

2014 MNYS Synod Assembly
May 29-31, 2014 • Hilton Long Island



Metropolitan New York Synod
Evangelical Lutheran Church in America
God's work. Our hands.

تأتي، الروح القدس

Vino, Duhule Sfânt

Ven, Espiritu Santo

Komm, Heiliger Geist

Come, Holy Spirit

Kom, Helige Ande

VENI, SANCTE SPIRITUS

Ayo, Roh Kudus

Tule, Pyhä Henki

Haya, na Roho Mtakatifu

来吧，圣灵

Viens, Esprit Saint

Welcome to our 2014 Synod Assembly!

Our 2014 Synod Assembly will be held May 29-31 at the Hilton Long Island (598 Broadhollow Road, Melville, NY 11747). Registration will begin on Thursday at 9:00 am, with our first plenary session at 1:00pm.

As it is available, updates and information will be posted on our Synod Assembly webpage: www.mnys.org/who_we_are/annual_assembly/. Participants will receive updates using the email provided in their registration. Stay tuned to our weekly e-letter for reminders and announcements.

Please note that this event will be photographed; the images may be used in synod communication materials.

In what follows, you will find information regarding registration and accommodations, submissions (including nominations and elections) and the timeline.



Conversations during the 2013 Synod Assembly.



Worship during the 2013 Synod Assembly.

Registration and Accommodations

Voting members, visitors and volunteers

Voting members at assembly serve on behalf of all the people of this synod. Voting members are called to make decisions for the well-being of our synod and the whole church. Voting members of the 2014 Synod Assembly will be entrusted to elect a synodical bishop, vice president, secretary and a number of synod council and committee members.

Constitutionally, voting members are:

- all ELCA rostered leaders in our synod (pastors, associates in ministry, deaconesses and diaconal ministers)
- lay congregation members who have been elected by their congregation (typically voting members will be equally male and female)
- Synod Council members and officers of the synod
- ecumenical partners serving as pastor to a congregation of our synod

Synodically rostered deacons are granted voice, but must be elected by their congregation in order to be a voting member. Congregations are strongly encouraged to register Alternate Voting Members (at no cost). Having alternates registered will ensure that if one voting member is unable to attend assembly, the alternate can take their place. Please note that registration for voting members will close on May 10 and not be available on-site.

We encourage people to attend as visitors. Visitors must sit in the designated space.

Volunteers help us to ensure that the assembly runs smoothly. Through the registration page, volunteers can sign up to help with registration, hospitality, plenary sessions, or communication. We will start assigning tasks on a rolling basis beginning April 15.

2014 Assembly Registration Fees

<i>January 1—April 15:</i>	<i>April 16—May 10:</i>
Voting Members: \$140	Voting Members: \$190
Visitors: \$75	Visitors: \$125

Registration

For our 2014 Synod Assembly, early registration will be open from January 1 to April 15. The fee to register as a voting member will be \$140 and the cost for visitors will be \$75. Late registration will be April 16 through May 10 and cost an extra \$50 per registration. There will be no on-site registration for voting members. Payment is not required to register, but all payment is due by May 10.

Meal plans

A meal package will be available for \$200. The meal package will include 3 lunches and 2 dinners. Breakfast will not be included. Meal plans are available for purchase through the registration site beginning January 1. The last day to cancel meal plans will be May 10.

Scan this QR code to start your registration on your smart phone or internet-ready device.



Overnight accommodations

The Hilton Long Island has reserved a block of rooms at the rate of \$154 per night. Reservations can be made anytime between now and April 29 by using the link on our Synod Assembly webpage or by calling 1-800-HILTONS and stating that you are with the "Metro New York Synod." Please note that this special room rate will be available until April 29 or until the group block is sold out, whichever comes first.

Please note, if you are tax exempt, you must do one of the following for that status to be honored by the Hilton Long Island:

- Bring a copy of your tax exempt certificate and pay with a credit card that has the same name (i.e. a credit card that includes the church name)
- Bring a copy of your tax exempt certificate and a certified check from the bank
- Bring a copy of your tax exempt certificate and mail your check early enough for it to clear with the bank (often this is 2 weeks).

