministry
LCMS District and Congregational Services—Youth Ministry
LCMS World Mission
LCMS World Relief/Human Care

In the case of each of the above ministries, use the name of the governing board only when the board, as such, is meant: *The Board for Mission Services voted to send a missionary team to Afghanistan. The Board for Human Care Ministries will meet next month.*

When referring to one of the specific units of LCMS District and Congregational Services: *William Cochran, director of LCMS District and Congregational Services—School Ministry, gave a report on this year’s enrollments.*

Lent

Lenten season

liturgical terms — Capitalize liturgical terms when the reference is to a part of a service of worship including:

| | |
|------------------------|-----------------------------|
| <i>Gradual</i> | <i>Kyrie</i> |
| <i>Collect</i> | <i>Lesser Festivals</i> |
| <i>Common Doxology</i> | <i>Litany</i> |
| <i>Entrance Hymn</i> | <i>Propers</i> |
| <i>Gradual</i> | <i>Responsive Prayer</i> |
| <i>Hymn of Praise</i> | <i>Sanctus</i> |
| <i>Hymn of the Day</i> | <i>Vespers</i> |
| <i>Introit</i> | <i>Words of Institution</i> |

See also **prayers and canticles**.

living — Lowercase: *living Lord, living Word, living God.*

Lord — See **God**. Also note: *Lord’s Supper, Lord’s Table, Lord’s Prayer.*

The Lutheran Church—Missouri Synod (LCMS) — The organization’s full name should always be written properly, including *The* and an em-dash, with no spaces, between the words *Church* and *Missouri*. (Also, *The Lutheran Church—Missouri Synod Foundation*.)

The Missouri Synod, the Synod and *the LCMS* are acceptable short forms for the church body’s name. (For use of the word *the* before the abbreviation, see **LCMS**.)

See also **LCMS ministries**.

Lutheran entities – Always capitalize and spell out on first reference the names of other Lutheran church bodies, organizations, and partners: *Concordia Publishing House (CPH)*, *Evangelical Lutheran Church in America (ELCA)*, *Lutheran Bible Translators (LBT)*, *Lutheran Services in America (LSA)*, etc.

Lutheran Hour, The — “*The Lutheran Hour*” when referring to the radio program, but: *the Lutheran Hour office*, *the Lutheran Hour speaker*, *the Lutheran Hour facilities*, etc.

M

Messiah — A title for Jesus; **messiahship**, **messianic**.

Muhammad — Not *Mohammed*.

Muslim — (Not *Moslem*). A follower of Islam. Avoid *Mohammedan*.

N

nativity — See **biblical events and concepts**.

P

parable

partner/sister churches — A “sister church” is a church body with which the Missouri Synod is in altar and pulpit fellowship. A “partner church,” technically speaking, is a sister church with which the Synod also has a mutually prepared and signed protocol document. (So, all partner churches are sister churches, but not all sister churches are also partner churches.) Here is a list of the Synod’s sister churches worldwide:

Evangelical Lutheran Church of Argentina
Evangelical Lutheran Church of Brazil
Lutheran Church—Canada
Evangelical Lutheran Church of the Republic of Chile
China Evangelical Lutheran Church [located in Republic of China (Taiwan)]
Evangelical Lutheran Free Church of Denmark
The Evangelical Lutheran Church of England
Evangelical Lutheran Church—Synod of France and Belgium
Independent Evangelical Lutheran Church [located in Germany]
Evangelical Lutheran Church of Ghana
Lutheran Church of Guatemala

Evangelical Lutheran Church of Haiti
The Lutheran Church—Hong Kong Synod
India Evangelical Lutheran Church
Japan Lutheran Church
Evangelical Lutheran Church in Kenya
Lutheran Church in Korea
Evangelical Lutheran Church of Latvia
Evangelical Lutheran Church of Lithuania
Lutheran Synod of Mexico
The Lutheran Church of Nigeria
Gutnius Lutheran Church [located in Papua New Guinea]
Evangelical Lutheran Church of Paraguay
The Lutheran Church in the Philippines
Evangelical Lutheran Church of Ingria in Russia
Free Evangelical Lutheran Synod in South Africa
Lutheran Church in Southern Africa
Lanka Lutheran Church [located in Sri Lanka]
Lutheran Church of Venezuela

passion — See **biblical events and concepts**.

pastor — May be used as a title for a clergyman, but should be limited to ministers who lead congregations. See **titles**.

periodicals — The two official periodicals of The Lutheran Church—Missouri Synod are *The Lutheran Witness* (include “*The*”) and *Reporter* (no “*the*”).

petition — Capitalize references to individual petitions of the Lord’s Prayer: *First Petition*. Otherwise, lowercase.

Pharaoh

Pharisee — A member of the ancient Jewish sect that emphasized strict observance of Mosaic law.

prayers and canticles — Capitalize the names of specific prayers and canticles: *the Gloria Patri*, *the Nunc Dimittis*. See also **liturgical terms**.

