



## Preparing for SEPA Synod Assembly 2026

Voting Members, Guests, and Exhibitors,

We look forward to seeing you in less than a week at the 2026 Southeastern Pennsylvania Synod Assembly! We are grateful for your leadership in the Synod by choosing to take part in this event. We hope you'll find it rewarding as well. You are about to be part of something truly special -- the one time of year when representatives from every church in SEPA Synod come together in fellowship while making choices to guide the future of our synod. In addition to the business of the Church, you'll have a chance to be part of workshops and learn from presenters about ideas you can bring back to your own congregation. Additionally, don't forget all the connections just waiting to be made in the 2026 Mission Center.

This email should be read thoroughly as it contains information you will need to properly prepare for assembly as well as notes to help you have the best experience possible. Remember all information about Synod Assembly can also be found on the 2026 Synod Assembly website [here](#).

### **Location & Parking**

Trinity Lutheran Church Lansdale

1000 W Main St,

Lansdale, PA 19446

<https://trinitylansdale.com/>

**Do Not USE.  
This entrance is locked.**

**W Main Street Side (also known as Welsh Rd.)**



**S. Valley Forge Rd. Side**

**Columbia Ave. Side**

**Ingathering Drop  
Off Saturday  
Morning– Door 19  
to the Social Hall**

**Handicapped Parking**

**Playground**

**ENTER HERE  
Main Entrance  
Doors 1 & 2**

**Unloading Area  
for Mission  
Center Exhibitors  
– Doors 8 & 9  
into Hyson Hall**

## **Accessibility**

Trinity's facility is handicap accessible. There are 10 designated handicap parking spaces and plenty of equally close non-designated parking spaces, as well as a circular driveway that allows for drop-offs at the door. The Sanctuary has accessible seating. The building has an elevator to the second floor.

## **Agenda**

You can find the agenda [here](#). Important! Please be aware times are approximate and may run ahead or behind schedule. Keep this in mind as far as being present for nominations, voting etc.

## **What to Bring**

- Chargers. Cell phones and tablets are welcome but should be kept on silent during assembly proceedings. Complimentary charging stations will be available.
- Refillable Container. Coffee, cold water, and hot water for tea will be available all day in Hyson Hall. You are welcome to bring a refillable container for your coffee or tea. Disposable cups will also be available.
- Pens. We will once again be voting via paper ballots. Make sure you have writing utensils with you.
- Cushion. We will be sitting on wooden pews. If you feel a stadium type cushion would make you more comfortable during the event, feel free to bring it.

## **Don't Forget - Ingathering**

- Sponges. A reminder that we are collecting sponges for Lutheran Disaster Response to be used in flood buckets that will be assembled at the Northeastern PA Synod's God's Work. Our Hands. Day on September 13, 2026. This year we are collecting sponges. Tubs will be able to drop off in the lobby both Friday and Saturday. If you haven't yet purchased a pair and find it is easier to have an order shipped via Amazon directly to the church please send them to Trinity Lutheran Church, Attn: Carrie Schwab, 1000 W Main St., Lansdale, PA 19446.
  - Large sponges: Approximately 8" x 4" x 2" (can be multi-pack or single).
  - Small sponges: Approximately 4" x 2.5" x 1" (can be multi-pack or single).
- Lutheran World Relief Items. Every year at Assembly WELCA collects 100's of quilts and kits for Lutheran World Relief. Many congregations and individuals prepare by collecting items all throughout the year to bring to the annual Ingathering. While it may be late to begin a quilt, it is not too late to prepare a kit. You can find the information on what to include [here](#).
- Ingathering items for LWR will be collected Saturday morning from 8 a.m. to 10 a.m. by volunteers stationed at door 19 shown on the map. If you need to drop off at another time, please contact Carrie Schwab at [cschwab@sepa.org](mailto:cschwab@sepa.org) to make arrangements.

