



Southeastern Pennsylvania Synod

Evangelical Lutheran Church in America

506 Haws Ave. • Norristown, PA 19401 • www.ministrylink.org
610.278.9400 • Fax: 610.278.9994

MEMORANDUM

TO: Retired Rostered Leaders of the Synod, Lay Members of Synod Council, Synod Staff

FROM: Joanne Carlson, Assistant to the Bishop for Global Vision and Events –
Phone: (610) 278-7332 or Email: jcarlson@sepa.org

SUBJECT: Registration material and details for Synod Assembly, May 2-3, 2008

DATE: Friday, February 8, 2008

The Twenty First Annual Assembly of the Southeastern Pennsylvania Synod, Evangelical Lutheran Church in America, will be held at the Franconia Mennonite Church, 613 Harleysville Pike (Route 113), Telford, PA

Friday, May 2, 2008 Registration begins at 8:30 a.m. Program begins at 9:30 a.m. The day will conclude by approximately 8:30 p.m.

Saturday, May 3, 2008 Assembly resumes at 9:30 a.m. The day is planned to conclude by 4:00 p.m.

This mailing includes: 1) Voting Member/Visitor Registration Forms, 2) Hotel Reservation Form, 3) Reference and Counsel Information, 4) Availability of Retired Rostered Leaders.

A packet including Assembly reports and directions will be sent approximately two weeks prior to the Assembly.

PLEASE NOTE:

1. While the synod gladly offers to cover costs, some of you have indicated an ability and willingness to pay some or all your expenses. If you so choose you may enclose a check for the appropriate amount.
2. If you need overnight accommodations for Friday evening I will make that reservation for you:
 - a) Fill out the enclosed Hotel Reservation form (yellow paper);
 - b) Send Hotel Reservation form along with Assembly Registration Form to:
Ginny Bailey, Assembly Registrar
Southeastern PA Synod
506 Haws Avenue
Norristown, PA 19401
 - c) Forms must reach the synod office as soon as possible but no later than April 2.

Over please ➡

Living in God's amazing grace

- d) If you intend to share a room with someone other than another retired rostered person or lay synod council, please include a check for that person's expenses.
- e) If you wish to have a single room we ask that you contribute a portion of the room cost as indicated on the Hotel Reservation Form.
- f) **PLEASE NOTE:** You are responsible for Saturday Breakfast, either at the hotel or a nearby restaurant.

Please show support and care for the many persons on the synod staff and the volunteers who work so hard to make this Assembly happen. **Register as soon as possible and certainly by the deadline. THANKS!**

I look forward to welcoming you to this year's Synod Assembly, Friday and Saturday, May 2-3. If you have any questions, please call me at (610) 278-7332 or email jcarlson@sepa.org.

JC
Enclosures

**Registration related questions contact:
Ginny Bailey, Registrar (610) 278-7337
or gbailey@sepa.org
All other questions contact:
Joanne Carlson (610) 278-7332 or
jcarlson@sepa.org**

**REMEMBER
YOUR FORMS MUST REACH
THE SYNOD OFFICE BY
APRIL 2**

REGISTRATION FORM FOR VOTING MEMBERS & VISITORS

TWENTY FIRST ANNUAL ASSEMBLY OF THE SOUTHEASTERN PENNSYLVANIA SYNOD
EVANGELICAL LUTHERAN CHURCH IN AMERICA
MAY 2-3, 2008 FRANCONIA MENNONITE CHURCH, TELFORD, PA

Please print your name, mailing address, telephone number here ↓

(Name)	
(Address)	
(City/State/Zip Code)	
(Phone: Day/Night)	
(Email Address)	
(Congregation/Location)	
Emergency Contact Information (REQUIRED)	
Name:	Phone Number: ()
For Registrar Use Only	
Congregational ID Number:	

<p>✓ I wish to be excused from the May 2-3, 2008 Synod Assembly. I have attached a written request to the bishop indicating my reasons for the request.</p> <p>_____</p> <p>Signature of Rostered Leader</p>
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**MARCH 14 EARLY BIRD
APRIL 2 FINAL**

