

## MEMORANDUM

**TO:** Retired Rostered Leaders of the Synod, Lay Members of Synod Council, Synod Staff

**FROM:** Joanne Carlson, Assistant to the Bishop for Global Vision and Events –  
Phone: 267-323-3759 or Email: jcarlson@sepa.org

**SUBJECT:** Registration material and details for Synod Assembly, May 7-8, 2010

**DATE:** Friday, January 15, 2010

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The Twenty Third Annual Assembly of the Southeastern Pennsylvania Synod, Evangelical Lutheran Church in America, will be held at the Franconia Mennonite Church, 613 Harleysville Pike (Route 113), Telford, PA

Friday, May 7, 2010                    Registration begins at 8:30 a.m. Program begins at 9:30 a.m. The day will conclude by approximately 8:30 p.m.

Saturday, May 8, 2010                Assembly resumes at 9:30 a.m. The day is planned to conclude by 4:00 p.m.

This mailing includes: 1) Registration Form, 2) Hotel Reservation Form, 3) Reference and Counsel Information, 4) Availability of Retired Rostered Leaders Form.

A packet including Assembly reports and directions will be sent approximately two weeks prior to the Assembly.

### PLEASE NOTE:

1. While the synod gladly offers to cover costs, some of you have indicated an ability and willingness to pay some or all your expenses. If you so choose you may enclose a check for the appropriate amount.
2. If you need overnight accommodations for Friday evening I will make that reservation for you (Synod Staff – please indicate on the form if the room is also needed for Thursday night):
  - a) Fill out the enclosed Hotel Reservation form (yellow paper);
  - b) Send Hotel Reservation form along with Assembly Registration Form to:  
Ginny Bailey, Assembly Registrar  
Wiedemann Center  
7241 Germantown Avenue  
Philadelphia, PA 19119
  - c) Forms must reach the synod office as soon as possible but no later than April 9.

Over please ➡

- d) If you intend to share a room with someone other than another retired rostered person or lay synod council, please include a check for that person's expenses.
- e) **PLEASE NOTE:** You are responsible for **Saturday Breakfast**, either at the hotel or a nearby restaurant.

Please show support and care for the many persons on the synod staff and the volunteers who work so hard to make this Assembly happen. **Register as soon as possible and certainly by the deadline. THANKS!**

I look forward to welcoming you to this year's Synod Assembly, Friday and Saturday, May 7-8. If you have any questions, please email [jcarlson@sepa.org](mailto:jcarlson@sepa.org).

JC

Enclosures

**Registration related questions contact:**

**Ginny Bailey, Registrar**

**267-323-3749 or [gbailey@sepa.org](mailto:gbailey@sepa.org)**

**All other questions contact:**

**Joanne Carlson**

**267-323-3759 or [jcarlson@sepa.org](mailto:jcarlson@sepa.org)**

**REMEMBER  
YOUR FORMS MUST REACH  
THE SYNOD OFFICE BY  
APRIL 9**