

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 8-9, 2009

DATE: Thursday, January 29, 2009

The Twenty Second 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 8, 2009 | <u>Registration</u> begins at <u>8:30 a.m.</u> Program begins at 9:30 a.m. The day will conclude by approximately 8:30 p.m. |
| Saturday, May 9, 2009 | 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) Youth/Young Adult Announcement, 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 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). Forms received without signatures 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 3.**
 - 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 8-9.

JC
Enclosures

Registration related questions contact:

Ginny Bailey, Registrar

267-323-3749 or gbailey@sepa.org

All other questions contact:

Joanne Carlson

267-323-3759 or jcarlson@sepa.org

ASSEMBLY REGISTRATION

DEADLINES:

EARLY BIRD MARCH 13

FINAL APRIL 3

REGISTRATION FORM FOR VOTING MEMBERS & VISITORS

TWENTY SECOND ANNUAL ASSEMBLY OF THE SOUTHEASTERN PENNSYLVANIA SYNOD
EVANGELICAL LUTHERAN CHURCH IN AMERICA

MAY 8-9, 2009 FRANCONIA MENNONITE CHURCH, TELFORD, PA

Please print your name, mailing address, telephone number here ↓

| | |
|---|----------------------|
| (Name) | |
| (Address) | |
| (City/State/Zip Code) | |
| (Phone: Day/Night) | |
| (Email Address) | |
| (Congregation/Location) | |
| Emergency Contact Information (REQUIRED) | |
| Name: | Phone Number: |
| | () |

✓ I wish to be excused from the
May 8-9, 2009 Synod Assembly.
I have attached a written request to
the bishop indicating my reasons for
the request.

Signature of Rostered Leader

**MARCH 13 EARLY BIRD
APRIL 3 FINAL**

REGISTRATION STATUS (✓ check only one)

Voting: Rostered Leader

- Clergy
- A.I. M.
- Deaconess
- Diaconal Minister

Voting: Retired Rostered Leader

- Clergy
- A.I. M.
- Deaconess

Voting: Lay Member

- Female
- Male
- Synod Council
- Youth/Young Adult

Non Voting

- Rostered (Retired)
- Visitor/Guest

Ethnicity: _____

Primary Language _____

If you are a lay voting member, your
Pastor must sign below:

PASTOR

Make all checks payable to: SOUTHEASTERN PENNSYLVANIA SYNOD
c/o Ginny Bailey, Synod Assembly Registrar, Southeastern Pennsylvania Synod,
7241 Germantown Avenue, Philadelphia, PA 19119.

Early Bird Registration by March 13th \$100
After March 13th \$135 **FINAL DEADLINE APRIL 3**

This fee is inclusive of all meals and food service (with the exception of Saturday
breakfast for those staying overnight) and all Assembly material and services.

Total Amount Remitted \$ _____ Check No. _____

Please send all checks and registration forms for the same congregation at the same
time.

Registration questions: Call Ginny Bailey, Registrar 267-323-3749 or email
gbailey@sepa.org

Check this box if you are willing to serve on a assembly committee
(Reference and Counsel, Elections, Pages)

If you will have dietary requirements, special needs and/or Medical issues
we should be aware of in case of an emergency please list them here:

Registrant Signature Required

Date

FORMS WITHOUT REQUIRED SIGNATURES WILL BE RETURNED

**REGISTRATION DEADLINES:
MARCH 13 EARLY BIRD
APRIL 3 FINAL**

ANNOUNCEMENT!



THEREFORE, BE IT RESOLVED that in addition to the voting members to Synod Assemblies established by the constitutional provisions, **each congregation may send as one additional voting member a confirmed youth/young adult up to the age of 25 who is a voting member of their congregation;**

(From a resolution passed by the 2008 Synod Assembly)

Young people are the church of today and their voices are important and needed at all levels of leadership. We are hoping that every congregation takes advantage of this new opportunity to lift up young leaders in your congregation to serve as a part of your voting member team for the 2009 SEPA Synod Assembly.

This new voting member position is for a youth or young adult who has been confirmed and is a voting member of your congregation. They must be 25 years or younger upon registration for the assembly. While this new position is specifically for someone 25 and under, congregations may choose to send more youth/young adult voting members in their regular voting member positions.

