

Synod Assembly
“Walking Wet: Water Life”

May 5 & 6, 2018

Kalahari Resort & Convention Center
1305 Kalahari Drive - Wisconsin Dells



South-Central Synod of Wisconsin
Evangelical Lutheran Church in America
God's work. Our hands.

Early Bird Reduced Fee: Ends March 30
Hotel Room Registration Closes: April 2
Registration Closes: April 12

Your congregation is invited to be a part of the 2018 Synod Assembly! The Synod Assembly is a time to celebrate and give thanks for our partnership in Christ's mission. The assembly will include meaningful worship, fellowship and opportunities for learning and spiritual growth as well as decision-making on how we will use our resources and gifts to be partners in Jesus' work in the world.

Please read carefully the following information about the Synod Assembly. The easiest way to handle registrations is to ask each attendee to register him/herself and on the payment page, click “check to be mailed.” The congregation can then send one payment for all attendees.

However, if you choose to register your group of attendees, then reading through this information will help you to understand the information that you will be asked for before you go to the registration site to register your attendees. Please also pay attention to timelines.

Please note: You must click “FINISH” in order for your registration to be complete. If you have done it correctly, you and your attendees will each receive a confirmation email.

Registration Information

You will register on line for Synod Assembly. Online Registration Opens February 1, 2018 and Closes April 12.
<https://bit.ly/SCSWAssembly2018>

Online registration can be paid either by credit card or by sending in a check. If you register on or before March 30, you will receive a discounted rate. **Registration closes Thursday, April 12. Payments are due to the synod office by Thursday, April 19.** Please make arrangements with your bookkeepers to make these payments by the deadline.

Registration Information Needed for Each Attendee:

- 1) Title - (Mr. / Ms. / Rev. / Deacon / Other)
- 2) First & Last Name
- 3) Home Address
- 4) Email Address
- 5) Preferred Phone Number
- 6) Voting Status - Choose one (Ordained Minister Under Call, Lay Rostered Under Call, Lay Voting Member, Retired Rostered Voting As Elected by Retired Rostered, Visitor)
- 7) Gender - See formulas for gender balance on the next page of this document. (Male/Female/Other)
- 8) Age
- 9) Special Needs? Hearing Impaired? Deaf? Visually Impaired? Blind?
- 10) Meal Selection for Saturday Night Banquet: Chicken or Fish or Gluten Free or Dairy Free or Vegetarian
- 11) Volunteer Interest at Assembly - Choices are: Communion Assistant, Usher/Page, Credential Committee, Elections Committee, Resolutions Committee, A/V Camera Operator, Offering Counter, Other as Needed.
- 12) Rooming Needs - Friday & Saturday nights? Saturday night only?
- 13) Single or Shared room? If sharing, name of roommate is required. Only one person should reserve room. People sharing a room are responsible for finding a roommate and working out the shared cost on their own. The synod office will not assign roommates. Only one payment for the room should be made to the synod office.
- 14) Special Room Needs? - Bars in shower, wheelchair accessible, close to elevator?
- 15) Synod News? If they are not receiving “What Matters” and they wish to receive it, click this option.

You will be required to enter all of this information when you initially register. However, all online registrations will be sent an email and confirmation code that will allow you to modify your registration at a later date if necessary. Cancellation refunds may not be available after April 13.

Questions regarding Assembly registration may be directed to the Assembly Manager, Deacon Vicki Hanrahan at the synod office: (608) 270-0201.

Wondering if someone is registered? Go to the registration site and click on the “Attendees” tab. There, you can sort in alphabetical order by clicking on “Last Name” in the column header and it will alphabetize the list.

Payment: IMPORTANT: If you are paying by check, Please **include the name of your attendees and note “Assembly”** with your remittance so that we apply payments appropriately. Please do not mix your payment in with your mission support.

WHO IS ELIGIBLE TO REGISTER AS A VOTING MEMBER?

Congregations:

All congregations use the following formula to determine the number of lay (non-rostered) voting members they are allowed to register for the assembly. The formula has been created to meet the constitutional expectation that 60% of the voting membership of the assembly be composed of lay persons, and to achieve the goal of an equal balance of men and women.

Up to 1000 baptized members = 2 voting members (one male/one female)
1001 - 2000 baptized members = 3 voting members (one male/one female/one either)
2001 - 3000 baptized members = 4 voting members (two male/two female)
3001 - 4000 baptized members = 5 voting members (two male/two female/one either)
4001 - 5000 baptized members = 6 voting members (three male/three female)
5001 - 6000 baptized members = 7 voting members (three male/three female/one either)
6001 - 7000 baptized members = 8 voting members (four male/four female)

Youth and Young Adult Voting Members:

In addition to the aforementioned allotment of voting members, in June of 2010 the Synod Council passed a continuing resolution allowing congregations to register additional Youth and Young Adult Lay Voting Members. To be eligible for a youth or young adult voting member registration, the individual shall not have obtained the age of 30 years old at the time of registration.

Up to 175 baptized members = 1 youth or young adult voting member of either gender
176 or more baptized members = 2 youth or young adult voting members (one male/one female)

Synodically Authorized Worshiping Communities:

A Synodically Authorized Worshiping Community may register one lay voting member - any gender.

Rostered Ministers:

Clergy – All clergy under call in this synod are voting members of the synod assembly. This includes those under call to specialized ministry and under synod call. All clergy under call in the synod are expected to register for and attend the assembly. Each registered clergy has one vote at the assembly, even if they are serving more than one congregation or ministry site.

Deacons – All lay rostered ministers under call in this synod are voting members of the synod assembly and are expected to register for and attend the assembly. Each rostered lay minister has one vote at the assembly even if they are serving more than one congregation or ministry site.

