

# Synod Assembly 2020

**“WE ARE CHURCH TOGETHER!”**

**Friday & Saturday May 1 & 2, 2020**

**Kalahari Hotel & Convention Center  
1305 Kalahari Drive  
Wisconsin Dells, Wisconsin**



**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: March 30  
Registration Closes: April 14

Your congregation is invited to be a part of the 2020 Synod Assembly! The Synod Assembly is a time to celebrate and give thanks for our partnership in Christ's mission. Remember that all voting members attending the May 1 & 2 Assembly will also be required to attend the June 20, 2020 Special Meeting of the Assembly to elect a bishop. That event will be held at Good Shepherd Lutheran Church in Verona. All rostered ministers under call to a congregation are expected to be in attendance at the synod assembly including interims serving your congregation. Congregations are expected to pay for interims serving your congregation.

**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 then on the last 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 a group, click on the box that says "I am registering on behalf of this person," and you will receive a copy of their confirmation. Please also pay attention to timelines. **You will need a unique email address** for each attendee. If you have spouses attending who share an email address, please call the synod office for assistance.

**IMPORTANT note: You must click "FINISH" in order for your registration to be complete. If you have done it correctly, you should see a gear spinning and you and/or your attendees will each receive a confirmation email.**

**You will register on line for Synod Assembly. Online Registration Opens February 14 and Closes April 14.**

**Link: <https://bit.ly/SCSWAssembly2020>**

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 Tuesday, April 14. Payments are due to the synod office by Tuesday, April 21.** Please make arrangements with your bookkeepers to make these payments by the deadline. All attendees must be paid in full before arriving at the event.

**If you are registering on behalf of attendees, you will need to gather the following for each person before registering online.**

- 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 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 Vegetarian or Gluten Free or Dairy Free
- 11) Optional Interest in Friday luncheon for anniversary honorees. Optional Saturday luncheon for youth & young adults
- 11) Volunteer Interest at Assembly - Choices are: Communion Assistant, Usher/Page, Credential Committee, Elections Committee, Resolutions Committee, A/V Camera Operator, Offering Counter, Social Media Poster, Photographer, Other as Needed.
- 12) Rooming Needs - Friday night only is available. If family is joining them, we will need names.
- 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 23.

**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 (<https://bit.ly/SCSWAssembly2020>) 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 of Word and Sacrament & Rostered Ministers of Word and Service**

All rostered under call in this synod are voting members of the synod assembly. This includes those under call to specialized ministry and under synod call such as in the case of interim ministers. All rostered are expected to register for and attend the assembly. Each registered 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:	\$230	
Discounted Rate (if registered before March 30):	\$200	
Retired Rostered Minister Fee:	\$ 85	
Friday anniversary honoree luncheon (optional)	\$ 35	(N/C for honorees + 1 guest)

**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 Friday Banquet Only	\$ 35
Retired Rostered Minister Visitor (no meals):	\$ 20

**Lodging:**

As we are not starting until 3:00 pm on Friday, (2:00 registration), only a one night stay is offered. Guest rooms are available at the Kalahari at a special rate of **\$132 per night** for Friday night, May 1. Standard Guest rooms include two queen beds and up to four people. Each additional person is \$20/night. All rooms include free passes to the waterpark, free parking, free wi-fi, flat screen HDTV, refrigerator, microwave and coffee maker. Check in time is 4:00 pm and check out time is 11:00 am. The waterpark can be used from noon on the day of check in before your room is ready and until it closes on the day of checkout. Lockers are available in the waterpark for this purpose. Family who are staying at the resort can use the waterpark while you are in sessions. Sorry, children under the age of 12 are not allowed to be unaccompanied.

If you need a room, you **should reserve it by March 30 through the synod registration site**. Lodging for registrations made after March 30 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 one month prior to the assembly. The assembly will begin at 3:00 pm on Friday, May 1 and will conclude on Saturday, May 2 by 3:30 pm. (Schedule is subject to minor changes.) Registration opens one hour before we begin. An optional luncheon for anniversary honorees will take place at 12:30 on Friday.

**Worship Offering:**

An offering will be taken to be divided between **the synod's Latino Ministries and the ELCA Caribbean Synod**. See the enclosed flyer for more information.

**GHM Kits & Blessings of the Backpacks**

As we did last year, we will be having an in-gathering for Global Health Ministry kits. See [ghm.org](http://ghm.org) for kit and packing instructions. Kits can be dropped off on Friday and Saturday during registration and plenary hours and by noon on Saturday. Watch What Matters for more information.

We will also have a hands-on activity in support of food ministry in our synod through "**Blessings of the Backpacks,**" in which monetary donations will be appreciated.

**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.

**Synod Assembly Guidebook Ap** - Now in its second year, an e-book version of the assembly book will be available via a Guidebook Ap and will be easier to use than ever. Please see the enclosed flier for more details!

**Resolutions:** Enclosed are guidelines for submitting a resolution/memorial. This worksheet should help you craft the resolution. Please pay attention to the details on the enclosed. There are new procedures this year.

**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

**Synod Office Phone:**     **(608) 270-0201**