In order to encourage these new voting members in their very important work at assembly, plans are in the works to provide mentoring, support and fellowship. Some of these plans include:

- Matching groups youth/young adult voting members up with a Synod Council member who will communicate with them via email in the weeks leading up to the assembly. This electronic mentor will be able to answer questions, provide helpful tips as these voting members prepare for assembly and be one of the initial connections to assembly outside of the youth/young adult's congregation
- On the Friday of assembly, space will be provided for youth/young adult voting members to gather over dinner to debrief the assembly so far, ask questions, mingle with others, meet their electronic mentor face to face and reflect on their experience so far.
- All youth/young adult voting members are invited to spend Friday night of assembly at Advent Lutheran Church in Harleysville (5 minutes from where Synod Assembly is held). The synod will provide transportation to and from the church as well as activities at the church, snacks and breakfast in the morning. There will be a separate sign up for the overnight sent to registered voting members in the spring.

Start recruiting a youth/young adult voting member now! Feel free to contact Molly Beck Dean, Youth Ministry Specialist, with any questions – mbeck@sepa.org.

**TWENTY SECOND ANNUAL ASSEMBLY
SOUTHEASTERN PENNSYLVANIA SYNOD, ELCA
May 8-9, 2009, Franconia Mennonite Church, Telford, PA**

ASSEMBLY PAGES NEEDED

THE ASSEMBLY

In May, members of Lutheran churches from all over the Southeastern Pennsylvania Synod will travel to Franconia Mennonite Church, Telford, PA to conduct the business of the synod.
YOU can be there as an Assembly Page.

WHAT PAGES DO

- * Pages to the Assembly distribute ballots, materials, etc. ... help as needed.
- * Watch the Assembly in session.
- * Meet people from all over the synod.
- * Learn about the church.

HOW TO BECOME AN ASSEMBLY PAGE

There are some qualifications which must be met by each individual who is interested in serving as a Page. Pages must:

1. Be 9th grade through adult;
2. have the physical stamina and ability to move fairly quickly throughout the Assembly hall during the time of the general sessions;
3. arrive at the Assembly site by 8:00 a.m., Friday, May 8 and plan to stay until approximately 8:30 p.m. (meals will be provided);
4. arrive at the Assembly site by 8:45 a.m., Saturday, May 9 and plan to stay until approximately 4:00 p.m. (meals will be provided); and
5. have an interest in the church and how it works.
6. attend a training session prior to the Assembly – date to be determined.

If you meet these qualifications please fill out this form and send to the address listed below.
Please note: a voting member of the Assembly may not serve as a Page.

| | |
|---------------------------------------|--|
| Name | |
| Address | |
| Phone Number | |
| Email | |
| Emergency Contact and Phone Number | |
| Church and Location | |

Please check this box if you are under the age of 18.

MAIL BY APRIL 3 TO: Ginny Bailey
Southeastern Pennsylvania Synod
7241 Germantown Avenue
Philadelphia, PA 19119

For further information contact Ginny Bailey at 267-323-3749 or by email at gbailey@sepa.org

**TWENTY SECOND ANNUAL ASSEMBLY
SOUTHEASTERN PENNSYLVANIA SYNOD, ELCA
MAY 8-9, 2009**

ASSISTING WITH THE COSTS

It is recognized that some smaller congregations with limited resources may have difficulty in meeting the costs for all their voting members. The synod will attempt to provide funds to assist with costs for lay members.

Congregations needing assistance should apply early, using the form below. Unless otherwise negotiated, assistance will be by reimbursement to the congregation following the assembly.

Congregations who are in a position of making a contribution to defray these costs should send the contribution to my attention (payable to the synod).

Thank you for your cooperation in ensuring that all congregations have a full complement of voting members in attendance. If you have any questions, please contact me at 267-323-3759 or jcarlson@sepa.org.

Joanne Carlson
Assistant to the Bishop for Global Vision and Events

REQUEST FOR ASSISTANCE IN MEETING VOTING MEMBER EXPENSE

We are allocated and expect to send _____ lay voting members to Assembly.

We request \$ _____ to assist in meeting the expenses of **lay voting members**.

CHURCH NAME: _____

ADDRESS: _____

CHURCH CITY: _____

CHURCH STATE: _____ ZIP: _____ PHONE: _____

DATE: _____ SIGNED: _____

(Pastor or Interim Pastor)

Please return this request with registration forms. The deadline is April 3, 2009. However, funds will be available on a first-come, first-serve basis. Subsidy will be mailed within two weeks after the Assembly.

