

# REGISTRATION INFORMATION

## PACIFICA SYNOD ASSEMBLY May 18-19, 2018



Online Registration for the 2018 Pacifica Synod Assembly opens **MARCH 1**.

Please download the attached registration form and fill out one copy per voting member before proceeding to the registration website. **It is VERY important to get ALL the information needed for each person you are registering.** Find the online registration at [www.pacificasynod.org](http://www.pacificasynod.org), click the "News & Events" tab at the top of the page, then on the 31st Annual Synod Assembly Event link in the drop-down menu. Follow the link on the assembly page for the [assembly registration](#). Please note: Hotel reservations must be made separately.

**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.

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.

1. Go online and input the information gathered 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. 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—voting member fees **already include** the Friday box lunch.
4. Choose your payment method—credit card or mail in a 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 Form (one per person).
2. Check —"**NO - prepayment was NOT made**". Go to the next 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 clergy & 2 Lay VM)," when registering the first person (usually your pastor or called interim). Choose "Voting Member included in Congregation fee already paid" for your other voting members.
  - For a congregation with more than 3 voting members—choose "Congregation Fee (One per congregation - Includes 1 clergy & 2 Lay VM)" when registering the first person (usually your pastor). Choose "Voting Member included in Congregation fee already paid." Do the same for two lay voting members. THEN choose "Voting Member (Additional VM, or Specialized Ministry, or Synod Council)" for each additional voting member.
4. You may purchase additional items at this time: Remember—voting member fees **already include** Friday's box lunch.
5. Choose your payment method—credit card or mail in a check.
6. Click on the "Submit Registration" button.

### FOR INDIVIDUALS:

1. Go online and input the information gathered on the Registration Form (one per person).
2. Choose a registration fee category.
3. You may purchase additional items at this time.
4. Choose your payment method—credit card or mail in a check.
5. Click on the "Submit Registration" button.

**ASSEMBLY REGISTRATION DEADLINE IS MAY 1**  
**DEADLINES FOR GROUP HOTEL RATES VARY BY HOTEL (SEE WEBSITE)**

# 2018 Pacifica Synod Assembly Registration

May 18-19, 2018 – Hope Lutheran Church, Palm Desert

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	Phone #	
_____		_____	
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: <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. Others may use "N/A."

## Status—Please Choose ONE

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

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|--|--|
| <input type="checkbox"/> Clergy - Under Call to Congregation (VOTING)<br>(Includes Interim Under Contract) | <input type="checkbox"/> Clergy - Retired (VOICE ONLY)                         |
| <input type="checkbox"/> Clergy - Under Call to Specialized Ministry (VOTING)                              | <input type="checkbox"/> Deacon - Retired (VOICE ONLY)                         |
| <input type="checkbox"/> Clergy - Retired - Elected (VOTING)   | <input type="checkbox"/> Deacon - On Leave (VOICE ONLY)                        |
| <input type="checkbox"/> Clergy - On Leave From Call (VOTING)  | <input type="checkbox"/> Candidate for Roster (NON-VOTING)                     |
| <input type="checkbox"/> Clergy - Full Communion Partner u/Contract (VOTING)                               | <input type="checkbox"/> Visitor (NON-VOTING)                                  |
| <input type="checkbox"/> Deacon - Under Call (VOTING)  | <input type="checkbox"/> Vendor/Institution/Agency Representative (NON-VOTING) |
| <input type="checkbox"/> Deacon Retired - Elected (VOTING)   | <input type="checkbox"/> Volunteer (NON-VOTING)                                |
| <input type="checkbox"/> Lay Female Congregational Voting Member   | <input type="checkbox"/> Special Guest (NON-VOTING)                            |
| <input type="checkbox"/> Lay Male Congregational Voting Member   | <input type="checkbox"/> Synod Staff (NON-VOTING)                              |
| <input type="checkbox"/> Ethnic Congregation - Lay Female Voting Member                                    |  |
| <input type="checkbox"/> Ethnic Congregation - Lay Male Voting Member                                      |  |
| <input type="checkbox"/> Synod Council Lay Member (VOTING)   |  |

- Hotel:**  I will be staying at Embassy Suites, Palm Desert    I will be staying at Holiday Inn Express, Palm Desert
- I will be staying at Best Western Plus, Palm Desert    I will be staying at Homewood Suites, La Quinta
- I will be staying at Hilton Garden Inn, Rancho Mirage    I will be staying elsewhere or commuting

**Special Food Request:**    Gluten Free    Vegetarian

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

## Select One Registration Fee per person

Registration Fee includes admission to all sessions and workshops and name badge.

## 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 Fee for Voting Members: Includes Friday Boxed Lunch

	Fee	Quantity	Total
<b>Congregation Fee for 3 Voting Members</b> (Pay one time per congregation –For 1 Clergy & 2 Lay VM) <b>Includes 3 Friday Boxed Lunches</b>	\$600	x1	\$ _____
<b>Voting Member</b> included in Congregation fee	\$0	x1	\$ <b>0.00</b>
<b>Voting Member</b> Full Communion Partner under Contract included in Congregation fee	\$0	x1	\$ <b>0.00</b>
<b>Voting Member Registration Fee</b> (For Additional VM or Specialized Ministry) <b>Includes 1 Friday Boxed Lunch</b>	\$125	x1	\$ _____
<b>Retired Elected Voting Member Registration Fee</b> <b>Includes 1 Friday Boxed Lunch</b>	\$100	x1	\$ _____

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## NON-VOTING MEMBER FEE SECTION:

### Visitor/Guest, Voice Only, Vendor, Candidate for Roster

2 Day Visitor <b>INCLUDES Friday Boxed Lunch</b>	\$45	x1	\$ _____
2 Day Visitor—Friday and Saturday - NO meals included	\$30	x1	\$ _____
Visitor - Friday Only - NO meals included	\$15	x1	\$ _____
Visitor - Saturday Only - NO meals included	\$15	x1	\$ _____

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**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!

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

**Additional Items**— May purchase for more than one person.

**Boxed Lunch** - Friday, May 18 \$15.00 x \_\_\_\_\_ \$ \_\_\_\_\_  
Remember: Voting Member Fee already includes lunch

**Assembly Materials** \$20.00 x \_\_\_\_\_ \$ \_\_\_\_\_  
I wish to have the Assembly reports & materials printed and mailed to me instead of downloading it for free. I understand that it will cost \$20 per notebook.

**Assembly Worship Offering** \$ \_\_\_\_\_  
Offerings will be directed by the Synod Council.  
You may include your offering with your registration or bring it to the assembly.

**Total Fee:** \$ \_\_\_\_\_

Now go to [www.pacificasynod.org](http://www.pacificasynod.org) to register online using the information above.  
Hotel reservations must be made separately. See website for hotels offering discounts.