



We Are Church, We Are Called

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SWCA & Pacifica Synod Assembly
May 28-30, 2020
California Lutheran University
Thousand Oaks, CA

REGISTRATION INFORMATION

Online Registration for the 2020 Pacifica Synod Assembly will open in early March. 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 assembly webpage at www.pacificasynod.org, found under the "News & Events" tab. Click the 33nd Annual Synod Assembly from the drop-down menu to find the assembly registration link and other information.

Please note: Housing reservations must be made on your own.

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 2, 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** Friday lunch and dinner.
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 you skip this step, your registration will not be recorded.**

If your congregation DID NOT pay this invoice by March 2, 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 **two** 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” for **two** of your lay voting members. THEN choose “Voting Member (Additional VM, or Specialized Ministry, or Synod Council)” for each **additional** voting member (clergy or lay).
4. You may purchase additional items at this time, such as Assembly materials or to make a worship offering donation.
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.**

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. **If you skip this step, your registration will not be recorded.**

California Lutheran University requires the completion of a Liability Waiver & Release Form for everyone attending events on the CLU campus. Please download the attached waiver [HERE](#) for everyone attending to fill out and bring to the Assembly. There is NO need to send the waiver ahead of time. Copies of the waiver will be available at the Assembly.

ASSEMBLY REGISTRATION DEADLINE IS MAY 15.

DEADLINES FOR HOUSING RESERVATIONS VARY (SEE WEBSITE)

2020 Pacifica Synod Assembly Registration

May 28-30, 2020 – California Lutheran University, Thousand Oaks

Please fill out ONE form per person registering for the assembly. Then go online at www.pacificasynod.org to register.

First Name

Last Name

Phone #

Cell Phone # (For emergency use only—not published) Email

Mailing Address

City

State

Zip

Emergency Contact Name

Emergency Contact Phone #

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

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

Congregation/Institution

City of Congregation/Institution

Conference—For Voting Members Only
Others use "N/A."

Optional—Preferred Pronouns (i.e., he/his, she/hers, they/theirs or your preferred)

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
- Ethnic Congregation - Lay Female Voting Member
- Ethnic Congregation - Lay Male Voting Member
- Synod Council Lay Member (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)
- Special Guest (NON-VOTING)
- Synod Staff (NON-VOTING)
- Synod Youth Team (NON-VOTING)
- Volunteer (NON-VOTING)

Housing Arrangements:

- I intend to make/have made CLU dorm reservations
- I intend to make/have made local hotel reservations

- I intend to commute to/from the Assembly
- I intend to stay locally with friends
- I am unsure of my housing arrangements

Special Dietary Request for Friday Lunch & Dinner:

- Gluten Free
- Vegetarian

For questions or more information, please contact Terri Robertson
at the synod office at 714.352.8732
or by email at terrirobertson@pacificasynod.org

Select One Registration Fee per person

Registration Fee includes admission to all business sessions and presentations, 2 meals and a 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, including any in addition to the 3 covered by the Congregation Fee.
- NO - prepayment was NOT made. Go to the **Registration Fees** section below to choose options.

REGISTRATION FEES FOR VOTING MEMBERS: **Includes Friday Lunch & Dinner**

	Fee	Quantity	Total
Congregation Fee for 3 Voting Members (Pay one time per congregation – For 1 Clergy & 2 Lay VM) Includes Friday Lunch & Dinner for each	\$575	x1	\$ _____
Voting Member included in Congregation fee Includes Friday Lunch & Dinner	\$0	x1	\$ 0.00
Voting Member Additional Youth (under 18) OR Young Adult (18-30) LIMIT OF ONE PER CONGREGATION Includes Friday Lunch & Dinner	\$0	x1	\$ 0.00
Voting Member Registration Fee (For Additional VM, On Leave or Specialized Ministry) Includes Friday Lunch & Dinner	\$195	x1	\$ _____
Retired Elected Voting Member Registration Fee Includes Friday Lunch & Dinner	\$95	x1	\$ _____

NON-VOTING MEMBER FEE SECTION:

Visitor/Guest, Retired (Non-Elected), Vendor, Candidate for Roster

2 Day Visitor Includes Friday Lunch & Dinner	\$95	x1	\$ _____
2 Day Visitor—Friday and Saturday - NO meals included	\$30	x1	\$ _____

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!

\$ _____

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

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

Total Fees: \$ _____

Go to www.pacificasynod.org to register online using the information above.
Housing reservations must be made on your own. See the assembly website for housing options.