



The Virginia Synod of the Evangelical Lutheran Church in America
IN PARTNERSHIP WITH THE ISLANDS DISTRICT, PAPUA, NEW GUINEA

March 2008

To: All Pastors, Associates in Ministry, Diaconal Ministers, and Lay Leaders in Congregations with Pastoral Vacancies

OFFICIAL NOTICE

The Synod Assembly of the Virginia Synod, ELCA, will be held June 6-8, 2008, on the campus of Roanoke College, Salem, Virginia, starting with registration at 10:00 a.m. on Friday, June 6th.

GENERAL INFORMATION

ASSEMBLY PURPOSE: We gather together at this Assembly to care for necessary items of business, participate in and experience corporate worship, be inspired by the theme program and speakers and engage in fellowship.

ASSEMBLY THEME: For the 2008 Assembly will be **AMBASSADORS FOR CHRIST: BLESSED TO BE A BLESSING.** The theme, developed by the synod's Assembly Theme Team, continues to articulate our mission as a synod to be Ambassadors in celebrating and sharing all of God's gifts given to be cared for and shared with our neighbors.

Our Assembly special guests will be Theme Presenter and ELCA Churchwide Representative, David Swartling; and Bible Study Leader, Cary Mangus, Stewardship Coordinator

ASSEMBLY OFFERINGS: Offerings are designated globally for the New Guinea Islands District (PNG) Scholarship Program for children of pastors and locally for Rejoice Lutheran Church, mission start in Chesapeake.

PLENARY SESSIONS: Will be held in Bast Gymnasium. **WE HIGHLY RECOMMEND THAT PEOPLE BRING SWEATERS**, since the Air Conditioning System in Bast must run cool in the morning to make the temperature acceptable later in the day. **Please be aware that a plenary session has been scheduled for Friday evening.**

ASSEMBLY WORSHIP: A variety of worship experiences are built into the Assembly weekend. The Service of Holy Communion with Ordinations (if applicable) will be held on Saturday evening at St. Andrews Roman Catholic Church in downtown Roanoke. Buses will be available to transport folks to and from St. Andrews.

- VOTING MEMBERSHIP:** - All Rostered Leaders under call on the roster of this synod
- Congregational Lay Voting Members (as noted below)
- Lay Officers of the Synod
- All active Lay Rostered Leaders
- Retired Ordained Ministers
- Lay Members of Synod Council

CONGREGATIONAL LAY VOTING MEMBERS

ELECTION OF LAY VOTING MEMBERS: Enclosed you will find a Credential Blank for the names of the lay voting members from your congregation(s). **Please note that every congregation is entitled to at least two (2) lay voting members, normally one of whom is to be female and one male.** Congregations are **strongly** encouraged to elect, where possible, qualified persons who would express the inclusiveness of the church. **EARLY** election and certification of voting members is highly desirable so that Assembly committees can be formed in a timely manner with proper representation from the conferences. The **deadline for submitting the completed credentials form is May 1, 2008.** PLEASE NOTE THAT THE VOTING MEMBER CREDENTIALS FORM **DOES NOT** SERVE AS A REGISTRATION FORM. EVERYONE ATTENDING THE ASSEMBLY MUST COMPLETE A REGISTRATION FORM.

ADDITIONAL LAY VOTING MEMBERS: Larger congregations will be entitled to additional lay voting members on the following basis of baptized members (as of December 31, 2007): for each additional 200 baptized members, or portion thereof over 400, the congregation should elect an additional lay voting member.

If a check occurs in this box, your congregation is entitled to

_____ additional lay voting members, for a total of _____ lay voting members.

Additional members from each congregation normally shall be equally divided between male and female.

EXPECTATION FOR LAY VOTING MEMBERS: Included with this mailing is a list of expectations for lay voting members elected to the Synod Assembly that was approved by the Synod Council. Please share this document with individuals who will be serving as lay voting members.

ATTENDANCE

All persons on the Roll of Ordained Ministers are reminded of the constitutional requirement:

CHAPTER 14 - S14.21

All Ordained Ministers under a call shall attend meetings of the Synod Assembly...

AND FROM THE BYLAWS:

Any member of the Assembly contemplating absence from an Assembly shall send to the Secretary a written excuse prior to the convening of the Assembly. The excuse shall be referred to the Committee on Official Roll which shall determine and report to the bishop whether such absence is without good cause. Absence without good cause shall be grounds for censure to be administered by the bishop.

Excuses for the absences from any meeting of the Synod Assembly shall be presented to the Committee on Official Roll. This committee shall pass on the acceptability of any excuse and shall assemble the composite record of attendance and report thereon at the final meeting of the Assembly.

