



EASTERN SYNOD ASSEMBLY

JULY 5 – 8, 2012

WILFRID LAURIER UNIVERSITY, WATERLOO, ON

DELEGATE INFORMATION BULLETIN #1

1. REGISTRATION FORM

Your careful completion of this Form will allow the planning committee to make your Assembly/Convention experience as comfortable as possible and to efficiently prepare for your attendance and participation.

Please complete and return the form, along with a cheque payable to the Eastern Synod, to the synod office *NO LATER THAN APRIL 20, 2012*.

Please note that “all ordained ministers serving under call” are required to attend the Synod Assembly 2012 unless excused. Requests to be excused should be directed to the Secretary of Synod, as soon as possible. (EASTERN SYNOD CONSTITUTION, ARTICLE VII, SEC 10.) You can contact the Rev. Wendell Grahlman either by email at wgrahlman@elcic.ca or through the Synod Office by phone at 1-877-373-5242.

2. WILFRID LAURIER UNIVERSITY 75 UNIVERSITY AVE., WATERLOO, ON

All assembly sessions, the Opening Worship, Friday and Saturday morning Services, and Closing Worship will be held in the Athletic Complex, Wilfrid Laurier University (WLU), Waterloo, Ontario. The Ordination Service and the Assembly Banquet will be held elsewhere.

3. REGISTRATION FEES

A. Delegate - \$738.00 is all-inclusive (registration costs, travel, accommodation, parking, meals, banquet ticket). The registration fees are used to cover overhead expenses associated with the Synod Assembly, including such items as the publication and distribution of the BULLETIN OF REPORTS, guest expenses, reimbursement of delegate travel expenses, facility and equipment rentals, refreshment breaks, etc. Delegates and visitors can use the registration form to purchase additional banquet tickets. Only registered delegates are entitled to voice and vote at the assembly.

NOTE: Congregations are required to cover the full \$738.00 delegate registration fee for each of their delegates.

- B. Delegate – Retired Rostered Pastors not serving as Interim - \$100.00** covers all items as noted above under the delegate registration fee.
- C. Visitor - \$150.00** allows registered visitors to receive a copy of the BULLETIN OF REPORTS and a Banquet Ticket. Registered visitors are invited to participate in all Assembly activities and refreshment breaks. Visitors can also use the registration form to purchase additional banquet tickets.

4. ACCOMMODATION AND MEALS

A. Accommodation: Delegate accommodation will be in the Bricker or King Street Residences. The Bricker Residence features air-conditioned suites, which contain four single bedrooms, two bathrooms, a living room, kitchen and dining area. The King Street Residence provides air-conditioned single bedrooms with semi-private washrooms. Bedrooms are furnished with a single bed, desk, chair and sink. Common lounges are located on each floor. All residence rooms are supplied with a pillow, blanket, linens, towels, soap and a cup. (If you prefer very large towels or pillows it is best to bring your own.) Pay phones and coin operated laundry facilities are available in the residences.

Please Note that congregations are required to cover only the cost of University accommodations as already included in the delegate registration fee (\$119.00 for three nights).

B. Parking: Parking is available in lots # 3A, 31, and 34 and is complimentary for guests staying in residence. Parking permits are required from 7:00 a.m. to 6:00 p.m. From 6:00 p.m. to 7:00 a.m. you do not need a parking permit. Day guests will be charged the daily rate for parking in lots 4 and 30. Parking locations are subject to change.

C. Meals: The University meal plan is included in the \$738.00 delegate registration fee. While all delegates are required to pay for the University meal plan as a part of their registration fee, the cost of 3 breakfasts will be deducted if the delegate is not living in residence. Delegates not living in residence will not receive breakfasts. The \$36.00 breakfast cost is to be deducted on your registration form showing that accommodation is not required.

