



# Eastern Synod Assembly 2008

12<sup>th</sup> Biennial Convention  
July 9-13, 2008  
London Convention Centre  
London, Ontario

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## *DELEGATE INFORMATION BULLETIN #1*

### 1. REGISTRATION FORM

Your careful completion of this form will allow the planning committee to make your Synod Assembly 2008 experience as comfortable as possible and to efficiently prepare for your attendance and participation.

Please complete and return the form, along with a cheque payable to the Eastern Synod, to the synod office *NO LATER THAN MAY 1, 2008*.

Please note that all ordained ministers serving under a "Call" are required to attend the Synod Assembly 2008 unless excused. Requests to be excused should be directed to the Secretary of Synod as soon as possible. (EASTERN SYNOD CONSTITUTION, ARTICLE VII, SEC 10.)

### 2. LONDON CONVENTION CENTRE (LCC), 300 YORK STREET, LONDON, ON

All assembly sessions will be held at the London Convention Centre, London, Ontario. Assembly worship services, with the exception of the Ordination Service, will also be at the LCC.

### 3. REGISTRATION FEES

**The \$365.00 Delegate Registration Fee** is all inclusive (registration costs, travel, banquet ticket). The registration fees are used to cover overhead expenses associated with the Synod Assembly 2008, including such items as the publication and distribution of the BULLETIN OF REPORTS, guest expenses, presenter honourarium and expenses, reimbursement of delegate travel expenses, facility and equipment rentals, refreshment breaks, etc. Delegates and visitors can use the registration form to order additional banquet tickets. Only registered delegates are entitled to voice and vote at the assembly.

**The \$145.00 Visitor Registration Fee** allows registered visitors to receive a copy of the BULLETIN OF REPORTS and a banquet ticket. Registered visitors are invited to participate in all assembly activities and refreshment breaks. Visitors can also use the registration form to request additional banquet tickets.

**Spouses of Delegates and Visitors** may wish to attend the assembly. Their name must be included on the registration form of the delegate or visitor to whom they are married. The

registration form allows them to purchase a banquet ticket. **If they wish to be seated on the convention floor, receive printed materials and participate in the rest of the assembly activities, they must also be registered as a visitor and submit a completed registration form.**

#### 4. ACCOMMODATION AND MEALS

Congregations are required to cover the full \$780.00 delegate registration fee for each of their delegates. This includes the registration cost, banquet ticket, accommodation and meals. The total cost is \$820.00 if parking required.

**Please Note: \$365.00 is payable to “The Eastern Synod” and is to be included with your registration form. \$455.80 is payable to the delegate to cover accommodations, meals and parking.**

**A. Accommodation:** Delegate accommodation will be at the London Hilton Hotel. There is a walkway between the London Hilton Hotel and the LCC. **Please Note** that the recommended stipend paid by congregations is set at double occupancy rates - \$59.50 per person per night plus taxes = \$261.80 for four nights.

Per delegate cost at the London Hilton based on Hilton Rates are:

Single - \$119.00 per night plus taxes

Double - \$59.50 per person per night plus taxes

Check in time is 3 p.m.

Parking is available at the London Hilton at a cost of \$10.00 per day.

**B. Meals:** Delegates are on their own for meals. Recommended per delegate meal stipend paid by congregations is \$154.00. Note: Saturday banquet cost is included in registration fee.

**4 Breakfasts** (Thursday to Sunday) @ \$10.00 = \$40.00

**5 Lunches** (Wednesday to Sunday) @ \$12.00 = \$60.00

**3 Suppers** (Wednesday to Friday) @ \$18.00 = \$54.00

Please indicate any food allergies or special food requirements on your registration form for the banquet. Delegates are ‘on their own’ for all other meals.

**C. Banquet:** The Synod Assembly 2008 Banquet will be held at the London Convention Centre, on Saturday evening, July 12.

