

**NOTICE OF LAY VOTING MEMBER ALLOCATION
ANNUAL MEETING OF THE SYNOD ASSEMBLY
May 4-5, 2018**

According to the Synod Constitution, the Synod Assembly shall include “a minimum of two lay members elected by each congregation related to the synod, one of whom shall be male and one of whom shall be female.” (S7.21c) In addition, the Synod Council is charged by the constitution to “establish a formula to provide additional lay representatives from congregations on the basis of number of members in the congregation.” (S7.21c)

“In addition to the voting members to Synod Assemblies established by the constitutional provisions, each congregation may send as one additional voting member a confirmed youth/young adult up to the age of 25 who is a voting member of their congregation.” (From a resolution passed by the 2008 Synod Assembly)

The following congregations with more than 2,000 baptized members (2016 statistics) are allocated two additional lay voting members (total four) **plus** one youth/young adult voting member: *Trinity, Lansdale; St. John, Hatboro*

The following congregations with more than 800 but less than 2,000 baptized members (2016 statistics) are allocated one additional lay voting member (total three) **plus** one youth/young adult voting member:

<i>Augustus, Trappe</i>	<i>St. Mark, Pennsburg</i>
<i>Calvary, West Chester</i>	<i>St. Matthew, Chester Springs</i>
<i>Gloria Dei, Huntingdon Valley</i>	<i>St. Matthew, Perkasie (Keller's Church)</i>
<i>Good Shepherd, Southampton</i>	<i>St. Matthew, Springfield</i>
<i>Grace, Royersford</i>	<i>St. Michael, Unionville</i>
<i>New Hanover, Gilbertsville</i>	<i>St. Paul, Doylestown</i>
<i>Messiah, Downingtown</i>	<i>St. Paul, Exton</i>
<i>St. Andrew, Audubon</i>	<i>St. Paul, Telford</i>
<i>St. John, Sumneytown</i>	<i>St. Timothy, Aston</i>
<i>St. Luke, Devon</i>	<i>Upper Dublin, Ambler</i>

The following bi-lingual congregations are allocated an additional lay voting member (total three) **plus** one youth/young adult voting member: *New Creation, Philadelphia; Tabor, Philadelphia; St. Petri-Hope, Philadelphia; Immanuel, Philadelphia (Somerton).*

The following congregations with significant numbers of baptized persons of color and/or persons whose primary language is other than English are allocated an additional lay voting member (total three) **plus** one youth/young adult voting member: *Christ, Philadelphia (30th & Diamond); Emanuel, Philadelphia; Grace, Philadelphia (West); New Life Ministries, Philadelphia (West); Mediator, Philadelphia; Prince of Peace, Philadelphia; Reformation, Philadelphia; Spirit and Truth, Yeadon; St. Mark, Philadelphia; St. Michael, Philadelphia (Germantown); St. Peter, Philadelphia (West Oak Lane); Tabernacle, Philadelphia; Trinity, Philadelphia (Germantown).*

Other congregations not listed above all reported less than 800 baptized members and do not have significant numbers of members who are persons of color or whose primary language is other than English (2015 statistics). These congregations are allocated two (2) lay voting members, one male and one female **plus** one youth/young adult voting member.

Voting Member Certification Form

In an effort to certify **voting members (lay and rostered)** from each congregation, please fill out the list below with the name of each voting member from your congregation. As indicated below, have the pastor currently serving your congregation sign this form. If your congregation is currently in transition, the council president/vice president may sign. After you have completed the registration process, send a hard copy of this form with the appropriate signature to the address below. If this form is not received by the **April 4th** registration deadline your registration will not be valid.

Please Print Congregation Name _____

Congregation City _____

Name(s) Please Print

Pastor or Council President/Vice President Signature

Date

Print Pastor or Council President/Vice President Name

Scan and email this form to coutterbridge@sepa.org by **April 4th**:

You may also mail this form to:

Cynta Outterbridge, Assembly Registrar

Southeastern Pennsylvania Synod

Wiedemann Building

7241 Germantown Avenue

Philadelphia, PA 19119

MEDICAL RELEASE AND GENERAL PERMISSION FORM

Southeastern Pennsylvania Synod Assembly, May 4-5, 2018

THIS FORM IS ONLY REQUIRED IF YOU ARE UNDER THE AGE OF 18.

Please complete fully. Write "none" if a particular section does not apply to the participant. A copy of the front and back of the participant's medical insurance card is also required.

Name of Participant (please print) _____

Address _____

Phone Number _____

Date of Birth _____ Grade _____ Age at event _____ Gender _____

Participant's Physician's Name _____

Hospital/Clinic and Address _____

Phone Number _____

1. Participant is allergic to (including food): _____

2. Please list any restrictions on diet or exercise: _____

3. Does the participant have any special needs or medical history? If so, please list:

4. Are there any over the counter medications the participant can not receive?

5. Is the participant on regular medication? If so, please list the drugs, dosages, frequency and any instructions:

Please note that no drugs are to be brought to any events other than those listed above.