3 Breakfasts (Friday to Sunday) @ \$12.00 = \$36.00

3 Lunches (Thursday to Saturday) @ \$16.00 = \$48.00

2 Suppers (Thursday & Friday) @ \$20.00 = \$40.00

Note – Meals purchased at the WLU Dining Hall, breakfast and lunch only on Thursday and Friday, must be paid for in cash. Meals cannot be purchased at the cafeteria on Saturday and Sunday.

D. Banquet: The Eastern Synod Assembly Banquet will be held Saturday, July 7th at The Waterloo Inn & Conference Centre, 475 King Street North, Waterloo, ON.

The celebration will begin with a reception (cash bar) at 6:30 p.m. Dinner will be served at 7:00 p.m. Each registered delegate and visitor will receive one banquet ticket as part of their registration fee. Those wishing to purchase additional banquet tickets should indicate this on the Registration Form. The \$50.00 ticket expense covers all costs associated with the meal including dessert, coffee and tea, taxes and gratuities. While a firm count of those attending the banquet must be given prior to the convention, a few tickets may still be available – check at the registration desk.

The scope and focus for the Assembly Banquet has been broadened to include the “Eastern Synod Leadership Awards” in addition to honouring those pastors who are celebrating ordination anniversaries of 25, 40, 50, 60 and 65 years of ordained ministry during 2011 and 2012. Those who are concluding terms of service on the Synod Council will also be recognized.

5. ASSEMBLY EXPENSES

Parish pastors, Interim pastors, Ordinands and Accredited Lay Delegates will pay full registration, which includes the registration fee, accommodation, parking and meal costs. This expense is the responsibility of the congregation.

Pastors under Call to Special Service will pay full registration. Their expenses are the responsibility of the employing agency to whom they relate.

Retired pastors (not serving as an interim minister) will pay only for the cost of their banquet ticket and administration fees. All other costs are paid through the synodical budget.

Retired pastors serving in interim ministries will pay full registration fees. Their Assembly expenses are the responsibility of the congregation being served.

Pastors On Leave From Call will pay for their accommodation, parking, meals and banquet ticket. Their registration fee is paid through the synodical budget. Please identify yourself as ‘On Leave From Call’ in the section near the top of the registration form.

Note: This free registration does not apply to On Leave From Call clergy who are serving as interim ministers.

Pastors On Leave From Call serving in interim ministries will pay full delegate fees. Assembly expenses for pastors ‘On Leave From Call’ serving in interim ministries are the responsibility of the congregation being served.

Travel costs associated with attending the Assembly are reimbursed to all clergy delegates and accredited lay delegates upon submission of a DELEGATE TRAVEL EXPENSE FORM. Prior to completing this form, please consult the enclosed ASSEMBLY TRAVEL POLICY.

6. TRAVELLING TO ASSEMBLY

To economize on travel expenses, those travelling by automobile are encouraged to carpool. **Those intending to travel by air, rail or bus must receive prior authorization from the Assistant Assembly Manager, Rev. Guenter Dahle (toll free 1-877-373-5242).** Once authorized economy fare tickets should be purchased as soon as possible. Tickets are to be booked through Nellie Follings at Goliger's Travel (toll free 1-800-465-4437 ext. 235). Goliger's Travel will bill the synod directly.

The Local Arrangements Committee will organize ground transportation to Wilfrid Laurier University from the Toronto International Airport, the Hamilton Airport, the Kitchener train station or bus terminal. It is therefore mandatory that you include all travel information on the registration form.

7. DELEGATE TRAVEL EXPENSE FORM

A DELEGATE TRAVEL EXPENSE FORM will be included in your registration packet at the Assembly. Please complete and submit it to the hospitality desk.

8. REGISTRATION

Assembly registration will take place at the Bricker Residence on Bricker Street between King & Albert. When you arrive go to the Bricker Residence. If you are driving you can either pull up in front of the residence or park on the street. At registration you will receive your room key, a parking pass and all necessary information.

You will be able to register for Assembly 2012 on Thursday, July 5 from 9:00 a.m. to 9:00 p.m. Registration on Friday, July 6th will be at the Athletic Complex.

