

REGISTRATION INFORMATION
PACIFICA SYNOD ASSEMBLY
May 16-17, 2025

Online Registration for the 2025 Pacifica Synod Assembly opens **MARCH 5.**

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, located under the "2025 Pacifica Synod Assembly" tab near the top of the home page. There you will find the assembly registration link, instructions 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 (optional) 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 (optional) 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 (Voting—Specialized Ministry, On Leave From Call, Retired Voting Members OR Non-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 (optional) 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 MAY 5.
YOU ARE STRONGLY ENCOURAGED TO BOOK YOUR CHOICE OF LODGING FOR THE ASSEMBLY ASAP!
THERE WILL BE A LIMITED NUMBER OF HOTEL ROOMS BLOCKED FOR THIS ASSEMBLY.
ONCE THE ROOM BLOCK IS FULL, WE CANNOT ADD MORE ROOMS.
(Please visit the Assembly webpage at https://www.pacificasynod.org/2025-pacifica-synod-assembly/ for hotel information and other housing options.)

For Assembly registration questions, please contact Terri Robertson at 714.692.2791, ext. 732 or by email at terrirobertson@pacificasynod.org.

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2025 Pacifica Synod Assembly Registration

May 16-17, 2025 — Gloria Dei Lutheran Church, Dana Point, CA

Please fill out ONE FORM PER PERSON registering for the assembly.
Then go to https://bit.ly/PacificaAssembly25 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 Restrictions: ❑ Gluten-Free ❑ Vegetarian ❑ Vegan ❑ Dairy-Free

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

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**

Registration Fees

VOTING MEMBERS
INCLUDES Friday lunch

	Fee	Quantity	Total
Congregation Fee for 3 Voting Members (One per congregation—1 Rostered Minister & 2 Lay VM)	$525	x1	$_____
Voting Member included in Congregation fee above	$0	x1	$__0___
Additional Congregation Voting Member (Assigned VM over 3 or Additional Youth/Young Adult VM)	$100	x1	$_____
Rostered Minister Voting Member Registration Fee (Specialized Ministry/On Leave from Call/Disability Roster)	$150	x1	$_____
Retired Clergy/Deacon Elected Voting Member	$100	x1	$_____

NON-VOTING MEMBER FEE SECTION
Visitor, Retired Voice Only, Vendor, Candidate for Roster, Clergy-Other Synod

Non-Voting/Visitor **INCLUDES Friday lunch**	$100	x1	$_____

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! $_____

Assembly Materials $25.00 x _____ $_____
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.

Assembly Worship Offering $_____
This year's offering has been designated for Global Refuge.
You may include your offering with your registration or bring it to the assembly.

Total Fees: $_____

Now go to https://bit.ly/PacificaAssembly25 to register online using the information above.
Please note: you are responsible to make your own housing/hotel reservations.
Please see Assembly webpage for details.