RELEASE OF ALL CLAIMS

In consideration of being accepted by the Southeastern Pennsylvania Synod, ELCA for participation at the Synod Assembly,

I (we) do for myself (ourselves) and on behalf of my child/participant do hereby release, forever discharge, and agree to forever hold harmless the Southeastern Pennsylvania Synod, ELCA, the employees, and agents thereof, from any and all liability, claims and demands for personal injury, sickness and death, as well as property damage and expenses of any nature whatsoever which may be incurred by me or my child/participant resulting from said child's participation in the Synod Assembly, including travel, recreation and all associated activities.

Further, I (we) (and on behalf of our child/participant under 18 years of age) hereby assume all risk of said personal injury, sickness, death, damage and expenses as a result of participation as set forth above. I also understand that staff and volunteers are not responsible for the administration of prescribed medication and I (we) have made private arrangements for any medication taken on a daily schedule by my child/participant.

I (we) am (are) the parent(s) or legal guardian(s) of this participant, and hereby grant my (our) permission for him/her to participate fully in said Synod Assembly, and give my (our) permission to take said participant to a doctor or hospital, share the above medical information and authorize medical treatment, including, but not limited to emergency surgery or medical treatment, and assume responsibility of all medical bills incurred by my child.

I (we) give permission for the participant to receive over the counter medication such as Tylenol, ibuprofen, anti-diarrheal medication, antibacterial ointment, throat lozenges, eye wash solution, and the like.

I (we) also release the participant's name as part of an information database for the synod and ELCA related entities. I (we) also grant the synod and ELCA unrestricted rights to use, alter, and reproduce any images (still and video) from the event, in any medium without compensation.

Parent's/Guardian's signature: _____ Date: _____

Emergency contact: _____ Cell Phone: _____ Home Phone: _____

Work Phone _____

**THIRTY-FIRST ANNUAL ASSEMBLY
SOUTHEASTERN PENNSYLVANIA SYNOD, ELCA
MAY 4-5, 2018**

REQUEST FOR ASSISTANCE WITH THE COSTS

It is recognized that some congregations with limited resources may have difficulty in meeting the costs for all their voting members. The synod will attempt to provide funds to assist with costs for **lay members**.

Congregations who are in a position of making a contribution to defray these costs should send the contribution to the Finance Office made payable to the SEPA Synod (7241 Germantown Avenue, Philadelphia, PA 19119).

Thank you for your cooperation in ensuring that all congregations have a full complement of voting members in attendance. If you have any questions regarding this please contact Cynta Outterbridge at 267-323-3742 or coutterbridge@sepa.org.

REQUEST FOR ASSISTANCE IN MEETING LAY VOTING MEMBERS EXPENSES

We are allocated and expect to send _____ **lay voting members** to Assembly.

We request a total of \$ _____ to assist in meeting the expenses of **lay voting members**.

CHURCH NAME: _____

ADDRESS: _____

CHURCH CITY: _____

CHURCH STATE: _____ ZIP: _____ PHONE: _____

DATE: _____ SIGNED: _____
(Pastor/Interim Pastor or Council President)

You may return this form by scanning and emailing it to coutterbridge@sepa.org. The deadline is April 4, 2018. Requests will be reviewed and determinations made based on appropriateness of request and available funds. Funds will be available on a first-come, first-served basis.

Hotel Reservations – Deadline April 3, 2018
(Rooms and rates not guaranteed after this date)

The Assembly Hotel
Homewood Suites
1200 Pennbrook Parkway
Lansdale, PA 19446

Located approximately 8 Miles from Franconia Mennonite Church
(The Assembly site)

To make reservations call or visit the link below:
(215) 362-6400

<http://group.homewood-suites.com/SEPA-Synod>

Specify that you are making a reservation
as a part of the group listed as:

SEPA Synod

Rates:

\$104.50 per single room including tax

\$108.90 per double room including tax

Complimentary Breakfast included with your stay

You will need to either give a credit card number or
send a check to guarantee the reservation
and hold it for late evening arrival.

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, for broader policy issues that belong in the Churchwide 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
2018 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 4th** to couterbridge@sepa.org or via US Mail:

Committee on Reference and Counsel
Southeastern Pennsylvania Synod
Wiedemann Center
7241 Germantown Avenue
Philadelphia, PA 19119

6. Contact Dr. Addie Butler (215) 219-2921 with any questions.

PLEASE NOTE: All resolutions/memorials must be received by the committee by April 4th in order to guarantee consideration by the Assembly!
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