

Where do I stay?

Registration materials will be available directly to congregations in mid-February. Registrations and payments are due in the Synod Office by May 1st. On-line registration will be available again this year.

What about meals?

All meals are included in registration. Breakfast is provided by the Hyatt for overnight guests. Please specify on your registration your meal choice for Friday's dinner and any dietary restrictions.



What do I wear?

Large assembly halls vary a great deal in temperature. It is best to bring a jacket or sweater that can be used as needed. These rooms are general quite cold.

Where do I stay?

You or your congregation is responsible for making arrangements directly with the hotel, or you may commute daily. The rate for the Hyatt per night is \$110 for Queen or \$120 for a King based on single or double occupancy. The link for registering at the hotel is <https://resweb.passkey.com/go/gecsy> or phone the hotel using the numbers below. (Be sure to tell them your with the East Central Synod for the special rate.)

Host Hotel

Hyatt On Main Hotel

333 Main Street
Green Bay
920-432-1234
888-421-1442



What about parking?

Parking will be available free on the premises for overnight hotel guests. *Day visitors should use the public parking ramp across from the hotel.*



A Guide to Attending the 2015 Synod Assembly

*Spirit Led, Spirit Shaped
A Journey Together*

KI Convention Center
Hyatt On Main Hotel
Green Bay

May 15th-16th, 2015

Pre-Event,

Thursday evening, May 14th

What is a Synod Assembly?

The Synod Assembly is an assembly of the members of the East Central Synod of Wisconsin, ELCA, some of whom have been granted the responsibility of being *voting members* to the *Synod Assembly*.



How is an Assembly conducted?

The Bishop will preside and run the business meeting of the Assembly using *The Robert's Rules of Order* to govern the Assembly proceedings. A parliamentarian will be in attendance, and a stenographer will take the minutes of the Assembly for publication following the event.



Bible study, thought provoking speakers, worship, entertainment, and fellowship are all included as important parts of the Assembly.

What is a Voting Member?

At least two members of each of the 126 congregations of the Synod *assemble* as duly selected *members* of congregations with *voting* responsibilities for governance and elections on behalf of the Synod. They are **not** sent as delegates from a given caucus; they are **not** gathered to act as some politicized delegates to a regional party convention.

What is the responsibility of a Voting Member?

In “assembly,” voting members review the work of the Synod, adopt a budget, elect representatives, ratify resolutions, and oversee various other “business” of the Synod. .

How to prepare?

A packet of materials, the “*PrePrint*”, should be provided to you by the congregation you are representing and will be available on-line at www.ecsw.org, under events, 30 days before the Assembly. It will contain a preliminary agenda, reports, proposed budget, nominations, salary guidelines, and resolutions. These materials are to be reviewed with other



voting members and rostered staff from the congregation. This information should be brought to the Assembly in a binder for easy reference. Additional materials will be handed out at the Assembly.



How is voting conducted?

When registering at the Assembly you will receive a voting device for use during the assembly. These devices are your responsibility to have with you at all times that the Assembly is in session. The voting devices need to be turned in at the end of the assembly. You will be billed **\$50** for any lost or not returned devices.

Do not lose your voting device, or leave it in your room or car. You must have it with you during all business meetings. **You will not be able to receive a replacement device unless yours is not working properly.**