



Pacifica Synod - ELCA

Office of the Bishop - Lutheran Center For Mission & Learning



REGISTRATION INFORMATION

PACIFICA SYNOD ASSEMBLY

MAY 21-23, 2009

The 22nd ANNUAL SYNOD ASSEMBLY theme is “Compassionate God, Use Our Hands.” It will be held at the Riverside Convention Center where onsite registration starts at 1 p.m. Thursday, May 21, and concludes Saturday, May 23 after closing worship.

A registration worksheet is available for download on the synod website. We ask that you read carefully all of the information contained in this mailing and keep it for reference when you are filling out your online registration. *Please provide a copy of this letter to each assembly Voting Member. Online registration is now open and you may pay by check or PayPal. The pre-assembly notebook will be made available in PDF format for download on the Pacifica Synod website. Registrants will be notified by e-mail when the report is available for download. If you prefer, the synod office will provide a copy upon request, it will be mailed to you for a charge of \$20 per notebook.*

ELECTED VOTING MEMBERS

The requirements for Voting Members for the Assembly are described in the synod constitution, chapter 7. Congregation Voting Member allocations are posted on the synod website.

Congregations should elect alternates of the same gender for each Lay Assembly Voting Member elected. Then, if an elected voting member must be absent, you will have a qualified replacement. You need not register your alternates in advance.

REGISTRATION INFORMATION

The minimum registration fee for a congregation is \$425. Everyone registered for the assembly will receive a name badge. *A name badge is required to attend all general sessions and workshops.* The pre-assembly report will be available for download at www.pacificasynod.org. You may order a printed copy to be mailed by the synod office for a fee of \$20. Visitors are welcome to attend the assembly but will not have voting privileges.

If your congregation has an *Interim Pastor* at the time of assembly, that pastor may attend. However, an interim pastor is *not a voting member* unless they have privilege of vote by reason of synod call or are an elected retired clergy voting member.

It is assumed that each congregation will send its full number of elected representatives. However, the minimum assembly fee is due from each congregation even if only partial representation or no representation is present. Congregations and/or Voting Members will be responsible for cost of travel, hotel accommodations and other items.

Registration Fee Reduction

Small and struggling congregations, where the registration fee would pose a significant burden, are invited to request a registration fee reduction. This request must be in writing and received at the synod office no later than *March 15*. Due to the fact that we are working with a limited budget, it is absolutely imperative that all requests for registration subsidy be received by *March 15* in order to be considered. If you have received a registration fee reduction in previous years, you must renew that request annually in writing.

ASSEMBLY REGISTRATION WORKSHEET

An assembly registration worksheet is attached. The worksheet is available for download at www.pacificasynod.org. Please use one worksheet per registrant. Use the information on this worksheet to fill out your online registration. Be sure to select “Add Registration” for each person to be registered before proceeding to “Checkout.”

HOTEL RESERVATIONS

The 2009 Pacifica Synod Assembly will be held at the Riverside Convention Center, 3443 Orange Street, Riverside, CA 92501. The host hotel is the Riverside Marriott, 3400 Market Street, Riverside, CA 92501. All Voting Members are responsible for making their own hotel reservations. *You must specify that you are with the Pacifica Synod of the ELCA and have your reservations in by May 6 in order to receive the special rate of \$109 per room.* Space is limited and room availability cannot be guaranteed after May 6. Online registration is preferred; follow the link on the synod website. You may also call the hotel directly at 951.784.8000

QUESTIONS?

Please read this information carefully and keep it for future reference. *Please provide a copy of these instructions to each of your Voting Members.* You may direct any other questions about registration, fees or general information to Pam or Helga at the synod office 714.692.2791.