Promised Land — But *land of promise*.

prophet — Lowercase when referring to a specific prophet: *the prophet Isaiah*.

Psalms — Capitalize when referring to the Old Testament book or a specific psalm: *The Book of Psalms, Psalm 8*. Lowercase when used as a general term: *this psalm*.

R

rabbinical — Of, relating to, or characteristic of rabbis or their teachings, learning, writings, or language.

Recognized Service Organization (RSO) — For a listing of RSOs, see the *Lutheran Annual*.

Reformation — Capitalize when referring to *the Protestant Reformation* of the 16th century. Otherwise, lowercase.

reverend — See **titles**.

S

sacramental

Sacraments — Capitalize *Baptism* when the Sacrament is meant; also *Sacrament of Baptism, Sacrament of Holy Baptism, or Holy Baptism*; also *my Baptism, Jesus' Baptism, John's baptism* (referring to John the Baptist)..

Capitalize *Communion* when the Sacrament is meant; also *Holy Communion, the Sacrament of Holy Communion, or the Lord's Supper; Communion hymns, liturgy*. Lowercase *communion* when used as a general term: *The fellowship of believers is a sacred communion*.

Uppercase *Sacrament* when used as a synonym for Holy Communion or as part of a title (the *Sacrament of Holy Communion*). Lowercase *sacrament* as follows: the Roman Catholic Church recognizes seven *sacraments*; Communion is a *sacrament*.

Sadducee — A member of a Jewish sect of the second century B.C. through the first century A.D. that retained the older interpretation of the written Mosaic law against the oral tradition and denied the resurrection of the dead.

Satan – Capitalize *Satan* and other proper names for him (*Lucifer, Beelzebub, Belial*). But do not capitalize the nouns *devil* and *demon* or the adjective *satanic*.

Lowercase *of* constructions referring to Satan (*prince of darkness, prince of demons, prince of devils*).

school — Lowercase *school* unless it is part of a proper name: *day school, Sunday school, vacation Bible school, St. Paul’s Lutheran School*. Note: *preschool* is a single, nonhyphenated word.

For the names of elementary, middle, and secondary schools, consult *The Lutheran Annual* or the Synod Web site, *www.lcms.org*.

Scripture(s) — Capitalize when referring to *the Bible*. Also *Holy Scriptures*. Lowercase when used as a general term for religious writings: *Buddhist scriptures*. See **Bible**.

scriptural

Son — Capitalize when referring to the second person of the Trinity: *Son of God, Son of man, Son of Mary*.

spacing — Use one space between sentences, not two.

Spirit — *God’s Spirit, Spirit of the Lord, Spirit of God, Holy Spirit*.

Synod — Capitalize when referring to the LCMS: *the Synod convention* (always precede “Synod” with “the”); But lowercase **synodical, synodically, synodwide**.

T

tabernacle

temple — The place of worship in ancient Jerusalem.

titles — ABBREVIATED TITLES: Use *Rev.* or *Dr.* (not both) before a clergyman’s full name (when not in a direct quotation). Do not use *the* before *Rev.* Use only the last name (no title) on second reference. See **pastor**.

FORMAL TITLES: In general, confine capitalization to formal titles used directly before an individual’s name: *LCMS President Gerald Kieschnick*. Lowercase titles when they are used after an individual’s name (*Dr. Gerald Kieschnick, LCMS president; Rev. Matthew Harrison, executive director of LCMS World Relief/Human Care*).

Do not capitalize *director of Christian education, director of Christian outreach, deaconess, etc.*, unless used before a name: *Jim is a director of Christian education, but Jim is a DCE. He came for a visit along with Director of Christian Outreach John Schmidt and Deaconess Jane Carr*.

transfiguration — See **biblical events and concepts**.

Trinitarian

Trinity — Capitalize references to *Trinity* and the three persons of the Trinity: *Father*, *Son*, and *Holy Spirit* (preferred to *Holy Ghost*). See **God**, and **Jesus Christ**, and **Son**.

triune God

U

unique — This rule is missing from the *AP Stylebook*, but should be observed: The adjective *unique* means *only one*.

V

verse — Abbreviate *v.* or *vv.* in parenthetical references. Never use *vs.*, which is the abbreviation for *versus*.

Vespers — Do not use *Vesper Service*. See also **liturgical terms**.

Virgin Mary

W

Word — Capitalize *word* when referring to Christ, the Bible, or the whole of God's revelation to his people. Otherwise, lowercase.

Worker Benefit Plans

worship book — *Lutheran Service Book*, *Lutheran Worship* and *The Lutheran Hymnal* are more appropriately called worship books rather than hymnals, because they contain liturgical materials in addition to hymns. *Joyful Sounds* is a hymnal.