The celebration will begin with a reception (cash bar) at 6:30 p.m. Dinner will be served at 7:00 p.m. Each registered delegate and visitor will receive one banquet ticket as part of their registration fee. Those wishing to secure additional banquet tickets should indicate this on the registration form. The \$45.00 ticket expense covers all costs associated with the meal including dessert, coffee and tea, taxes and gratuities. While an accurate number of those attending the banquet must be given prior to the assembly, a few tickets may still be available – check at the registration desk. The scope and focus for the assembly

banquet has been broadened to include the “Eastern Synod Leadership Awards” in addition to honouring those pastors who are celebrating ordination anniversaries of 25, 40, 50, 60 and 70 plus years of ordained ministry during 2007 and 2008. Those who are concluding terms of service on Synod Council and Synod Youth Council will also be recognized.

## 5. ASSEMBLY EXPENSES

**Parish pastors, Interim pastors, Ordinands and Accredited Lay Delegates** will pay full registration, which includes the registration fee, accommodation, parking and meal costs. This expense is the responsibility of the congregation.

**Pastors under “Call to Special Service”** will pay full registration. Their expenses are the responsibility of the employing agency to which they relate.

**Retired pastors (not serving as an interim minister)** will pay only for the cost of their banquet ticket. All other costs are paid through the synodical budget to a maximum of \$455.80 for accommodations, meals and parking.

**Retired pastors serving in interim ministries** will pay full registration fees. Their assembly expenses are the responsibility of the congregation being served.

**Pastors “On Leave from Call”** will pay for their accommodation, parking, meals and banquet ticket. Their registration fee is paid through the synodical budget. Please identify yourself as “On Leave from Call” in the section near the top of the registration form. **Note:** This free registration does not apply to clergy who are “On Leave from Call” and are serving as interim ministers.

**Pastors “On Leave from Call”, serving in interim ministries** will pay full delegate fees. Assembly expenses for pastors “On Leave from Call” serving in interim ministries are the responsibility of the congregation being served.

**Travel costs** associated with attending the assembly are reimbursed to all clergy delegates and accredited lay delegates upon submission of a DELEGATE TRAVEL EXPENSE FORM. Prior to completing this form, please consult the enclosed ASSEMBLY TRAVEL POLICY.

## 6. TRAVELLING TO ASSEMBLY

To economize on travel expenses, those travelling by automobile are encouraged to carpool (please read the new travel policy). **Those intending to travel by air must receive prior authorization from the Assembly Manager, Rev. Guenter Dahle (toll free 1.877.373.5242).** Once authorized, such economy fare tickets are to be purchased as soon as possible. Tickets are to be booked through Nellie Follings at Beechwood Travel (toll free 1.877.884.4770). Beechwood Travel will bill the synod directly.

Ground transportation from Toronto Pearson International Airport, London International Airport, London VIA Rail Station or London Greyhound Bus Terminal to the Hilton Hotel, will be organized by the Local Arrangements Committee. It is therefore mandatory that you include all travel information on the registration form.

## 7. DELEGATE EXPENSE FORMS

DELEGATE EXPENSE FORMS will be included in your registration packet at the assembly. Please complete and turn them in at the hospitality desk. Prior to completing the expense form, please consult the attached SYNOD ASSEMBLY TRAVEL POLICY.

## 8. REGISTRATION

Assembly registration will take place at the London Convention Centre, 2<sup>nd</sup> Floor. You will be able to register for Synod Assembly 2008 on Wednesday, July 9<sup>th</sup>, 9:00 a.m. – 6:00 p.m.; Thursday, July 10<sup>th</sup>, 8:00 a.m. – 6:00 p.m. and 7:00 p.m. – 9:00 p.m.

## 9. BULLETIN OF REPORTS

While this document is being written, the BULLETIN OF REPORTS is being prepared. It will be mailed prior to the assembly to delegates whose registration forms have been received by May 1<sup>st</sup>. Supplements will be distributed in the registration packets at Synod Assembly 2008. Please care for your BULLETIN OF REPORTS. It will serve as the record of the assembly. **An Assembly Biennial Year Book will not be printed.** In its place, the minutes of the assembly and other pertinent information will be provided to download on the Eastern Synod website <[www.easternsynod.org](http://www.easternsynod.org)> as an addendum to the BULLETIN OF REPORTS.

