



Southeastern Pennsylvania Synod
Evangelical Lutheran Church in America
God's work. Our hands.

Greetings partners in ministry!

Your congregation's registration for SEPA's 2020 Urban Servant Trip has been received. This letter is a confirmation of that registration. As the listed adult contact, **you are the only member of your group to receive this letter.**

Please read this letter carefully and completely and share any appropriate information with the other adults and youth.

- † **The medical release form and gathering covenant** are attached. Please download and have each gathering participant (youth and adults) complete all documents. Also remember that according to our synod's safety policy, we must also have a copy (front & back sides) of each participant's **medical insurance card**. Please **mail or scan and email your documents to Mercedes Lee, the gathering registrar, NO LATER THAN May 15th**. All forms not submitted by the 15th must be brought with your registration packet to the event. Address: 7241 Germantown Ave, Philadelphia, PA 19119; Fax: 267.323.3777; Email: mlee@sepa.org
- † Please be sure to note that this year's Urban Servant Trip is being held **at The Episcopal Mission Center on the campus of St Luke Episcopal Church in Germantown**. The address is 5421 Germantown Ave, Philadelphia, PA 19144. The phone number is (215) 844-8544. Coming from most places in our synod, you should allow about 30-90 minutes for traveling to camp.
- † All participants will need to bring sleeping bags or linens and a pillow for bunk beds. We also recommend a water bottle, and whatever overnight supplies and seasonally appropriate clothing that will be needed.
- † **A reminder that, in accordance with PA State law, ALL adult leaders attending the Urban Servant Trip must complete and email or mail to the Synod Office a (1) PA State Criminal Background Check, (2) Department of Human Services (DHS) Child Abuse Clearance, and (3) FBI Fingerprint Clearance (unless you have lived in PA for the past 10+ years)**. If you have submitted these documents to the synod since January 1, 2016 there is no need to resubmit – simply let us know that we should have them on file. Similarly, if you have already obtained these checks for your church, simply send a copy of each to us at the synod office. **All background checks are due at the synod office NO LATER THAN May 15, 2020**. These **CANNOT** be brought with you to the event. **Please note that they can take some time to complete.**
- † Registration will be open from 6:00 PM – 6:45 PM Sunday Evening, and our trip will end Friday Afternoon. **Each congregation is asked to eat dinner before arriving on Sunday.**





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A evening snack will be provided but dinner will not be provided on Sunday July 19th.

- † Attached is a list of participants registered with your congregation, the amount we have received so far from you and the balance that is still due. ***Please make one check out to SEPA Synod for the balance due and mail it to the synod office at your earliest convenience.***
- † The Urban Servant Trip is designed as a week of service to explore Philadelphia and issues concerning poverty, hunger, and homelessness. Please come with an open heart and an open mind, ready to explore new ways we can live up to our mission as Christians and Lutherans. This is a great opportunity to explore how we can express “God’s Work, Our Hands”.
- † We will be sending out materials in advance of the gathering for ALL adult leaders to review in advance. Please be sure that when you receive this information all of your adult leaders review and familiarize themselves with it.
- † As we learn about our living witness today and how God’s Kingdom may come on Earth as it is in Heaven, we will be collecting a offering at this year’s Urban Servant Trip:
 - Our monetary offering will go to benefit the Food Pantry Ministry at Episcopal Mission Center. **Please encourage your youth to bring cash or checks made out to “Episcopal Mission Center” for this offering, and give generously!**
 - **For our in-kind offering this year, we will be collecting Personal Care Kits for our friends in the area experiencing homelessness.** Should your congregation or group wish to assemble Personal Care Kits, please simply collect the following items in 1-gallon ziplock bags (1 each): ChapStick, Toothbrush, Toothpaste, Deodorant, Lotion, Sanitary Napkins, Socks, Gloves, Hand Sanitizer, Wipes, Granola Bars or Crackers.

We can also use sturdy backpacks, along the lines of the average JanSport. It would be particularly helpful if you are able to collect your kits into a backpack, to aid us in distributing them! Feel free to also include a note expressing your love for the recipient or a gift card from places like McDonald’s if you desire. Please share with all those attending how together we can make a HUGE difference in the lives of people in need right here in our synod!

This is a lot of information, so please do not hesitate to contact me with any questions or changes to your registration, (mlee@sepa.org or 267-323-3752)

We are VERY excited to have you with us for our 2020 Urban Servant Trip!

Blessings!

Ms. Mercedes Lee

Coordinator for Congregational Vitality and Discipleship Ministries
Southeastern Pennsylvania Synod, ELCA



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