

## MEMORANDUM

**TO:** Non-Retired Rostered Leaders of the Synod, Interim Pastors, Chief Executives of Synod-related Social Ministry Organizations, Agencies and Institutions, Committee Chairpersons

**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 Forms, 2) Hotel Reservation Form, 3) Voting Member Allocation Information, 4) Financial Assistance Request Form, 5) Reference and Counsel Information, 6) Reminder about Youth/Young Adult voting members, 7) Assembly Page Application.

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

### PLEASE NOTE:

1. All non-retired pastors, associates in ministry, deaconesses and diaconal ministers under call are voting members and are expected to attend the assembly. If you cannot attend, it is your responsibility to communicate with the bishop and provide an excused absence reason.
2. The lay voting member allocation information for all congregations is located on the pink sheet that accompanies this mailing.

Over please ➡

3. PLEASE NOTE: All registrants must sign at the bottom of the registration form. In addition, the pastor (or interim pastor) must sign (bottom left of the form) for all lay voting members. *All information must be completed, including signatures as indicated, and forms should be mailed (not faxed or sent electronically).* Forms received without signatures, missing information and/or check will be returned for completion.
  
4. PLEASE TAKE SPECIAL NOTE OF THE FOLLOWING REGARDING HOTEL RESERVATIONS:
  - a) You are responsible for making your hotel reservation according to the directions on the enclosed GOLDENROD sheet.
  - b) **HOTEL RESERVATIONS SHOULD BE COMPLETED BY APRIL 9.**
  - c) **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.

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)**

**ASSEMBLY REGISTRATION**

**DEADLINES:**

**EARLY BIRD MARCH 19**

**FINAL APRIL 9**