



Southwestern Minnesota Synod Assembly

Registration Information

April 17-18, 2010

Redwood Falls Area Community Center, Redwood Falls

**Register by *Friday, March 5* to receive the early bird rate
 which is \$50 less per registration.**

Registration Information for Voting Assembly Participants

The following persons are eligible to serve as **voting members** of the assembly:

- **Pastors** on the roster of the Southwestern Minnesota Synod who are *under call*.
- **Associates in Ministry** on the roster of the Southwestern Minnesota Synod who are *under call*.
- **Two Retired Pastors** elected by their peers to represent the retired pastors on the roster of the SW MN Synod.
- **Lay members of the Synod Council.**
- **Lay voting members** from congregations of the synod.
- **Lay conference chairpersons** who are not congregational voting members.
- **Retired pastors** on the synod roster **serving as interim pastors** in congregations of the Synod **during the Synod Assembly.**
- **Retired or on-leave-from-call associates in ministry** **elected by their congregation** as voting members.
- Persons serving in a **Synodically Authorized Ministry** (more than half time) in congregations of the Synod **during the Synod Assembly.**

<u>Congregation Size*</u>	<u>Voting Member Number</u>	<u>Gender</u>
0 – 174	1 <u>or</u> 2	If only one registers, <i>either</i> a male or a female If two register, it <i>must</i> be both a male and a female.
175 – 500	2	1 male, 1 female
501 – 1,000	3	1 male, 1 female + 1 either male or female
1,001 – 1,500	4	2 male, 2 female
1,501 – 2,000	5	2 male, 2 female + 1 either male or female
2,001 – 2,500	6	3 male, 3 female
2,501 – 3,000	7	3 male, 3 female + 1 either male or female
3,001 – 3,500	8	4 male, 4 female

*Numbers represent BAPTIZED membership.
 More than 3,500 baptized members, add one voting member for every additional 500 baptized members.

Registration Information for Non-Voting Assembly Participants

Advisory members of the assembly have *voice but not vote* during business sessions. Such persons must register and pay the appropriate fee, which entitles them to all activities and meals. **Those wanting the materials should add \$20 to the registration fee.** Persons who may register as advisory members include: ELCA churchwide staff, representatives of synodical shared ministries, retired rostered persons (with the exception of the two retired pastors elected to vote), and rostered persons *not* currently under call. Advisory members may attend all days of the assembly.

Visitors for the assembly have *neither voice nor vote* during business sessions. Any interested members of congregations of the synod may register as visitors and pay the appropriate fee, which entitles them to all the activities and meals. Visitors must sit in a separate designated area during the business sessions.

Registration Procedures and Costs

Enclosed are registration forms that should be passed on to **the pastor(s), AiM(s) and the elected lay voting members** from your congregation. **Please fill out one for each person** attending the assembly, and return it to the synod office postmarked by ***Friday, March 5*** to take advantage of the early bird rate.

Mail all registration forms to:
Southwestern Minnesota Synod
Attn: Assembly Registrar
P.O. Box 499
Redwood Falls, MN 56283-0499

REGISTRATION

(does NOT include housing or breakfasts)

	<u>Early Bird Registration</u> <u>Postmarked BY March 5, 2010</u>	<u>Registration</u> <u>Postmarked AFTER March 5, 2010</u>
Voting Member	\$170 (materials/facilities/meals)	\$220 (materials/facilities/meals)
Advisory/Visitor	\$ 85 (facilities/meals)*	\$135 (facilities/meals)*

* *If the advisory or visitor requests materials, add \$20 to the registration fee.*

HOUSING

You are responsible for your own housing and breakfast arrangements.
Room blocks have been made at area hotels. Housing information is included.

REFUNDS

Refund Policy:

- Cancellations by March 5 - **Full Refund**
- Cancellations by April 9 - **75% Refund**
- Cancellations after April 9 and Non-Attendance without Cancellation – **No Refund**

Pre-Assembly Report

The *Pre-Assembly Reports and Proposals to the Congregations* book will be mailed to rostered persons and lay voting members who are ***registered*** for the assembly **the week of March 8** or thereafter for late registrants. All congregations will receive the Pre-Assembly CD again this year. Please share this CD with your voting members. However, receiving the congregational CD ***does not confirm*** registration of the voting members for the assembly. **Each voting member will receive a hardcopy of the 2010 Pre-Assembly Reports and Proposals to the Congregations as confirmation of registration.**

We encourage taking advantage of the early bird registration fee. **Registering by March 5** not only means that you pay a considerably lower registration fee, but it also assures that you will receive the *Pre-Assembly Reports and Proposals to the Congregations* mailing in ample time for study. These reports and resolutions will form the basis for discussion and decisions at the assembly.

Please remember the synod staff ***cannot mail*** copies of this report to your voting members until their completed registration forms are returned to the synod office. All registration forms **MUST** include *home* mailing addresses for lay (non-clergy) voting members.

Questions? Contact Liza Eekhoff at liza.eekhoff@swmnelca.org or (507) 637-3904.
Visit our website at www.swmnelca.org. See the 2010 Assembly under the *Event* tab.
