

# REGISTRATION INFORMATION

## PACIFICA SYNOD ASSEMBLY

### May 5-6, 2023



Online Registration for the 2023 Pacifica Synod Assembly opens **MARCH 6**.

Please download the attached registration worksheet and use it to collect information for each voting member before proceeding to the registration website. **It is VERY important to get ALL the information needed for each person you are registering.** You may find the Assembly webpage on our website at [www.pacificasynod.org](http://www.pacificasynod.org), located under the "2023 Pacifica Synod Assembly" tab on the home page. There you will find the assembly registration link and other important information.

**FOR CONGREGATIONS:** In January, your congregation was mailed an invoice for the Synod Assembly congregational registration fees. The invoice provided the number of voting members assigned to your congregation.

If your congregation **PAID** this invoice before March 1, your online registration may be completed without any payment due. If you have been assigned more than 3 voting members, additional voting member fees will be due at the time of registration if they weren't paid with your early registration fees. Contact Terri Robertson in the synod office if you're not sure (see below for contact info).

1. Go online and input the information gathered on the Registration Worksheet (one per person).
2. Check —"**YES - our congregation has prepaid assembly congregation fee**" - Skip to additional items for more options or checkout. Be sure that any additional voting members have been paid for.
3. You may purchase additional items at this time and pay for them at checkout with a credit card or mail in a check. Remember that voting member fees **include** Friday lunch.
4. Choose your payment method—credit card or mail in check—if you have no balance due, choose "Mail in check."
5. Click on the "Submit Registration" button.

If your congregation **DID NOT** pay this invoice by March 1, the discounted rate no longer applies.

1. Go online and input the information gathered on the Registration Worksheet (one per person).
2. Check —"**NO - prepayment was NOT made**". Go to the REGISTRATION FEE section to choose options.
3. Choosing a registration fee:
  - For a congregation with 3 voting members or less—choose "Congregation Fee (One per congregation -Includes 1 Rostered Minister & 2 Lay VM)," when registering the first person (usually your pastor). Choose "Voting Member included in Congregation fee" for your other two voting members.
  - For a congregation with more than 3 voting members—choose "Congregation Fee (One per congregation -Includes 1 Rostered Minister & 2 Lay VM)" when registering the first person (usually your pastor). Choose "Voting Member included in Congregation fee" for you other two lay voting members. THEN choose "Additional Congregation Voting Member" for each additional voting member assigned to your congregation OR additional Youth/Young Adult voting member.
4. You may purchase additional items at this time: Remember that voting member fees **include** Friday lunch.
5. Choose your payment method—credit card or mail in a check.
6. Click on the "Submit Registration" button.

**FOR INDIVIDUALS (Non-Voting/Visitors or Specialized Ministry, On Leave From Call, Retired Voting Members):**

1. Go online and input the information gathered on the Registration Form (one per person).
2. Choose the appropriate registration fee category (contact Terri Robertson if you are not sure).
3. You may purchase additional items at this time. Remember that your registration fee **includes** Friday lunch.
4. Choose your payment method—credit card or mail in a check.
5. Click on the "Submit Registration" button.

**THE ASSEMBLY REGISTRATION DEADLINE IS APRIL 24.**

**YOU ARE STRONGLY ENCOURAGED TO BOOK YOUR CHOICE OF LODGING FOR THE ASSEMBLY NOW!**

**THERE WILL BE A LIMITED NUMBER OF HOTEL ROOMS BLOCKED FOR THIS ASSEMBLY.**

**THE DEADLINE FOR THESE RESERVATIONS IS APRIL 12 OR UNTIL THE ROOM BLOCKS ARE FULL.**

**(Visit the Synod Assembly webpage for hotel information.)**

For Assembly registration questions, please contact Terri Robertson at 714.692.2791, ext. 732  
or by email at [terrirobertson@pacificasynod.org](mailto:terrirobertson@pacificasynod.org).

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# 2023 Pacifica Synod Assembly Registration

May 5-6, 2023 — Hope Lutheran Church, Palm Desert, CA

Please fill out **ONE** form per person registering for the assembly. Then go online at [www.pacificasynod.org](http://www.pacificasynod.org) to register.

