

Synod Assembly 2019
“Building Beloved Community:
Strengthening Our Souls for Leadership”

May 4 & 5, 2019

Alliant Exhibition Hall at the Alliant Energy Center
1919 Alliant Energy Center Way, Madison
and for those requiring housing:
Clarion Suites at the Alliant Energy Center
2110 Rimrock Road, Madison
(connected to Exhibition Hall by enclosed walkway)



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

Early Bird Reduced Fee: Ends March 29
Hotel Room Registration Closes: April 2
Registration Closes: April 11

Your congregation is invited to be a part of the 2019 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 God's work in the world.

REGISTERING FOR SYNOD ASSEMBLY

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 all the information that you will be asked for before you go to the registration site to register your attendees.

When registering for the group, click on the box that says “I am registering on behalf of this person,” and you will then receive a copy of their confirmation. 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.

You will register on line for Synod Assembly. Online Registration Opens February 14, 2019 and Closes April 11. <https://bit.ly/SCSWAssembly2019>

Online registration can be paid either by credit card or by sending in a check. If you register on or before March 29, you will receive a discounted rate. **Registration closes Thursday, April 11. Payments are due to the synod office by Thursday, April 18.** 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: Pork 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.

If you have questions about the registration process, contact Deacon Vicki Hanrahan at the synod office at 608-270-0201.

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 29)

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

Registration Fees for Voting Members:

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| 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.

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| 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 Clarion Suites at the Alliant Energy Center at a special rate of **\$112 per night** for Friday night, May 3 and Saturday night, May 4. If you need a room, you **should reserve it by April 2 through the synod registration site**. Standard Guest suites include either 2 queen beds or one King and one pull out Queen. Rate includes up to 2 people in the room. Rooms are randomly assigned. Each additional person is \$10/night. All rooms include free parking, free wi-fi, flat screen HDTV, living/sitting area, bedroom area, bath, kitchenette with refrigerator, microwave and coffee maker. All guests can enjoy complimentary hot breakfast buffet, heated indoor pool and whirlpool. Room reservations should be made upon registering online for the Assembly. Check in time is 3:00 pm and check out time is noon. 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 4 and will conclude on Sunday, May 5 by 12:30. (Schedule is subject to minor changes.) 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 Thomas-Breitfeld 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. Please email Robyn Zimmerman at robynz@scsw-elca.org to request a DVD.

Worship Offering:

An offering will be taken to be used for **The Bishop's Discretionary Fund**. See the enclosed flyer for more information.

GHM Kits:

We are in the process of determining whether an ingathering will be held and how that would be executed. Please watch WHAT MATTERS for updates on this soon.

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.

NEW! Synod Assembly Guidebook Ap - New this Year, an e-book version of the assembly book will be available via a Guidebook Ap. Please see the enclosed flier for more details!

Nominations: Due February 28, 2019 In Order to Be Included in Pre-Assembly Materials. Nominations submitted AFTER February 28 will be addressed according to the adopted assembly rules and procedures at the assembly.

You may complete a Nomination Recommendation Form. Position descriptions are enclosed with this mailing. Please also note that in addition to the information to be filled out on the form, a recent photograph of each person is requested. Please include a copyright release if the photo is from a professional photography studio within the last year. You can email items to Director of Operations, Executive Assistant to the Bishop, Robyn Zimmerman at robzn@scsw-elca.org, or if you prefer, mail it to the synod office at South-Central Synod of Wisconsin, 6401 Odana Road, Suite 20, Madison, WI 53719. The nomination form was also emailed to all rostered ministers with an electronic copy of this mailing. Feel free to use that instead of this hard copy form. Follow FORM INSTRUCTIONS below for submitting.

Resolutions: Due February 28, 2019 in order to be included in pre-assembly materials. Resolutions submitted after February 28 will be addressed according to the adopted assembly rules and procedures at the assembly.

Enclosed is a resolution worksheet/form for submitting resolutions. This worksheet should help you craft the resolution. Send it to the Synod office to the Attention of Robyn Zimmerman, South-Central Synod of Wisconsin, 6401 Odana Rd., Suite 20, Madison, WI 53719. The Resolution form was also emailed to all rostered ministers with an electronic copy of this mailing. Feel free to use that instead of this hard copy form. Follow FORM INSTRUCTIONS below for submitting. If you need help, contact the synod office.

Form Instruction if Using Downloadable forms:

- Download the .pdf to your computer.
- Open the downloaded .pdf file in Adobe Reader or Adobe Acrobat.
- Type your response in the available fields & save the file with a new name.
- Please email it as an attachment (include photo for nominations) to: robzn@scsw-elca.org
- If you prefer, you may print the file & mail it to the synod office
Attn: Robyn Zimmerman, 6401 Odana Rd Suite 20, Madison, WI 53719 or fax it to: 608-270-0202.

IMPORTANT: You will receive an email confirmation that we have received your nomination and/or resolution. If you don't receive this within one week, please contact Robyn Zimmerman at robzn@scsw-elca.org or call her at 608-270-0201.

Questions?

If you have any questions regarding registration for the Synod Assembly, please contact Assistant to the Bishop for Synodical Life, Deacon Vicki Hanrahan, who serves as Chair of the Assembly Planning Team and is the Event's manager, 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

Phone: 608-270-0201