

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 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 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 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 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
Southeastern PA Synod
7241 Germantown Avenue
Philadelphia, PA 19119
 - c) Forms must reach the synod office as soon as possible but no later than April 3.

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 8-9. If you have any questions, please email jcarlson@sepa.org.

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

**REMEMBER
YOUR FORMS MUST REACH
THE SYNOD OFFICE BY
APRIL 3**

SOUTHEASTERN PENNSYLVANIA SYNOD
Evangelical Lutheran Church in America

Synod Assembly May 8-9, 2009

**Hotel Reservation Form for Staff, Retired Rostered Leaders,
Lay Members of Synod Council (not serving as a
congregational voting member)**

**The Inn at Towamencin, Kulpsville, PA
(approximately 6 miles from Assembly site)**

Name _____

Address _____

Telephone _____

- I prefer a single room.
- I prefer to share a room with _____. If sharing a room with someone who is NOT a retired rostered person, lay member of synod council or staff please include a check for \$46.00 to cover that person's costs.
- I would like to share a room but would like you to assign a roommate.
- I would like a smoking room.
- Synod Staff** – Check this box if the room is also needed for Thursday night.

Directions will be sent to you prior to the Assembly. If you have any questions please contact Ginny Bailey at 267-323-3749 or gbailey@sepa.org.

Please complete this form as well as your
Assembly Registration Form and return both to:

Ginny Bailey, Assembly Registrar
Southeastern Pennsylvania Synod
7241 Germantown Avenue
Philadelphia, PA 19119

**PLEASE RETURN AS SOON AS POSSIBLE BUT
NOT LATER THAN APRIL 3**

SOUTHEASTERN PENNSYLVANIA SYNOD
Evangelical Lutheran Church in America

AVAILABILITY OF RETIRED ROSTERED LEADERS

NAME: _____

- I prefer to be a voting member at the Synod Assembly
- I prefer to be a member with voice at the Synod Assembly
- I am willing and available to serve in the synod in the following ways:
 - Regular Sunday supply preaching in congregations with pastoral vacancy
 - Supply preaching on other occasions such as Lenten Services in congregations with pastoral vacancy.
 - Supply preaching for synod pastors at their requests
 - As a member of a committee of the synod or board of one of its affiliated institutions. (Please note any specific interest.)
 - As a deputy of the bishop to preside at congregational meetings for the election of a pastor.
 - Other (please specify your preference)_____

