



## REGISTRATION INFORMATION

**2021 Pacifica Synod Assembly**

**Saturday, May 1, 2021**

Online Registration for the 2021 Pacifica Synod Assembly will open on March 5. Please download the attached registration form and have voting members complete the information before proceeding to the registration website. **It is VERY important to get ALL the information needed together in advance.**

Find the assembly webpage at [www.pacificasynod.org](http://www.pacificasynod.org), found under the "News & Events" tab. Click the 2021 Synod Assembly from the drop-down menu to find the assembly registration link and other information.

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

### **IMPORTANT INFORMATION PRIOR TO REGISTERING**

**This is an online assembly.** Each voting member will need to arrange for access to and familiarity with an internet connection and a certain amount of technology.

#### **Voting members will need:**

- **an email address unique to each voting member.** **EVERY** voting member must have **THEIR OWN** email address to receive their own voting credentials.
- a quality and stable internet connection.
- a desktop or laptop computer or tablet with a microphone, built-in or external speakers, and camera (optional).
- **a separate device (phone or tablet) for each voting member (even if in the same household)** to download a voting app to use for all voting that will take place during the assembly.

#### **Visitors:**

Visitors/observers are invited and encouraged to view the assembly via live streaming. Visitors **DO NOT** need to register. Information on how to view will be provided closer to assembly.

### **REGISTRATION INSTRUCTIONS**

**Please note: this year there is no GROUP registration.** Each voting member from a congregation must be registered individually. This can either be done by the voting members themselves OR a congregational administrator can collect information from all voting members using the enclosed form and register each voting member individually. If you are registering a person other than yourself, please confirm ALL information with them before doing so, even if you think you know it.

If your congregation **PAID** this invoice before March 1, your online registration may be completed without any payment due. If you aren't sure, please contact Terri Robertson in the synod office to confirm **BEFORE** you register voting members. Due to the online nature of this Synod Assembly, there will be **NO** additional voting member fee for congregations with more than 3 voting members or for the one additional Youth/Young Adult voting member each congregation is entitled (and encouraged) to register.

1. Go online and input the information listed on the Registration Form (one per person).
2. Check —"**YES - our congregation has prepaid assembly congregation fee**" - Skip to additional items for more options or checkout.
3. You may purchase additional (optional) items (pre-assembly report notebook, scholarship donation, assembly offering) at this time.
4. Choose your payment method—credit card or check—if you have no balance due, choose "Mail in check" to proceed.
5. Click on the "Submit Registration" button. **If you skip this step, your registration will not be recorded.**

If your congregation **DID NOT** pay this invoice by March 1, the discounted rate no longer applies. Please contact Terri Robertson in the synod office **before** registering to ensure that only one voting member from each congregation pays the congregational fee due.

1. Go online and input the information listed on the Registration Form (one per person).
2. Check —"**NO - prepayment was NOT made**". Go to the next REGISTRATION FEE section.
3. Select "Congregation Fee Due—\$315"
4. You may purchase additional (optional) items at this time.
5. Choose your payment method—credit card or mail in a check.
6. Click on the "Submit Registration" button. **If you skip this step, your registration will not be recorded.**
7. If you've chosen to pay by check, please print your invoice (sent in your confirmation email) and mail a check to the synod office as directed.

**2021 ASSEMBLY REGISTRATION DEADLINE IS APRIL 19, 2021**

# 2021 Pacifica Synod Assembly Registration

May 1, 2021—ONLINE

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

## Voting Member Information

First Name	Last Name	Contact Phone #	
Email Address (Please note: each voting member must have their own unique email address)			
Mailing Address	City	State	Zip
Title (e.g., Mr., Mrs., Ms., Pastor, Deacon)		Age: <input type="checkbox"/> 0 -13 <input type="checkbox"/> 14 -18 <input type="checkbox"/> 19 - 29 <input type="checkbox"/> 30 - 64 <input type="checkbox"/> 65+	
Congregation/Institution	City of Congregation/Institution		
Conference—For Voting Members Only			

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

## Voting Device Information

In addition to a computer or tablet to attend the Synod Assembly via Zoom, **each voting member** (even if they live in the same household) will also need their **own separate device** to vote using a voting app. Please indicate what type of device you will use to vote:

- ☐ iPhone
- ☐ Android
- ☐ Tablet

For questions or more information, please contact Terri Robertson  
at the synod office at 714.352.8732  
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 and presentations, with voting access.

### VOTING MEMBER FEE SECTION:

- ☐ YES - our congregation has prepaid assembly congregation fee - Skip to [Additional Items](#) for more options.
- ☐ NO - prepayment was NOT made. Go to the [Registration Fees](#) section below to choose options.

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### REGISTRATION FEES FOR VOTING MEMBERS:

	Fee	Quantity	Total
<b>Congregation Fee for 3 Voting Members</b> (Pay ONE time per congregation IF NOT prepaid)	\$315	x1	\$ _____
<b>Voting Member</b> included in Congregation fee	\$0	x1	\$ <u>0.00</u>
<b>Voting Member</b> Additional Youth (under 18) OR Young Adult (18-30) <b>LIMIT OF ONE PER CONGREGATION</b>	\$0	x1	\$ <u>0.00</u>
<b>Clergy or Deacon—Specialized Ministry Voting Member Registration Fee</b>	\$40	x1	\$ _____
<b>Clergy or Deacon—On Leave from Call Voting Member Registration Fee</b>	\$40	x1	\$ _____
<b>Clergy or Deacon—Retired Elected Voting Member Registration Fee</b>	\$40	x1	\$ _____
<b>Synod Council Lay Member Voting Member Registration Fee</b>	\$0	x1	\$ _____

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### Additional Items

**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!

\$ \_\_\_\_\_

**Pre-Assembly Report Notebook**

I wish to have the Assembly reports & materials printed and mailed to me instead of downloading and/or printing them for free.

\$20.00

x \_\_\_\_\_

\$ \_\_\_\_\_

**Assembly Worship Offering**

Offerings will be designated by the Synod Council in March 2021.

\$ \_\_\_\_\_

**Total Fees:** \$ \_\_\_\_\_

Go to [www.pacificasynod.org](http://www.pacificasynod.org) to register online using the information above.

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