## **How to Prepare**

- **Print or Download Items.** We suggest you download or print off in advance any documents that you would like to have access to during assembly, so you do not have to rely on Wi-Fi during the event.
- **Prepare for Elections.** Review the bios of the nominees [here](#). If you plan on nominating someone from the floor, make sure you have obtained their consent in advance.
- **Finance Zoom.** If you did not attend the audit and budget pre-assembly zoom, please watch it [here](#) before your arrival.
- **Parliamentary Procedure.** If this is your first assembly, you can prepare by watching our parliamentarian's video [here](#) explaining procedures used at assembly. There will also be an in-person training session in the sanctuary at 6:10 a.m. on Friday. You can also find a helpful parliamentary procedure cheat sheet [here](#) that you can print or download to have with you.
- **Bulletin of Reports.** Please read through the bulletin of reports [here](#) prior to assembly start.
- **Resolution.** Please read through the resolution [here](#) prior to assembly start to be prepared for the vote and discussion.
- **Offering.** This year's assembly offering is designated for the Evangelical Lutheran Church in Jordan and The Holy Land. A offering basket will be available in the sanctuary but if you'd prefer to save time by making an offering in advance or prefer to do it via card you may do so at this [link](#).
- **Friday Worship.** Our Friday evening worship service will utilize the new vespers liturgy from Fireweed Liturgies Bless This Night. Similar to Holden Evening Prayer, this beautiful service calls us into the night and bids us to rest well. Because this is a new liturgy to our Synod, we are providing a link to listen to some of the music before we gather on Friday, May 29 at 6:30 p.m. Listen [here](#).
- **Saturday Worship:** We will be joining with the members of Trinity for a combined service. All are welcome!

## **Other Important Information**

- Only attendees who registered in advance may take part. There is no on-site registration.
- Any remaining registration fees must be paid in advance of assembly start. If your congregation has any remaining fees, please bring a check to the Registrar's Desk upon arrival.
- Nametags must be worn at all times for the security of all attendees.
- A first aid kit is located at the Welcome Desk and an AED is available in the lobby.
- Room 240 (upstairs) has been established as a lactation room and contains a glider a refrigerator for attendee use.
- This year childcare will be offered in room 104/106 for those that preregistered for the opportunity. Please make the children feel welcome if you see them.
- Restrooms are located just outside the sanctuary, with additional nearby restrooms upstairs.

- At the end of the assembly there will be baskets in the lobby where you may recycle your name badge holders if you wish. Please do return your red/green/white cards for use for next year.
- The 2026 Synod Assembly will be broadcast on the Synod's YouTube Channel [here](#).
- After Assembly ends you will receive an email invitation to do an online evaluation. The planning team uses the feedback heavily to make important decisions to make Assembly even better each year. The survey is anonymous unless you choose to identify yourself.
- By choosing to participate in assembly you grant the Southeastern Pennsylvania Synod, ELCA permission to the rights of your image, likeness and sound of your voice as recorded in photographs and/or on audio or video tape or digital streams/recordings without payment or any other consideration. There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed.

## **Food**

- Upon arrival Friday, during check-in we invite you stop by Hyson Hall before making your way to the sanctuary for refreshments featuring a variety of slider sandwiches and light hors d'oeuvres.
- Saturday morning during check-in various pastries, fruit and yogurt will be available in Hyson Hall.
- Like last year, Saturday's lunch will be served in two settings due to space limitations. During lunch attendees will eat during one setting and take part in a workshop during the other. Your meal setting (A or B) is listed on your nametag. Please respect the setting assignment you have been given to ensure all individuals have a seat.
- Meals are served using two double-sided buffets (4 lines total), as well as 2 hot drink stations and 2 cold drink stations. Please utilize all available lines to expedite meals.
- All dietary restrictions have been provided to the caterer. If there are special instructions, they will be noted on the signage as you enter the dining area or you will be notified in advance by the Assembly Coordinator if needed.

General Assembly questions? Contact Carrie Schwab, Synod Assembly Coordinator at [Cschwab@sepa.org](mailto:Cschwab@sepa.org).

Questions related to registration or nominations? Contact Cynta Outterbridge, Synod Assembly Registrar at [couterbridge@sepa.org](mailto:couterbridge@sepa.org).