

REGISTRATION INFORMATION

PACIFICA SYNOD ASSEMBLY

May 10-11, 2019



Online Registration for the 2019 Pacifica Synod Assembly opens **MARCH 1**.

Please download the attached registration form and fill out one copy per voting member before proceeding to the registration website. **It is VERY important to get ALL the information needed for each person you are registering.** Find the assembly webpage at www.pacificasynod.org, found under the “News & Events” tab. Click the 32nd Annual Synod Assembly from the drop-down menu to find the assembly registration link and other information. Please note: Hotel reservations must be made on your own.

FOR CONGREGATIONS: In January, your congregation was mailed an invoice for the Synod Assembly congregational registration fees. The invoice noted the number of voting members assigned to your congregation.

If your congregation **PAID** this invoice before March 1, your online registration may be completed without any payment due. If you have been assigned more than 3 voting members, additional voting member fees will be due at the time of registration if they weren't paid with your early registration fees. Contact Terri Robertson in the synod office if you're not sure.

1. Go online and input the information gathered on the Registration Form (one per person).
2. Check —“**YES - our congregation has prepaid assembly congregation fee**” - Skip to additional items for more options or checkout. Be sure that any additional voting members have been paid for.
3. You may purchase additional items at this time and pay for them at checkout with a credit card or mail in a check. Remember—voting member fees **already include** the Friday box lunch.
4. Choose your payment method—credit card or mail in a check—if you have no balance due, choose “Mail in check.”
5. Click on the “Submit Registration” button.

If your congregation **DID NOT** pay this invoice by March 1, the discounted rate no longer applies.

1. Go online and input the information gathered on the Registration Form (one per person).
2. Check —“**NO - prepayment was NOT made**”. Go to the next REGISTRATION FEE section to choose options.
3. Choosing a registration fee:
 - For a congregation with 3 voting members or less—choose “Congregation Fee (One per congregation -Includes 1 clergy & 2 Lay VM),” when registering the first person (usually your pastor or called interim). Choose “Voting Member included in Congregation fee already paid” for your other voting members.
 - For a congregation with more than 3 voting members—choose “Congregation Fee (One per congregation - Includes 1 clergy & 2 Lay VM)” when registering the first person (usually your pastor). Choose “Voting Member included in Congregation fee already paid.” Do the same for two lay voting members. THEN choose “Voting Member (Additional VM, or Specialized Ministry, or Synod Council)” for each additional voting member.
4. You may purchase additional items at this time: Remember—voting member fees **already include** Friday's box lunch.
5. Choose your payment method—credit card or mail in a check.
6. Click on the “Submit Registration” button.

FOR INDIVIDUALS:

1. Go online and input the information gathered on the Registration Form (one per person).
2. Choose a registration fee category.
3. You may purchase additional items at this time.
4. Choose your payment method—credit card or mail in a check.
5. Click on the “Submit Registration” button.

ASSEMBLY REGISTRATION DEADLINE IS APRIL 26
DEADLINES FOR GROUP HOTEL RATES VARY BY HOTEL (SEE WEBSITE)

Select One Registration Fee per person

Registration Fee includes admission to all business sessions and presentations and a name badge.

VOTING MEMBER FEE SECTION:

YES - our congregation has prepaid assembly congregation fee - Skip to [Additional Items](#) for more options. Please be sure your congregation has paid for ALL voting members.

NO - prepayment was NOT made. Go to the next [Registration Fee](#) section to choose options

Registration Fee for Voting Members: **Includes Friday Boxed Lunch**

	Fee	Quantity	Total
Congregation Fee for 3 Voting Members (Pay one time per congregation –For 1 Clergy & 2 Lay VM) Includes 3 Friday Boxed Lunches	\$550	x1	\$ _____
Voting Member included in Congregation fee	\$0	x1	\$ 0.00
Voting Member Full Communion Partner under Contract included in Congregation fee	\$0	x1	\$ 0.00
Voting Member Registration Fee (For Additional VM or Specialized Ministry) Includes 1 Friday Boxed Lunch	\$100	x1	\$ _____
Retired Elected Voting Member Registration Fee Includes 1 Friday Boxed Lunch	\$75	x1	\$ _____

NON-VOTING MEMBER FEE SECTION:

Visitor/Guest, Voice Only, Vendor, Candidate for Roster

2 Day Visitor INCLUDES Friday Boxed Lunch	\$45	x1	\$ _____
2 Day Visitor—Friday and Saturday - NO meals included	\$30	x1	\$ _____
Visitor - Friday Only - NO meals included	\$15	x1	\$ _____
Visitor - Saturday Only - NO meals included	\$15	x1	\$ _____

Scholarship Donation - In order to assist our smaller congregations with the cost of attending, we are asking those in a stronger financial position to consider making an extra contribution. Thank you!

\$ _____

Additional Items— May purchase for more than one person.

Boxed Lunch - Friday, May 10 \$15.00 x _____ \$ _____
Remember: Voting Member Fee already includes lunch

Assembly Materials \$20.00 x _____ \$ _____
I wish to have the Assembly reports & materials printed and mailed to me instead of downloading it for free. I understand that it will cost \$20 per notebook.

Assembly Worship Offering \$ _____
Offerings will be directed by the Synod Council.
You may include your offering with your registration or bring it to the assembly.

Total Fee: \$ _____

Now go to www.pacificasynod.org to register online using the information above.
Hotel reservations must be made on your own. See website for hotels offering discounts.