First Name

Last Name

Cell Phone # (Will not be published—for emergency use only)

Email

Mailing Address

City

State

Zip

Emergency Contact

Emergency Contact Phone #

Title (e.g., Mr., Mrs., Ms., Pastor, Deacon)

Age: ☐ 0 -13    ☐ 14 -18    ☐ 19 - 29    ☐ 30 - 64    ☐ 65+

Pronouns You Identify With (Optional for Name Badge)

Conference (Voting Members Only-Others use "N/A")

Congregation/Institution

City of Congregation/Institution

## Status—Please Choose ONE

*Ministers of Word and Sacrament are referred here as Clergy.  
Ministers of Word and Service are referred here as Deacons.*

- ☐ Clergy - Under Call to Congregation (VOTING)  
(Includes Interim Under Contract)
- ☐ Clergy - Under Call to Specialized Ministry (VOTING)
- ☐ Clergy - Retired - Elected (VOTING)
- ☐ Clergy - On Leave From Call (VOTING)
- ☐ Clergy - Full Communion Partner u/Contract (VOTING)
- ☐ Deacon - Under Call (VOTING)
- ☐ Deacon Retired - Elected (VOTING)
- ☐ Lay Female Congregational Voting Member
- ☐ Lay Male Congregational Voting Member
- ☐ Lay Non-Binary Congregational Voting Member
- ☐ Ethnic Congregation - Lay Female Voting Member
- ☐ Ethnic Congregation - Lay Male Voting Member
- ☐ Ethnic Congregation - Lay Non-Binary Voting Member
- ☐ Synod Council Lay Member (VOTING)

- ☐ Clergy - Disability Status (VOTING)
- ☐ Clergy - Retired Under Contract (VOTING)
- ☐ Deacon - On Leave from Call (VOTING)
- ☐ Clergy - Retired (VOICE ONLY)
- ☐ Deacon - Retired (VOICE ONLY)
- ☐ Candidate for Roster (NON-VOTING)
- ☐ Clergy-Other Synod (NON-VOTING)
- ☐ Visitor (NON-VOTING)
- ☐ Vendor/Institution/Agency Representative (NON-VOTING)
- ☐ Volunteer (NON-VOTING)
- ☐ Synod Staff (NON-VOTING)
- ☐ Special Guest (NON-VOTING)

Dietary Requirements:

☐ Gluten Free    ☐ Vegetarian    ☐ Vegan

For questions or more information, please contact Terri Robertson  
at the synod office at 714.692.2791, ext. 732  
or by email at [terrirobertson@pacificasynod.org](mailto:terrirobertson@pacificasynod.org)

## Select One Registration Fee per person

Registration Fee includes admission to all business sessions, presentations, and workshops. Friday lunch is included where noted below.

## VOTING MEMBER FEE SECTION:

☐ YES - our congregation has prepaid assembly congregation fee - Skip to **Additional Items** for more options. Please be sure your congregation has paid for ALL voting members.

☐ NO - prepayment was NOT made. Go to the next **Registration Fee** section to choose options

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## Registration Fees

### VOTING MEMBERS

**INCLUDES Friday lunch**

	Fee	Quantity	Total
<b>Congregation Fee for 3 Voting Members</b> (One per congregation—1 Rostered Minister & 2 Lay VM)	\$525	x1	\$_____
<b>Voting Member</b> included in Congregation fee above	\$0	x1	\$ <u>0</u>
<b>Additional Congregation Voting Member</b> (Assigned VM over 3 or Additional Youth/Young Adult VM)	\$100	x1	\$_____
<b>Rostered Minister Voting Member Registration Fee</b> (Specialized Ministry/On Leave from Call/Disability Roster)	\$150	x1	\$_____
<b>Retired Clergy/Deacon Elected Voting Member</b>	\$100	x1	\$_____

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## NON-VOTING MEMBER FEE SECTION

**Visitor, Retired Voice Only, Vendor, Candidate for Roster, Clergy-Other Synod**

Non-Voting/Visitor <b>INCLUDES Friday lunch</b>	\$100	x1	\$_____
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## Additional Items (Optional) — May purchase for more than one person.

**Scholarship Donation** - In order to assist our smaller congregations with the cost of attending, we are asking those in a stronger financial position to consider making an extra contribution. Thank you! \$\_\_\_\_\_

<b>Assembly Materials</b> I wish to have the Assembly reports & materials printed and mailed to me prior to the Assembly instead of downloading them for free. This fee covers printing & shipping.	\$20.00	x _____	\$_____
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<b>Assembly Worship Offering</b> Offerings will be designated by the Synod Council. You may include your offering with your registration or bring it to the assembly.			\$_____
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**Total Fees:** \$\_\_\_\_\_

Now go to [www.pacificasynod.org](http://www.pacificasynod.org) to register online using the information above.  
Please note: you are responsible to make your own hotel reservations.  
Please see Assembly webpage for details.