Submissions

Nominations and elections

The 2012 Synod Assembly adopted a process for nominating and electing a synodical bishop. Visit www.mnys.org/bishops_election_committee/ to learn more.

There are over 20 other open positions in our synod: vice president, secretary, consultation committee, discipline committee, and Synod Council. A listing of all open positions, their job descriptions and the nomination form can be found online. Nominations from conferences will close on February 28. All other nominations will close on May 1 (except for nominations from the floor).

Agenda time and AV needs

All requests for agenda time during plenary sessions must be submitted using the online form by March 1, 2014.

After March 1, synod staff will make recommendations regarding the requests to the Assembly Planning Committee, which makes the final decision. Any plenary speakers will need to submit their final AV no later than April 15 to Rebekah Thornhill (rthornhill@mnys.org). Speakers will have the opportunity to rehearse their presentations May 15-17 (by appointment).

Forums

The deadline for submitting an application for a forum has been extended until April 15. Applications can be submitted using an online form found on our Synod Assembly webpage.

Forums may be offered at various times throughout assembly. Please indicate any preferences on the form. After April 15, synod staff will make recommendations regarding the requests to the Assembly Planning Committee, which makes the final decision.

Receptions

Receptions give an opportunity for groups to host an informal gathering with assembly participants. Room rentals as well as food and beverage will be coordinated through the synod office and groups will be invoiced following the assembly. Please contact Rebekah Thornhill (rthornhill@mnys.org or 212-870-2383) to discuss the costs involved and available scheduling.



A 2013 Synod Assembly forum.

Reports

The Bulletin of Reports is made available in May. If you have a report to be included, please submit it to Rebekah Thornhill (rthornhill@mnys.org) no later than April 15. As you compile your report, we encourage you to keep in mind our theme, "Come, Holy Spirit." Please send your report as a typed document. Pictures and logos can be included with the reports; please send them as a separate attachment.

Display tables

Display spaces will be available in the hallways surrounding our main ballroom. Partner organizations, MNYS committees and vendors can submit an application for that space through our Synod Assembly webpage. All applications are due April 1. After which, synod staff will review the applications and make recommendations to the Assembly Planning Committee. Please wait to send any payment until you have received confirmation.

Packets

Participants will be given packets of materials as they register. If you have an item you would like to include in the packet, please send a sample of the item to Synod Secretary Pr. Robert Schoepflin (synodsecretary@mnys.org or Abiding Presence Lutheran Church; 4 Trescott Path; Fort Solonga, NY 11768) by April 21. Following the secretary's approval, you will receive instruction on where to send 550 copies.

Resolutions

Resolutions for the consideration of the assembly should be submitted no later than April 1. They should be directed to both the Reference and Council Chair and the Synod Secretary. Any resolutions after April 1 will need to be brought to the floor of the assembly (with 500 paper copies available for voting members).

Timeline

January 1, 2014	Online registration opens Open positions and nomination guidelines posted Nominations for synodical bishop end
February 28, 2014	Nominations from conferences close
March 1, 2014	Agenda time request deadline
April 1, 2014	Nominees for bishop and schedule for informational forums announced Resolutions due Display table applications due
April 15, 2014	Registration ends (late registration begins) Reports to the assembly due AV due Rolling assignment of volunteers begins Forum applications deadline
April 21, 2014	Last date for sample packet items to be approved
April 29, 2014	Hilton Long Island rate ends
May 1, 2014	Nominations for open positions close (any other nominations must be made from the floor)
May 10, 2014	All registration for voting members ends All payment due Last date to purchase or cancel meal plans
May 15-17, 2014	Optional AV rehearsal (by appointment)
May 29-31, 2014	Synod Assembly No on-site voting member registration. No meal plans will be available for purchase on-site.



Worship during the 2013 Synod Assembly.



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