Hotel Reservations – Deadline April 3, 2009

The Assembly Hotel Is

**The Inn at Towamencin
1750 Sunneytown Pike
Kulpsville, PA**

(just off the Lansdale Exit of the Northeast Extension
of the turnpike and approximately 6 miles from
Franconia Mennonite Church, the Assembly site)

**To make reservations call:
1-800-277-3615**

Specify that you are making a reservation for the night of
Friday, May 8 for the group listed as:

**SEPA Synod
Rate \$85 plus 8% tax - \$91.80 per room**

You will need to either give a credit card number or
send a check to guarantee the reservation
and hold it for late evening arrival.

**NOTICE OF LAY VOTING MEMBER ALLOCATION
ANNUAL MEETING OF THE SYNOD ASSEMBLY
May 8-9, 2009**

According to the Synod Constitution, the Synod Assembly shall include “a minimum of two lay members elected by each congregation related to the synod, one of whom shall be male and one of whom shall be female.” (S7.21c) In addition, the Synod Council is charged by the constitution to “establish a formula to provide additional lay representatives from congregations on the basis of number of members in the congregation.” (S7.21c)

This year, “in addition to the voting members to Synod Assemblies established by the constitutional provisions, each congregation may send as one additional voting member a confirmed youth/young adult up to the age of 25 who is a voting member of their congregation.” (from a resolution passed by the 2008 Synod Assembly)

The following congregations with more than 2,000 baptized members (2007 statistics) are allocated two additional lay voting members (total four); *Calvary, West Chester; Trinity, Lansdale.*

The following congregations with more than 800 but less than 2,000 baptized members (2006 statistics) are allocated one additional lay voting member (total three):

| | |
|--------------------------------------|--|
| <i>Augustus, Trappe</i> | <i>St. Luke, Devon</i> |
| <i>Christ, Kulpsville</i> | <i>St. Matthew, Chester Springs</i> |
| <i>Christ, Oreland</i> | <i>St. Matthew, Perkasio (Keller's Church)</i> |
| <i>Emmanuel, Pottstown</i> | <i>St. Matthew, Springfield</i> |
| <i>Gloria Dei, Huntingdon Valley</i> | <i>St. Michael, Unionville</i> |
| <i>Good Shepherd, Southampton</i> | <i>St. Paul, Doylestown</i> |
| <i>God's Love, Newtown</i> | <i>St. Paul, Exton</i> |
| <i>Grace, Royersford</i> | <i>St. Paul, Glenside</i> |
| <i>Holy Trinity, Abington</i> | <i>St. Paul, Philadelphia</i> |
| <i>Little Zion, Telford</i> | <i>St. Paul, Pottstown</i> |
| <i>New Hanover, Gilbertsville</i> | <i>St. Paul, Red Hill</i> |
| <i>St. Andrew, Audubon</i> | <i>St. Peter, North Wales</i> |
| <i>St. Andrew, Perkasio</i> | <i>St. Peter, Pottstown</i> |
| <i>St. James, Philadelphia</i> | <i>St. Stephen, Feasterville</i> |
| <i>St. John, Center Square</i> | <i>Trinity, Perkasio</i> |
| <i>St. John, Phoenixville</i> | <i>Trinity, Quakertown</i> |
| <i>St. John, Sumnertown</i> | <i>Upper Dublin, Ambler</i> |

The following bi-lingual congregations are allocated an additional lay voting member (total three): *New Creation, Philadelphia; Tabor, Philadelphia; St. Petri-Hope, Philadelphia; Old Zion, Philadelphia; Immanuel, Philadelphia (Somerton).*

The following congregations with significant numbers of baptized persons of color and/or persons whose primary language is other than English are allocated an additional lay voting member (total three): *Calvary, Philadelphia (West); Christ, Philadelphia (30th & Diamond); Emanuel, Philadelphia; Grace, Philadelphia (West); Immanuel, Philadelphia (West); Mediator, Philadelphia; Reformation, Philadelphia; Spirit and Truth, Yeadon; St. Mark, Philadelphia; St. Michael, Philadelphia (Germantown); St. Peter, Philadelphia (West Oak Lane); Tabernacle, Philadelphia; Trinity, Philadelphia (Germantown).*

Other congregations not listed above all reported less than 800 baptized members and do not have significant numbers of members who are persons of color or whose primary language is other than English (2006 statistics). These congregations are allocated two (2) lay voting members, one male and one female.