9. BULLETIN OF REPORTS

At the time of this writing, the BULLETIN OF REPORTS is being prepared. It will be mailed prior to the Assembly to registered delegates and visitors. Supplements will be distributed in the registration packets at Assembly. Please care for your BULLETIN OF REPORTS as it serves as the record of the Assembly. The Minutes of the Convention and other pertinent information will be provided to download on the Eastern Synod web site (www.easternsynod.org) as an addendum to the BULLETIN OF REPORTS.

10. ASSEMBLY COMMITTEES

Some delegates will be appointed to various Assembly committees. Delegates will be advised of such appointments prior to the Assembly. The chair will introduce these committees at the first business session.

11. WORSHIP

OPENING SERVICE OF HOLY COMMUNION will be held in the Athletic Complex at 1:30 p.m., Thursday, July 5.

ORDINATION & CONSECRATION SERVICE will be at St. John's Evangelical Lutheran Church, 22 Willow Street, Waterloo, ON on Friday, July 6, at 7:30 p.m. The Local Arrangements Committee will arrange bus transportation to and from St. John's. Those

requiring transportation should sign up at the hospitality desk. Following the service, a reception will be held in the church hall.

WORSHIP SERVICES will be celebrated each morning (Friday and Saturday) at 8:15 a.m. The Saturday morning Service will include a memorial rite for congregations that have closed and for pastors and widows who have died during the past biennium.

ASSEMBLY CLOSING SERVICE OF HOLY COMMUNION will be on Saturday afternoon, July 7, at 3:30 p.m. at the Athletic Complex.

12. OFFERINGS

Offerings from the assembly worship services will be designated as follows:

Opening Service: Canadian Lutheran World Relief

Ordination & Consecration Service: Waterloo Lutheran Seminary

Closing Service: Eastern Synod and the ELCIC

13. BISHOP'S RECEPTION FOR RETIRED PASTORS & SPOUSES

Bishop Michael Pryse will host a reception for retired Pastors and their spouses. It will take place on Thursday, July 5, beginning at 9:15 p.m. at the Hawk's Nest – 4th Floor of the Fred Nichols building. Please indicate your intention to attend on the registration form.

14. DELEGATE SEATING

All delegates will be assigned a table at which they will be required to sit while the Assembly is in session. Seating will not be alphabetical but tables are assigned so that the Stewards will be able to find delegates.

15. NO SCENTS MAKES GOOD SENSE

Many people today suffer from hypersensitivity to various chemicals in our environment. On the evaluation form from previous assemblies several delegates have indicated that they suffer discomfort from allergic reactions to perfumes, hairspray, colognes and after-shave lotion. You can assist these people by refraining from using these products.

16. ELECTIONS

Balloting will take place for the vacant positions on the Synod Council.

17. HOSPITALITY/INFORMATION DESK

Initially this desk will be set up in the vicinity of the registration area in the Bricker Residence and at the Athletic Complex. Here you will find general information concerning Assembly activities, sign up sheets, community sights and activities. **On Friday, July 6th and Saturday, July 7th, the hospitality desk will only be at the Athletic Complex.**

18. AUGSBURG FORTRESS BOOK STORE

Augsburg Fortress Publishing will provide a bookstore during the Assembly. It will be located in the Athletic Complex adjacent to the Assembly Hall.

20. DAY CARE

Child care **will not be provided** at the assembly.

21. MOBILITY ASSISTANCE

Individuals with mobility issues are advised to bring their own wheelchairs and walkers if needed. Wilfrid Laurier does not provide these items. A delegate should bring along a support person to assist them, if needed.

22. DON'T FORGET

- Bring an umbrella for inclement weather. You will be walking outside to the cafeteria.
- Bring a sweater if needed as the Athletic Complex is air conditioned.
- Bring comfortable walking shoes as we are meeting at a University and there are distances to walk between buildings.