REGISTRATION STATUS (✓ check only one)

Voting: Rostered Leader

- Clergy
- A.I. M.
- Diaconess
- Diaconal Minister

Voting: Retired Rostered Leader

- Clergy
- A.I. M.
- Diaconess

Voting: Lay Member

- Female
- Male
- Synod Council

Non Voting

- Rostered (Retired)
- Visitor/Guest

Ethnicity: _____

Primary Language _____

If you are a lay voting member, your Pastor must sign below:

_____ PASTOR

Make all checks payable to: SOUTHEASTERN PENNSYLVANIA SYNOD c/o Ginny Bailey, Synod Assembly Registrar, Southeastern Pennsylvania Synod, 506 Haws Avenue, Norristown, PA 19401.	
Early Bird Registration by March 14 th	\$100
After March 14 th	\$135
FINAL DEADLINE APRIL 2	
This fee is inclusive of all meals and food service (with the exception of Saturday breakfast for those staying overnight) and all Assembly material and services.	
Total Amount Remitted	\$ _____
	Check No. _____
Please send all checks and registration forms for the same congregation at the same time.	
Registration questions: Call Ginny Bailey, Registrar (610) 278-7337 or email gbailey@sepa.org	

Check this box if you are willing to serve on a assembly committee (Reference and Counsel, Elections, Pages)

If you will have special needs during the Assembly and/or Medical issues we should be aware of in case of an emergency please list them here:

_____ Registrant Signature Required

_____ Date

FORMS WITHOUT REQUIRED SIGNATURES WILL BE RETURNED

**REGISTRATION DEADLINES:
MARCH 14 EARLY BIRD
APRIL 2 FINAL**

SOUTHEASTERN PENNSYLVANIA SYNOD
Evangelical Lutheran Church in America

Synod Assembly May 2-3, 2008

**Hotel Reservation Form for Staff, Retired Rostered Leaders,
Lay Members of Synod Council (not serving as a
congregational voting member)**

**The Inn at Towamencin Kulpsville, PA
(approximately 6 miles from Assembly site)**

Name _____

Address _____

Telephone _____

- I prefer a single room (if you are able please enclose \$46.00 to share in the cost).
- I prefer to share a room with _____. If sharing a room with someone who is NOT a retired rostered person, lay member of synod council or staff please include a check for \$46.00 to cover that person's costs.
- I would like to share a room but would like you to assign a roommate.
- I would like a smoking room.

Directions will be sent to you prior to the Assembly. If you have any questions please contact Joanne Carlson (610) 383-7112 or jcarlson@sepa.org.

Please complete this form as well as your
Assembly Registration Form and return both to:

Ginny Bailey, Assembly Registrar
Southeastern Pennsylvania Synod
506 Haws Avenue
Norristown PA 19401

**PLEASE RETURN AS SOON AS POSSIBLE BUT
NOT LATER THAN APRIL 2**

SOUTHEASTERN PENNSYLVANIA SYNOD
Evangelical Lutheran Church in America

AVAILABILITY OF RETIRED ROSTERED LEADERS

NAME: _____

- I prefer to be a voting member at the Synod Assembly
- I prefer to be a member with voice at the Synod Assembly
- I am willing and available to serve in the synod in the following ways:
 - Regular Sunday supply preaching in congregations with pastoral vacancy
 - Supply preaching on other occasions such as Lenten Services in congregations with pastoral vacancy.
 - Supply preaching for synod pastors at their requests
 - As a member of a committee of the synod or board of one of its affiliated institutions. (Please note any specific interest.)
 - As a deputy of the bishop to preside at congregational meetings for the election of a pastor.
 - Other (please specify your preference)_____

MEMORANDUM

TO: SOUTHEASTERN PENNSYLVANIA SYNOD ASSEMBLY VOTING MEMBERS
FROM: Committee on Reference and Counsel
SUBJECT: Understanding the Purpose and Function of Reference and Counsel

