



Evangelical Lutheran Church in America

God's work. Our hands.

North/West Lower Michigan Synod

2900 N. Waverly Rd.

Lansing MI 48906

T 517-321-5066

F 517-321-2632

www.mittensynod.org

2012 Joint Synod Assembly

North/West Lower Michigan and Southeast Michigan Synods

WORD OF GOD, WORD OF LIFE

Thursday, May 17 – Saturday, May 19

Lansing Center: 333 E. Michigan Ave, Lansing, MI 48933

Introduction

We will gather at this Assembly around the words many congregations now hear after the reading of the Lessons in our weekly liturgies: “Word of God, Word of Life.” Through the Word, written, spoken, and incarnate, God imparts life. John 1 and I John 1 beautifully express the mystery of God speaking us and all of creation into being. We will gather at the Lansing Center with our sisters and brothers from Southeast Michigan, to give praise and thanks for this life-giving Word.

Guest Presenters

Rev. Jim Mauney, Bishop of the Virginia Synod, ELCA

Linda Norman, Treasurer of the ELCA

Location

Meals, plenary sessions and workshops will take place at the Lansing Center. Parking at the Lansing Center is \$6 per entry.

Registration

Registration fees are \$120 per person with meals (for voting members and visitors) and \$70 without meals (for voting members and visitors). There is no charge for retired/on disability clergy and lay leaders without meals, \$60 with meals. There is no charge for assigned interns.

Registrations are due on or before April 16, 2012. Because of the added administrative work involved, a late fee of \$50 will be charged for registrations received at the Synod office after this date.

Please note [Youth Voting Members]: Each congregation that has less than 750 baptized members are asked to bring an additional voting member between the ages of 14- 18, and those with more than 750 are asked to bring 2 additional voting members between the ages of 14-18.



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You may register one of two ways:

- Register online at <http://www.regonline.com/Register/Checkin.aspx?EventID=1064472>
- When registering online you may pay by check or credit card; if paying by check, please mail your check to the Synod office and write Synod Assembly in the memo line.
- Or, register via postal delivery (payable by check to the North/West Lower Michigan Synod) by downloading the registration form and mailing it to the Synod office.
- **Registrations are due on or before April 16, 2012.**

Voting Credentials

The membership of the Synod Assembly, of which at least 60% of the voting membership shall be composed of lay persons, shall be constituted as follows:

- All ordained ministers shall register as voting members.
- Associates in ministry, deaconesses of the ELCA, and diaconal ministers on the official lay roster of this synod shall register as lay voting members.
- All ordained ministers who are retired or on disability leave shall register as voting members.
- All associates in ministry, deaconesses of the ELCA, and diaconal ministers who are retired or on disability leave on the official lay roster of this synod shall register as Lay voting members.
- All ordained ministers on leave from call may register as visitors (**without voting privileges**) unless elected as voting members by their respective congregations.
- All associates in ministry, deaconesses of the ELCA, and diaconal ministers on leave from call may register as visitors (**without voting privileges**) unless elected as voting members by their respective congregations.
- Assembly visitors do not have voting privileges.
- A minimum of one lay member elected by each congregation with less than 175 baptized members, one of whom shall be female and one of whom shall be male, shall be voting members.
- A minimum of two lay members elected by each congregation with more than 175 baptized members, one of whom shall be female and one of whom shall be male, shall be voting members.
- Additional voting representation from congregations shall be apportioned according to the baptized membership report on the 2009 statistical reports. (1000-1400: one additional voting member; 1500- 1999: two additional voting members; 2000 or more: three additional voting members). These additional voting members shall be equally divided between female and male, except odd-numbered voting members, if any, may be either female or male.



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Lodging

The Synods have contracted with 4 area hotels, listed below, for special Assembly rates. **Participants are responsible for making their own reservations. Reservations must be made on or before April 16.** After this date, the hotels can't guarantee these special rates or the availability of rooms. Identify yourself with the N/W Lower Michigan Synod Assembly when you reserve your room. *Please check with your hotel regarding their cancellation policies and tax exemptions for 501(c)3 organizations.*

+ If you would like assistance in finding a roommate, please contact Amanda Highben at the Synod office or via email: amandahighben@mittensynod.org

Radisson Hotel

111 N. Grand Avenue

Lansing, MI 48933

517-482-0188

Conference Rate: \$82.00 per night (NO breakfast. The Radisson's full American breakfast buffet is available from \$13.95 to \$9.95.)

Valet Parking: \$5 per night per vehicle

- Also, anyone just attending for the day and not staying overnight at the Radisson can take advantage of the \$5 valet parking.

Country Inn and Suites

6511 Centurion Drive

Lansing, MI 48917

517-827-7001

Conference Rate: \$84.00 per night (Breakfast included in rate)

Free Parking. A free shuttle service will be provided to/from the Lansing Center.

Hampton Inn (West)

525 North Canal Road

Lansing, MI 48917

517-627-8381

Conference Rate: \$84 per night (Breakfast included in rate)

Free Parking. A free shuttle service will be provided to/from the Lansing Center.

Ramada Lansing West Conference Center

7501 West Saginaw Highway

Lansing, MI 48917-1130

517-627-3211

Conference Rate: \$82 per night (Breakfast included in rate)

Free Parking. A free shuttle service will be provided to/from the Lansing Center.



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Offerings

Our offering to be received at opening worship will be for the ELCA Malaria Campaign. This will launch for us a three-year endeavor to raise \$15 million to partner with Lutheran churches in sub-Saharan Africa in preventing and treating malaria. These gifts are over and above the World Hunger offerings to which our congregations we pray will continue to contribute very generously throughout the year. Please invite your congregation to help us in eradicating a disease from which a child dies every 45 seconds. Checks should be made payable to the Synod with "ELCA Malaria Campaign" in the memo line.