REGISTRATION AND FEE SCHEDULE

ASSEMBLY REGISTRATION: A registration form is included that can be copied as needed. **Each person** registering for the Assembly, including visitors, is required to complete the form. Please, no multiple registrations on the same form.

ROANOKE COLLEGE SUMMER CONFERENCE HEALTH EMERGENCY FORM: Roanoke College requires that **every person** attending our Assembly complete a Health Emergency Form, which is included in this mailing. **If this form is not completed, the Registration Form will be returned.**

Please review Registration Forms prior to submitting them to the Synod Office to insure that both the registration form and health form are complete. **PLEASE MAKE EVERY EFFORT TO COMPLETE AND MAIL THE FORMS BEFORE MAY 1, 2008.**

THE SYNOD COUNCIL HAS ESTABLISHED THE FOLLOWING POLICIES WITH REGARD TO REGISTRATION:

- O REGISTRATIONS POSTMARKED AFTER MAY 15, 2008 WILL BE REQUIRED TO PAY A \$10.00 LATE FEE.**
- O NO RESERVATIONS FOR ON-CAMPUS HOUSING WILL BE ACCEPTED AFTER FRIDAY, MAY 15, 2008. PERSONS REGISTERING AFTER THIS DATE WILL NEED TO MAKE ARRANGEMENTS TO STAY OFF CAMPUS.**

Assembly fees, including lodging and meals, registration and travel equalization have been established by the Synod Council as follows:

PLEASE BE SURE THE PROPER AMOUNT IS ENCLOSED WITH YOUR REGISTRATION FORM.

1. Lay or Rostered Voting Members

STAYING ON-CAMPUS (per person)

Lodging and Meals.....	\$100.00	Double Occupancy
	125.00	Single Occupancy
Registration.....	130.00	
Travel Equalization.....	15.00	
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TOTAL PACKAGE:	\$245.00	Double Occupancy
	270.00	Single Occupancy
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STAYING OFF-CAMPUS (per person)

Registration.....	130.00	
Meal Package.....	30.00	
Travel Equalization.....	15.00	
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TOTAL PACKAGE:	\$175.00	
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2. Registered Visitors (per person)

STAYING ON-CAMPUS

Lodging & Meals.....	\$100.00	Double Occupancy
	125.00	Single Occupancy
Registration.....	130.00	
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TOTAL PACKAGE:	\$230.00	Double Occupancy
	255.00	Single Occupancy
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STAYING OFF-CAMPUS (per person)

Registration.....	\$130.00	
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TOTAL PACKAGE:	\$130.00	
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3. Youth Assembly Voting Members (Must stay on Campus) (per person)

Lodging & Meals.....	\$ 95.00	Double Occupancy
Registration.....	110.00	
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TOTAL PACKAGE:	\$225.00	Double Occupancy
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LODGING AND MEALS

LODGING: Lodging at Roanoke College will be assigned on a first-come basis, **with air-conditioned rooms being assigned first.** A limited number of single rooms are available.

Persons preferring to stay at a local motel will be required to make their own reservations. A listing of local motels is included with this mailing.

MEALS:

COMMUTERS - PLEASE NOTE THE FOLLOWING CHANGE IN PROCEDURE:

- **Commuter Meal Packages MUST BE purchased at the time you submit your registration form!**
- **There will be NO MEAL TICKETS SOLD AT THE REGISTRATION DESK.**
- **Individual meals may be purchased at the door to the cafeteria.**

Staying on Campus: Six (6) meals are included in the lodging and meals package (Lunch and Dinner on Friday, Breakfast, Lunch and Dinner on Saturday and Breakfast on Sunday).

Staying off-Campus: Three (3) meals are included in the Commuter Package (Friday BBQ, Saturday Lunch and Dinner)

- All meal costs include a 4.5% state tax and 4.0% Salem City tax.
- All meals, with the exception of the Friday evening BBQ, will be served in the Colket Center Dining Hall (new Student Center).
- The Friday evening meal will be an informal "BBQ" supper prepared by Roanoke College Food Service, and served on the back quad of the college.

MAILINGS

YOUR REGISTRATION WILL BE ACKNOWLEDGED BY LETTER. A ROOM ASSIGNMENT WILL BE INCLUDED IF YOU ARE STAYING ON CAMPUS.

THE *BULLETIN OF REPORTS* AND OTHER PERTINENT ASSEMBLY INFORMATION WILL BE SENT TO ALL REGISTRANTS BEGINNING MAY15th.