



April 8, 2021

Dear Synod Assembly Registrant,

In a few short weeks, on April 24<sup>th</sup>, we look forward to coming together with you virtually for [SEPA Synod Assembly 2021](#): Serving an Unchanging God in Changing Times. **Please read this detailed letter carefully as it contains important updates regarding responsibilities you have as a 2021 registrant.** This email also provides your Zoom login information for the two pre-assembly discussions taking place on April 13 and April 20.

Keep an eye on your email for other important communications over the next weeks, including an email that will contain your login credentials sent by April 16<sup>th</sup>. If you do not receive that by the end of the day on the 16<sup>th</sup>, please contact [couterbridge@sepa.org](mailto:couterbridge@sepa.org). This email will also include information on how to reach Helpdesk for technology questions during Assembly. Remember the hub of Assembly Information can be found on our Assembly website at <https://ministrylink.org/about/synod-assembly-2021>.

## IMPORTANT REMINDERS

### **MATERIALS TO BE READ IN ADVANCE:**

PDF versions of the materials for the Synod Assembly such as the Bulletin of Reports can be found beginning April 10<sup>th</sup> at <https://ministrylink.org/assembly/documents>. As we are meeting virtually this year, we are not able to distribute hard copies to all participants. If you need a paper copy, please print them out at home. If this is not possible, please ask your congregation or ministry site if they can be printed there. If neither of these options is possible, reach out to the Synod Office at [assembly@sepa.org](mailto:assembly@sepa.org) and we will see what might be done.

**All voting members are responsible for having read the bulletin and viewing any video reports prior taking part in Assembly.**

**NOMINATIONS:**

Please note that if you are making any nominations from the floor, the forms (and a photograph if possible) must be submitted electronically as an attachment to an email, and sent to our registrar, Ms. Cynta Outterbridge, at [coutterbridge@sepa.org](mailto:coutterbridge@sepa.org). The nomination form may be found at <https://ministrylink.org/wp-content/uploads/2020/12/Nomination-Form-2021-Fillable.pdf> Before nominating someone, please consult with that individual regarding their willingness to fill the position and obtain the biographical information required on the form.

**MEDIA RELEASE FORMS:**

Due to the electronic platform, all participants must submit a media release. Please make sure your media release is received by the Synod to either the email, fax, or postal mail address listed on the form by April 15<sup>th</sup> to receive your login credentials on the 16<sup>th</sup>. The form can be found at <https://ministrylink.org/wp-content/uploads/2021/02/Photograph-Video-Release-Form-Fillable.pdf>

**AGENDA:**

<https://ministrylink.org/about/synod-assembly-2021/agenda/>

**TECHNOLOGY REQUIREMENTS:**

Please check in advance that you have met all technology requirements for attending assembly. Updated technology requirements are posted at <https://ministrylink.org/about/synod-assembly-2021/#tech>. Questions about these requirements should be directed to Rev. Bob Fisher at [rfisher@sepa.org](mailto:rfisher@sepa.org).

A video introduction to the Lumi platform we will be using for Assembly can be viewed at <https://youtu.be/yQIEYpvlWbs>.

**TRAINING REGISTRANTS SHOULD ATTEND****LIVE TRAINING FOR ALL REGISTRANTS – April 22<sup>nd</sup> at 7 p.m.**

All participants are asked to attend a live virtual training session occurring April 22<sup>nd</sup> at 7 p.m. In this live practice session, you will learn about and have the chance to try out Zoom and electronic voting functions, as well as how to obtain voice and use the parliamentary procedure functions within the platform.

**TEST YOUR TECH – April 23<sup>rd</sup> at 7 p.m.**

The Lumi portal will be open April 23<sup>rd</sup> from 7:00 p.m. to 8:30 p.m. If you wish, on your own you may spend time during this open period exploring the electronic controls or testing logging in. No live training will take place during this session.

You will also find basic training videos on Lumi controls and Parliamentary Procedure at <https://youtu.be/yQIEYpvlWbs>.

## PRE-ASSEMBLY DISCUSSIONS ON FINANCE & THE CONSTITUTION

### THERE ARE ASSEMBLY EVENTS HAPPENING BEFORE APRIL 24<sup>th</sup>!!

This year we will hold two events prior to Assembly to shorten that amount of screen time taking place the day of Assembly. It is important you attend these discussions if possible, especially if you would like to have question and answer time with the presenters as there will be limited time the day of Assembly. Recordings of the sessions will be posted to the Assembly site following the events.

### Constitutional Changes

**Presented by Secretary Rev. Karl Richards**

**NEXT WEEK, April 13<sup>th</sup> at 7 p.m.**

Secretary Richard will go over suggested changes to the SEPA Constitution followed by time for questions from members.

Register in advance for this meeting:

[https://us02web.zoom.us/meeting/register/tZcpde6rqT0tG9NXGGVa4NVW-v6VSYJ91V\\_M](https://us02web.zoom.us/meeting/register/tZcpde6rqT0tG9NXGGVa4NVW-v6VSYJ91V_M)

- After registering, you will receive a confirmation email containing information about joining the meeting.

### Audit & Budget Discussion

**Presented by Treasurer Ms. Janet Huber Neff, CPA and Finance Chairperson Mr. Albert Glenn**

**April 20<sup>th</sup> at 7 p.m.**

Ms. Neff and Mr. Glenn will go over the 2019 and 2020 audits, and the budgets for 2021 and 2022, followed by time for questions from members.

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZltdu-przooGNLRecscBfbazx1T2H-wcl6r>

- After registering, you will receive a confirmation email containing information about joining the meeting.

### VIRTUAL MISSION CENTER

Some of our ministry partners will be taking part of a Virtual Mission Center on our website with information and videos about their ministries. The Virtual Mission Center will open soon at <https://ministrylink.org/about/synod-assembly-2021/2021-synod-assembly-virtual-mission-center>.

If you have further questions, please contact Ms. Carrie Schwab, Assembly Coordinator at [assembly@sepa.org](mailto:assembly@sepa.org).

Thank you,  
The SEPA Synod Assembly Team