The second offering received during closing worship will support Advent Lutheran in Lake Ann as they prepare now to build their first ministry facility. Advent is our newest organized congregation. Checks, as above, are payable to the synod, but with "Advent Lutheran" in the memo line. The Southeast Michigan Synod will receive offerings at closing worship for the newly formed Lutheran Volunteer Corps. Any undesignated offerings that morning will be divided equally between these two ministries.

Pre-Assembly Report

The Pre-Assembly Report will be available on or before April 26 at www.mittensynod.org. You may either print and bring your own copy, or pay \$5 to the Synod for the cost of printing and mailing a copy to you.

If you'd like to pay \$5 to have a copy mailed to you, you may either...

- Include the fee in your registration check and mail the check together with your registration form to the Synod office. (This option is available for those who are downloading their registration forms from the Synod's website.)
- Or, if you've registered online, please call Amanda Highben at the Synod office or via e-mail: amandahighben@mittensynod.org
- **Please note:** Paper copies will only be mailed to voting members and visitors who have registered by the April 16 deadline.

Ministry Display Tables

ELCA-related ministries are invited to host a display table during the Assembly. Limited space is available and will be processed on a first-come, first-served basis; we may not be able to accommodate all requests. **The Lansing Center charges \$70 for a table with electricity and \$15 without electricity.** Requests must be received by April 16. To request a table, please call Amanda Highben at the Synod office or via email: amandahighben@mittensynod.org

Tables may be set up between 3pm and 7pm on Thursday, May 17 and must be cleared by 12pm on Saturday, May 19.

Note: The distribution of food and beverages is prohibited by the Lansing Center as is the sale of any kind of merchandise. Should the North/West Lower Michigan Synod incur any fees as a result of such activity, the costs will be passed on to the ministry or committee.



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Resolutions

Resolutions must be submitted electronically by **Thursday, March 15** to the Committee on Reference and Counsel Chair, Pastor Robert Linstrom, at rlinstrom@peaceinsouthhaven.org. Resolutions must come from a voting member, a congregation, a committee or an agency of the Synod. Please visit the Synod's website to find a worksheet and instructions on how to write a resolution.

- **Any resolution not received by March 15 will not be included in the printed Pre-Assembly Report.**
- All resolutions submitted by March 15 will be reviewed by the **Committee on Reference and Counsel** prior to the printing of the Pre-Assembly Report. That committee will consult with the maker(s) of the resolution if changes are required prior to the resolution's inclusion in the Pre-Assembly Report. The goals of this process of review and revision (if necessary) include guaranteeing that the resolution is germane to Assembly business and that it is in the proper format for consideration by the Assembly.
- There is no guarantee that resolutions submitted after the March 15 deadline will be considered for review and revision prior to the convening of the Assembly's **Committee on Reference and Resolutions** on the first day of the Assembly. Following that review, it is likely that the maker(s) will have to consult with the Committee, edit or revise their resolutions, etc., prior to receiving approval to run enough copies for distribution to the Assembly.
- As previously noted, all resolutions not received for inclusion in the Pre-Assembly Report must be reproduced by the maker in adequate numbers for all Assembly participants, but that reproduction should not occur until the resolution has been reviewed and, if necessary, revised in cooperation with the **Committee on Reference and Resolutions** which will present all resolutions to the Assembly.

Format for Resolutions

- Microsoft Word, Times New Roman, 12 pitch font, one inch margins
- No bold type
- Capital letters are used only for the resolution title
- Title is centered
- Each "Whereas," begins with a capital W and is followed by a comma.
- Each "Resolved," begins with a capital R, is followed by a comma and is underscored.
- Resolutions must include, underneath "submitted by," the name of a voting member who will be present during the assembly and available to respond to questions when the resolution is presented for discussion.
- The Committee on Reference and Counsel will request that the maker limit the number of "Whereas" and "Resolved" paragraphs to three each. There is a likelihood that resolutions with more than three "Whereas" and "Resolved" paragraphs will be returned to the maker for editing. (Note: other synods have stricter limits stated in their constitutions regarding the number of "Whereas" and "Resolved" paragraphs.)



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Please visit www.mittensynod.org (Synod Assembly 2012) for a detailed Resolutions Worksheet.

Nominations

Nominations are due on or before March 15, 2012. The Nomination Form may be found at the Synod's website: www.mittensynod.org (Synod Assembly 2012). Our hope is that nominees will reflect the geographical diversity of our Synod. Positions are available for the Synod Council, Center for Mission & Ministry Advisory Board, Trinity Seminary Board and the 2013 Churchwide Assembly in Pittsburgh, P.A.

Annual Reports

Annual Synod committee and agency reports are to be submitted electronically to amandahighben@mittensynod.org on or before March 31, 2012. All reports should be done in Microsoft Word, Times New Roman, 12 pitch font with one inch margins. Please limit reports to one page in length.

Terminology

Voting members are not delegates as that term is understood or used in some political contexts. People are not sent as agents of a particular caucus, nor are they gathered to act as politicized delegates to a regional party convention. Rather, they assemble as duly selected members of this church with voting responsibilities for governance and elections on behalf of the synod.

The Synod Assembly is an assembly of the people of this church, some of whom have been chosen as voting members. They assemble together in worship and are nurtured in the faith through Word and sacrament. Then, in their deliberations, they seek the wisdom and guidance of God's Spirit in the decisions and elections of the assembly. Therefore, we use the term "voting member" rather than the term "delegate."