



Northeastern Minnesota Synod

Evangelical Lutheran Church in America

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DATE: January 24, 2019
TO: Congregational Leaders
FROM: Registrar: Anne Laechel (218.851.2214)
RE: Procedure for Registration,
Early Bird Registration Deadline: March 15, 2019



Assembly Highlights

- The theme of the 2019 Synod Assembly is *Just Peace – Accompaniment: Doing God's Mission Together*. The Glocal Band from the ELCA Global Mission team will be our worship leaders and keynote speakers. Our theme verse is Ephesians 4:1-4
- The Assembly will convene Friday, May 3, 2019 – Sunday, May 5, 2019 at the Duluth Entertainment Convention Center (DECC) in Duluth, MN

How to Register

As a congregational leader, you are responsible for ensuring that you and your voting members are registered.

- Register online with the Synod for attendance at the Assembly. The link to register online is <https://nemnsynod-sa2019.eventbrite.com> If you don't have capabilities to do so online, please find someone in your congregation that can assist you or register for you. You may also call Registrar Anne Laechel at 218.851.2214 for assistance.
- All attendees, including visitors, must register to receive a nametag. A nametag is required for admittance to the Plenary Hall.
- When registering for Synod Assembly, some congregation members are unsure what their voting status is. Congregation Members who are attending as voting members on behalf of their church should register as "Voting Member – Lay," "Lay" meaning someone is not rostered, ordained or a member of the clergy.

Deadlines and Fees

Early Bird Registration for the Assembly is \$200 per person on or before **March 15**. Registration cost after March 15 is \$210 per person. Non-voting members from your congregation are welcome to register for the Saturday Keynote Presentation & Workshops. Cost for these Saturday only attendees is \$40 per person, including lunch. All attendees must complete the Synod Assembly registration form online at <https://nemnsynod-sa2019.eventbrite.com> The registration deadline is April 3. Please contact the Registrar with any substitutions, to help avoid issues at check-in.

Lodging and Meals

- Because there is no on-site lodging like in previous years, all participants are commuters, regardless if they commute from home or a hotel.
- **You are responsible for making your own housing arrangements.** There are many lodging options in the Duluth area. Visit <https://www.visitduluth.com/lodging/hotels/> to see what is available. For your convenience, the NE MN Synod has contracted with the following hotels for a special group rate. **The prices listed are per room for a two-night stay.** Deadline to make your reservations at these rates is **April 3, 2019**.

- Comfort Suites Canal Park – 218-727-1378 – 408 Canal Park Drive, Duluth
 - One King Bed, City View - \$159 plus tax
 - One King Bed, Lake View - \$179 plus tax
 - Two Queen Beds, City View - \$159 plus tax
 - Two Queen Beds, Lake View - \$179 plus tax
- Holiday Inn & Suites – 218-722-1202 – 200 W 1st St, Duluth
 - Standard Room - \$134 plus tax
 - King Suite, Two Bed Suite, Executive Level Room - \$184 plus tax
 - Additional rooms types are an additional cost.
- **Voting members age 18 and under must be housed according to the synod housing policy for youth.** This policy will be available on the Synod website, along with other registration information.
- Additional tickets for the Saturday evening Dinner Banquet are available by contacting Kathy Wimer in the Synod office.
- The full event registration fee includes lunch and the dinner banquet on Saturday. All other meals are on your own. Many of the local hotels offer complimentary breakfast for those staying there.
- *For individuals with dietary restrictions (vegetarian, gluten-free, other), please note your dietary restrictions in the space on the Synod registration form.*

Assembly Materials

- The **Bulletin of Reports**, which includes the agenda, election information, resolutions, and other materials will all be available at <http://www.nemnsynod.org/2019-synod-assembly.html> after April 1. Please be certain that you, your voting members, and any others attending from your congregation **have read these materials before the Assembly and have printed out materials necessary to have in hand at the Assembly.**
- **Check out our Synod Assembly app from Guidebook.com**, which will feature the Bulletin of Reports, agenda, maps of the Conference Center, and more. While at the Assembly, we encourage you to connect with other Assembly-goers with through Facebook and Twitter at #NEMNSA. Information about how to access the app will be available at the Synod Website after April 1.

Entitled to Vote

According to the Northeastern Minnesota Synod constitution: *“a minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to the synod, normally one of whom shall be male and one of whom shall be female, shall be voting members.”* *“All congregations having more than 500 confirmed members, shall be entitled to elect an additional voting member for each additional 500 confirmed members or major fraction thereof.”* The following churches are allowed more than two lay voting members:

First, Aitkin (3)	Good Shepherd, Duluth (3)	Our Redeemer, Pine City (3)
Lord of Life, Baxter (3)	St. Andrew's, Grand Rapids (3)	Immanuel, Princeton (3)
Bethlehem, Brainerd (3)	Zion, Grand Rapids (3)	Trinity, Princeton (3)
Trinity, Brainerd (4)	Our Savior's, Hibbing (3)	Bethlehem, Two Harbors (3)
Crosslake, Crosslake (3)	First, Little Falls (3)	Hope, Walker (3)
First, Duluth (4)	Church of the Cross, Nisswa (3)	

Constitution Notes

S14.21. *“All ordained ministers and associates in ministry under call who are unable to attend the Assembly are to secure an excuse from the bishop in advance. In our synod, all retired rostered personnel have voice and vote.”*

S6.04.B09. *“It is the goal of this synod that at least 10% of the voting members of the Synod Assembly...be youth and young adults...the term ‘youth’ means a voting member of a congregation who has not reached the age of 18 at the time of election or appointment for service. The term ‘young adult’ means a voting member of a congregation between the ages of 18 and 30 at the time of election or appointment for service.”*

Changes/Alternates

Please inform the Registrar of a change in voting members immediately. The 2019 Proposed Rules and Procedures state: *“Voting members for each congregation shall be the same person for the three (3) business days of the Assembly. The vote is not transferable to an alternate or other person after the opening of the first plenary session Friday. An alternate not listed on the registration rolls must have a letter of authorization from their congregational officer or pastor in order to be registered as an official voting member.”*

Assemblyships

\$100 Assemblyships are available for: **1) those congregations in need of financial assistance**, who would not otherwise be able to send voting members to the Assembly due to the financial burden; **2) retired rostered leaders** to assist in meeting the expenses of attending the Assembly; **3) congregations sending a new youth voting member** to attend the Synod Assembly. Ten Assemblyships will be given to each of the three groups. Submit written requests for Assemblyships to the NE MN Synod, ELCA, attention Kathy Wimer (kathy.wimer@nemnsynod.org) **no later than March 30th**. Assemblyships are given on a first-come, first-served basis.

Other Information

- On-site registration is Friday, May 3 from 2:00-5:30 pm in the Registration area outside the Edmund Fitzgerald Exhibit Hall (DECC Entrance B). After 5:30 pm registration moves to the On-site Synod Office in the Board Room across from the Lake Superior Ballroom.
- On-site childcare will not be available, but a Kid's Zone with space for young children and their parents will be set up in the back of the Plenary Hall. To help us know how many to plan for, please include the names and ages of the children on the Synod Assembly registration form.