



# Church of the Brethren

## Atlantic Northeast District

### Atlantic Northeast District Conference

#### MEMO

DATE: May 1, 2017

TO: Pastors/Moderators of Self-Supporting Ministry Churches

FROM: Randy Yoder, Interim District Executive

RE: District Conference Delegates

The 2017 District Conference for the Atlantic Northeast District will be held **October 7** in Leffler Chapel & Performance Center on the campus of Elizabethtown College. This year's Host Church is: Hanoverdale. Under our current Plan of Organization, the calculation of delegates for District Conference is as follows:

#### 1. Representation and Election of Delegates

- a. There shall be **three** delegates for each **congregation** with 200 members or fewer and **one** delegate for each **fellowship**. Larger congregations shall have **one** more delegate for **each additional 100 members** or **major fraction** thereof. Therefore the permitted number of delegates is as follows:

<u>Membership</u>	<u>Number of Delegates</u>
0-200	3
201-300	4
301-400	5
401-500	6
501-600	7
601-700	8

Delegates are calculated on the membership figures as reported in the 2017 District Directory. A Delegate Representation List is enclosed which indicates the number of delegates for each congregation.

- b. Each congregation shall elect its quota of delegates from among the *active, informed, and committed* members **with at least one delegate being the Pastor, Moderator or Church Board Chair**. The Pastor or recognized leader of a fellowship shall serve as the delegate.
- c. All delegates shall serve a minimum of two years with staggered terms to assure continuity.

2. Expectations of Delegates

Each delegate shall:

- a. Register at District Conference.
- b. Attend all business sessions of the District Conference and all meetings of the delegate body.
- c. Attend *all scheduled* briefing sessions and/or area meetings held prior to District Conference.
- d. Be informed concerning the work and ministry of the Church of the Brethren at all levels.
- e. Attend the business meetings of their respective congregations or fellowships.
- f. Acquaint themselves with the conference business items and seek to discern the convictions of the membership of their congregation on such business matters.
- g. Report and communicate actions, ministries, and needs from the District back to their congregation.
- h. Serve throughout the year – from one District Conference to the next.

## REGISTRATION

**All registration is expected to be completed online. Clerks/Moderators may access registration through the registrations menu on our website ([www.ane-cob.org](http://www.ane-cob.org)). Directions and a tutorial video link are available on the online registration site.**

A paper registration form is included with this letter. Please only use this form if you are unable to register online, it is not necessary to complete both. This is the last year churches will be able to register on paper.

If you have questions concerning District Conference or delegate issues, please be in contact with Christine Dugan at the ANE District Office: (717) 367-4730 or [cdugan@ane-cob.org](mailto:cdugan@ane-cob.org)

God's rich blessings to each of you, as we partner together in the great work of ministry.

RY/cd



# 48th Annual District Conference October 7, 2017

## Delegate and Non-Delegate Registration Form

(Reference enclosed form for number of Delegates allowed for your congregation)

**Register Before July 1**

**To register for District Conference, please use the online registration provided on our website ([ane-cob.org](http://ane-cob.org)) under the registrations menu.**

If you are unable to use the online registration, your congregation may submit this form to register your delegates and non-delegates to District Conference.

### REGISTRATION FEES

Fees include facility rental, conference booklet, lunch, and continental breakfast

DELEGATES
\$30 by July 1
\$35 from July 2– September 15
Registration Closes on September 15
\$40 At the door

NON-DELEGATES
\$30 by – September 15
Registration Closes on September 15
\$40 At the door
Non Delegates can also register separately

There is no fee or registration needed for the 1:30pm worship service.

**One check per congregation.** Make check payable to: Atlantic Northeast District, and mail to 500 East Cedar St., Elizabethtown, PA 17022. Attention: District Conference

Conference booklets will be mailed to congregations for distribution. Should your delegate or non-delegate want a **digital** booklet instead, please indicate on reverse side.

**Please see reverse side to complete the registration.**



# 48th Annual District Conference October 7, 2017

## Delegate Registration:

DELEGATE NAME	DELEGATE ADDRESS	DELEGATE EMAIL (Required for publications)	DIGITAL BOOKLET Y/N

## Non-Delegate Registration:

NON-DELEGATE NAME	NON-DELEGATE ADDRESS	NON-DELEGATE EMAIL (Required for publications)	DIGITAL BOOKLET Y/N

Authorized by: \_\_\_\_\_  
Signature of Moderator/Clerk
Printed Name of Moderator/Clerk

Congregation: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_