.0MEMORANDUM

TO: SOUTHEASTERN PENNSYLVANIA SYNOD ASSEMBLY VOTING MEMBERS
FROM: Committee on Reference and Counsel
SUBJECT: Understanding the Purpose and Function of Reference and Counsel

A. THE PURPOSE OF REFERENCE AND COUNSEL

1. To assist the Synod Assembly in dealing with material that does not come to the assembly through regular reports, committees, agencies, Synod Council, etc.
2. To prepare responses so that memorials and resolutions are handled in an appropriate way by the church in light of its constitution, organization, and previous history.
3. In response to memorials and resolutions, Reference and Counsel may exercise one of the following options as it deems appropriate:
 - (a) Recommend adoption.
 - (b) Offer a substitute.
 - (c) Recommend that the proposed matter not be adopted.
 - (d) Refer the matter to appropriate committees, boards, agencies, etc. for further consideration.
 - (e) Offer a synodical or Church minute of previous action as a response.
 - (f) Commend the resolution.
 - (g) Recommend no action.
 - (h) Recommend or reject the distribution of materials.

B. LANGUAGE OF RESOLUTIONS AND MEMORIALS

1. Normally, the "Whereas" clause(s) describe the issue, concern, problem, or basis of the resolution. "Whereas" material is not acted upon by the Assembly.
2. "Resolved" clause(s) point to proposed solutions and define requested action. "Resolved" clauses should be clearly defined. What should be done? To whom should the request for action be addressed? What the action may cost and how it is to be funded? When the action should be done? To whom the results should be reported?
3. It is important to understand that a resolution of a Synod Council can not direct the Church Council to take a specific action. Likewise, a memorial from a Synod Assembly can not order that the Churchwide Assembly vote in a particular way. A memorial, by definition, is a petition appealing for action.
4. Basically, the best resolutions and memorials are simple and direct. They contain a minimum of adjectives and adverbs. They avoid inflammatory words and generalized statements. They clearly and accurately state facts. They are built on straightforward nouns and verbs.
5. Good resolutions and memorials say, in essence, "please, this is why we think this is important and this is the action that we believe should be undertaken."

C. COMMUNICATIONS FROM SYNODS TO THE ELCA

1. Synod Assemblies address the Churchwide Assembly through Memorials.
2. Synod Councils address the ELCA Church Council through Resolutions.
3. Synod Councils address churchwide units through the ELCA Church Council's Executive Committee, including forwarding actions of the Synod Assembly.
4. Resolutions follow a more direct route than memorials, which must go to the Churchwide Assembly, and await the assembly's response. Memorials should be reserved, insofar as possible, for broader policy issues that belong in the Church Assembly. By contrast, resolutions may receive more immediate attention.

NOTE: The synod in Assembly may address the synodical organization or civil authorities directly and through the Synod Council and Bishop.

D. REMEMBER...

...The Synod Assembly is a democratic process involving approximately 600 voting members.

RESOLUTIONS/MEMORIALS FOR REFERENCE AND COUNSEL
SOUTHEASTERN PENNSYLVANIA SYNOD, ELCA
2009 MEETING OF THE SYNOD ASSEMBLY

| | NAME | CONGREGATION/LOCATION |
|---|-------------|------------------------------|
| Names of Person(s) or Group submitting resolution/memorial (please include name of congregational membership) | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|------------------------|--|--------------|
| CONTACT PERSON: | | |
| ADDRESS: | | |
| EMAIL ADDRESS: | | |
| TELEPHONE: | | DATE: |

INSTRUCTIONS:

1. Please type or print legibly.
2. All background material should be listed prior to the resolution/memorial. Such information should begin with *"Whereas"*.
3. The resolution/memorial should follow the *"Whereas"* clause, beginning with, *"Therefore, be it resolved..."*.
4. Please keep a copy of the resolution/memorial for your reference.
5. Attach the resolution/memorial to this cover form and submit it by April 3 to:
 Committee on Reference & Counsel
 Southeastern Pennsylvania Synod
 7241 Germantown Avenue
 Philadelphia, PA 19119
6. Contact Joanne Carlson (267-323-3759 or jcarlson@sepa.org) with any questions.

PLEASE NOTE: All resolutions/memorials must be received by the committee by April 3 in order to guarantee consideration by the Assembly!