## 10. ASSEMBLY COMMITTEES

Some delegates will be appointed to various assembly committees. Delegates will be advised of such appointments prior to the assembly. These committees will be introduced by the chair at the first business session.

## 11. WORSHIP

*OPENING SERVICE OF HOLY COMMUNION* will be held in Ballroom 4, 5 at the LCC, at 7:30 p.m., Wednesday, July 9. A welcome reception will be held on the Upper Foyer 2, 3, 4 of the LCC (close to the Ballroom) following worship. Opening Service participants will rehearse at 5:15 p.m.

*ORDINATION & CONSECRATION SERVICE* will be at St. Paul's Cathedral, 472 Richmond Street at Queens Avenue, London on Friday, July 11, at 7:30 p.m. The Cathedral is 4 blocks from the Convention Centre. Those requiring transportation should sign up at the Hospitality Desk. Following the service, a reception will be held in the church hall. Ordination worship participants will rehearse from 4:00 p.m. to 5:00 p.m.

*HOLY COMMUNION SERVICES* will be celebrated each morning (Thursday, Friday and Saturday) at 8:30 a.m. in Ballroom 4, 5 at the LCC. The Friday morning Holy Communion Service will include a memorial rite for pastors who have died during the past biennium.

*NIGHT PRAYER* will be celebrated on Thursday evening at 9:00 p.m. in Ballroom 4, 5 at the LCC.

*ASSEMBLY CLOSING SERVICE OF HOLY COMMUNION* will be on Sunday morning, July 13, at 10:00 a.m. in Ballroom 4, 5 at the LCC.

## 12. WATERLOO LUTHERAN SEMINARY ALUMNI AND FRIENDS RECEPTION

This reception will be held following Session Two on Thursday, July 10, from 12 noon to 1:00 p.m. Please indicate your intention to attend on the registration form.

## 13. BISHOP'S RECEPTION FOR RETIRED PASTORS & SPOUSES

Bishop Pryse will again be hosting a reception for retired pastors and their spouses. It will

take place on Wednesday, July 9, beginning at 9:00 p.m. Please indicate your intention to attend on the registration form.

#### **14. DELEGATE SEATING**

All delegates will be assigned a table at which they will be required to sit while the assembly is in session. Seating will not be alphabetical but tables are assigned so that the stewards will be able to find delegates. This allows for the efficient sharing of messages and for proper administration of electoral processes.

#### **15. NO SCENTS MAKES GOOD SENSE**

Many people today suffer from hypersensitivity to various chemicals in our environment. On the evaluation form from previous assemblies, several delegates have indicated that they suffer discomfort from allergic reactions to perfumes, hairspray, colognes and after-shave lotion. You can assist these people by refraining from using these products.

#### **16. ELECTIONS**

Balloting will take place for the vacant positions on Synod Council and Waterloo Lutheran Seminary Board of Governors. Delegates must be at their places to vote or cast a ballot.

#### **17. HOSPITALITY/INFORMATION DESK**

This desk will be on the 2<sup>nd</sup> floor of the London Convention Centre. Here you will find general information concerning assembly activities, sign up sheets, community sights and activities.

#### **18. PAID PARKING**

In addition to the hotel parking, underground parking is available at the London Convention Centre on York Street and public parking is available across the street (either on King Street across from the Hilton or York Street across from the Convention Centre).

#### **19. AUGSBURG FORTRESS BOOK STORE**

Augsburg Fortress Publishing will again provide a bookstore during the assembly.

#### **20. DAY CARE**

Child care **will not be provided** at the assembly.

#### **21. BRING A SWEATER**

The meeting area in the London Convention Centre has air conditioning. We advise delegates to bring a sweater along for warmth if needed.

#### **22. DON'T FORGET**

Bring an umbrella for inclement weather. You will be walking outside to meals and to the Ordination Service.

**Please see the attached Assembly Travel Policy**