A. THE PURPOSE OF REFERENCE AND COUNSEL

1. To assist the Synod Assembly in dealing with material that does not come to the assembly through regular reports, committees, agencies, Synod Council, etc.
2. To prepare responses so that memorials and resolutions are handled in an appropriate way by the church in light of its constitution, organization, and previous history.
3. In response to memorials and resolutions, Reference and Counsel may exercise one of the following options as it deems appropriate:
 - (a) Recommend adoption.
 - (b) Offer a substitute.
 - (c) Recommend that the proposed matter not be adopted.
 - (d) Refer the matter to appropriate committees, boards, agencies, etc. for further consideration.
 - (e) Offer a synodical or Church minute of previous action as a response.
 - (f) Commend the resolution.
 - (g) Recommend no action.
 - (h) Recommend or reject the distribution of materials.

B. LANGUAGE OF RESOLUTIONS AND MEMORIALS

1. Normally, the "Whereas" clause(s) describe the issue, concern, problem, or basis of the resolution. "Whereas" material is not acted upon by the Assembly.
2. "Resolved" clause(s) point to proposed solutions and define requested action. "Resolved" clauses should be clearly defined. What should be done? To whom should the request for action be addressed? What the action may cost and how it is to be funded? When the action should be done? To whom the results should be reported?
3. It is important to understand that a resolution of a Synod Council can not direct the Church Council to take a specific action. Likewise, a memorial from a Synod Assembly can not order that the Churchwide Assembly vote in a particular way. A memorial, by definition, is a petition appealing for action.
4. Basically, the best resolutions and memorials are simple and direct. They contain a minimum of adjectives and adverbs. They avoid inflammatory words and generalized statements. They clearly and accurately state facts. They are built on straightforward nouns and verbs.
5. Good resolutions and memorials say, in essence, "please, this is why we think this is important and this is the action that we believe should be undertaken."

C. COMMUNICATIONS FROM SYNODS TO THE ELCA

1. Synod Assemblies address the Churchwide Assembly through Memorials.
2. Synod Councils address the ELCA Church Council through Resolutions.
3. Synod Councils address churchwide units through the ELCA Church Council's Executive Committee, including forwarding actions of the Synod Assembly.
4. Resolutions follow a more direct route than memorials, which must go to the Churchwide Assembly, and await the assembly's response. Memorials should be reserved, insofar as possible, or broader policy issues that belong in the Church Assembly. By contrast, resolutions may receive more immediate attention.

NOTE: The synod in Assembly may address the synodical organization or civil authorities directly and through the Synod Council and Bishop.

D. REMEMBER...

...The Synod Assembly is a democratic process involving approximately 600 voting members.

RESOLUTIONS/MEMORIALS FOR REFERENCE AND COUNSEL
SOUTHEASTERN PENNSYLVANIA SYNOD, ELCA
2008 MEETING OF THE SYNOD ASSEMBLY

	NAME	CONGREGATION/LOCATION
Names of Person(s) or Group submitting resolution/memorial (please include name of congregational membership)		

CONTACT PERSON:		
ADDRESS:		
EMAIL ADDRESS:		
TELEPHONE:		DATE:

INSTRUCTIONS:

1. Please type or print legibly.
2. All background material should be listed prior to the resolution/memorial. Such information should begin with *"Whereas"*.
3. The resolution/memorial should follow the *"Whereas"* clause, beginning with, *"Therefore, be it resolved..."*.
4. Please keep a copy of the resolution/memorial for your reference.
5. Attach the resolution/memorial to this cover form and submit it by April 2 to:

Committee on Reference & Counsel
Southeastern Pennsylvania Synod
506 Haws Ave.
Norristown, PA 19401
ATTN: Joanne Carlson
(610) 278-7332
jcarlson@sepa.org

PLEASE NOTE: All resolutions/memorials must be received by the committee by April 2 in order to guarantee consideration by the Assembly!