Retired Rostered Ministers:

Retired Rostered Ministers may elect up to 10% of their number to be registered as voting members of the assembly. In addition, a reduced Visitor (non-voting member) rate for Retired Rostered Ministers of \$20 is offered but does not include meals or lodging.

REGISTRATION FEES: (note discounted rate on or before March 30)

Registration fees cover the cost of the program, materials and meals, unless otherwise noted.

Registration Fees for Voting Members:

Basic Registration Fee:	\$210
Discounted Rate (if paid before March 30):	\$180
Retired Rostered Minister Fee:	\$ 85

Visitor Registration:

Anyone may register as a visitor for the synod assembly. Visitors will be seated in a separate section at the assembly and do not have voice or vote.

Visitor Basic Registration Fee (includes meals):	\$180
Visitor Program Only Fee (no meals):	\$100
Visitor Saturday Banquet Only	\$ 35
Retired Rostered Minister Visitor (no meals):	\$ 20

Lodging:

Guest rooms are available at the Kalahari at a special rate of **\$112 per night** for Friday night, May 4 and Saturday night, May 5. If you need a room, you **should reserve it by April 2**. Standard Guest rooms include two queen beds and up to four people. All rooms include passes to the waterpark. Room reservations should be made upon registering online for the Assembly. Lodging for registrations made after April 2 cannot be guaranteed. Special needs can be accommodated by contacting the synod office. Please do not call the hotel directly as our contract requires a single point of contact for our group reservations.

Sharing a Room: If you are sharing a room, you will be responsible for finding a roommate and will be asked to provide the name(s) of your roommate(s) upon registering. Only one person should reserve and pay for the room if multiple parties will be sharing a room. You will be responsible for dividing the room costs between roommates on your own.

Schedule:

The full agenda for the assembly will be published in the Assembly Book, which will be made available on our synod assembly website approximately one month prior to the assembly. The assembly will begin at 8:30 a.m. on Saturday, May 5 and will conclude on Sunday late afternoon (5:00 - 6:00) (Subject to election progress). Registration opens one hour before we begin.

A Note for Congregational Leaders:

All rostered ministers under call to a congregation are expected to be in attendance at the synod assembly, so congregations will need to make arrangements for worship leadership on assembly weekend. Bishop Froiland will be providing a YouTube accessible resource that congregations can use during the sermon time for worship if they desire to do so. If you would prefer a DVD to be mailed to you, please request this from the synod office. These will be mailed to congregations in April. Prayers for congregations to use will also be provided.

Worship Offering:

An offering will be taken to be used for **Disaster Recovery for Puerto Rico**. We will be joined this year by Bishop Felipe Lozada Montanez, bishop of our partner synod, the ELCA Caribbean synod who will receive your generous contribution on behalf of those in need. It will make a difference! See the enclosed flyer for more information.

Assembly Book:

An assembly book with detailed information about the assembly will be posted on the Synod Assembly website approximately one month prior to the assembly. If you or your church do not have internet access, please contact the synod office for assistance in obtaining the assembly book. An email notification will be sent to all who registered online when the book is available.

Ingathering for Million Dollar Mission Jar Challenge

Last year at Synod Assembly, we introduced the Million Dollar Mission Jar Challenge whereby congregations were asked to encourage their members to give \$1 a day for the ELCA. This will be used toward our synod's goals to raise money for the Campaign for the ELCA. There will be no health kit in gathering this year. Instead, we are asking congregations to focus their generosity toward this challenge. See the enclosed information to help you roll out this initiative in your congregation.

Nominations: Due February 16

You may complete a Nomination Recommendation Form. This process is for all positions EXCEPT that of Bishop. Position descriptions and a fillable .pdf nomination form can be found on the synod website: <https://bit.ly/SCSWNominations2018>. Please also note that in addition to the information to be filled out on the form, a photograph of each person is also requested. While we prefer that nominations be submitted in this manner, if you are unable to fill out the form online, you may print the form, fill it out and mail it to the synod office, by February 16, using the address provided on the last page of this information. A sample of the nomination form is included in this mailing. (Please note that this nomination form is for all open positions EXCEPT for the position of Bishop. There is a separate process for the election of the Bishop being handled by the Bishop Election Task Force. See bishop election task force website: <https://scswbishopelection.org/>)

Instructions for Filling Out Nomination Forms Online:

- **Download** the .pdf file to your computer.
- Open the downloaded .pdf file in Adobe Reader or Adobe Acrobat.
- Type your responses in the available fields & **save the file** with a new name.
- When you are finished, click **submit form**.
- A screen will pop up asking if you use a desktop program (ex: outlook) or internet email (email you access through your web browser.)
 - * If you use a desktop program an email will pop up with the saved .pdf attached. Attach a photo & click send.
 - * If you use a web browser, you will have to manually start an email, attach the .pdf file you saved earlier as well as a photo & send it to: rondaz@scsw-elca.org.
- You will receive an email confirmation that we have received your nomination. If you don't receive this within one week, please contact Robyn Zimmerman at robynz@scsw-elca.org or call her at 608-270-0201.
- If you prefer, you may print the file and mail to the synod office at: South-Central Synod of Wisconsin, 6401 Odana Road, Suite 20, Madison, WI 53719.

Questions?

If you have any questions regarding registration for the Synod Assembly, please contact Synod Communicator and Event Manager, Deacon Vicki Hanrahan, at the synod office and she will be happy to help you.

Synod office address: South-Central Synod of Wisconsin, ELCA

6401 Odana Road
Suite 20
Madison, WI 53719

Synod Office Phone: (608) 270-0201