

# 2023 ALLEGHENY SYNOD ASSEMBLY

June 17, 2023

## General Information

The Thirty-fifth ASSEMBLY of the ALLEGHENY SYNOD of the EVANGELICAL LUTHERAN CHURCH IN AMERICA will be held in person **Saturday, June 17, 2023, 8:30AM to 5PM at the Blair County Convention Center. The theme is Christ Unites Us.**

**Livestream:** For observation purposes only, the Assembly Committee Technology Team volunteers will livestream Assembly Worship and Plenary on the Synod's YouTube Channel, <https://www.youtube.com/channel/UCbr-gRVgXaBoTawnoiguKtQ>. This link will also be posted on the Synod's Facebook page (<https://www.facebook.com/allegHENYsynod8c>).

**Presenter/ Churchwide Representative:** Our presenter is Kristen Opalinski. Kristen is the Ecumenical and Inter-religious Relations Manger with the ELCA.

**Assembly Opening:** Opening Worship for our Synod Assembly will be held the Sunday **BEFORE** the Assembly starts on **Sunday, June 11 at 4:00 pm at First Lutheran in Altoona** (1401 12<sup>th</sup> Ave.). All are welcome to attend this festive worship. Parking is on the street and in the parking lot directly across from the church. The church is handicap accessible through an elevator entrance located between the sanctuary and office entrance. We open the Assembly on June 11 and continue our learning and fellowship throughout the week with two online Bible studies which culminate at the **in-person Assembly on June 17**. We hope you will join us for worship and a time of fellowship following.

The in-person Assembly will open on **Saturday, June 17, at 8:30 AM**. We ask Voting Members to please arrive no later than 8:15 AM. We will observe strict time lines so we can accomplish all of our business in one day.

## Deadlines

|                                     |          |
|-------------------------------------|----------|
| Reports for the Bulletin of Reports | March 27 |
| Resolutions/Memorials               | March 27 |
| Nominations                         | April 24 |
| Assembly Packet Material            | May 17   |
| Event & Meal Registration           | May 17   |

## Quick Reference Guide

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ALLEGHENY SYNOD, ELCA 701 QUAIL AVENUE ALTOONA, PA 16602  
814.942.1042 ALLEGHENYSYNOD.ORG OFFICE@ALLEGHENYSYNOD.COM

## Directions

If you need directions to the Blair County Convention Center, (1 Convention Center Drive, Altoona, PA 16602), please contact the Synod office. Parking will be available in the front lot and in the parking garage.

## Voting Members

The membership of the Synod Assembly, of which at least 60 percent of the voting membership shall be composed of laypersons, shall be constituted as follows:

- a. All ministers of Word and Sacrament under call on the roster of this synod in attendance at the Synod Assembly shall be voting members.
- b. All ministers of Word and Service, under call, on the roster of this synod shall be voting members in the Synod Assembly.
- c. A minimum of one lay member elected by each congregation with fewer than 175 baptized members and a minimum of two lay members elected by each congregation with 175 or more baptized members related to this synod, typically one of whom shall be a man and one of whom shall be a woman, shall be voting members. The Synod Council shall establish a formula to provide additional lay representation from congregations on the basis of the number of baptized members in the congregation. The Synod Council shall seek to ensure that at least 45 percent of the lay members of the assembly shall be women and at least 45 percent shall be men.
- d. Voting membership shall include the officers of this synod.

## Absences

Rostered leaders under call who will not be able to attend the Assembly are asked to write a letter requesting to be excused no later than **June 1**. Letters are to be sent to Bishop Paula Schmitt, Allegheny Synod, 701 Quail Avenue, Altoona, PA 16602.

## Event Registration and Fees

**Voting Members, Guests, and Visitors need to register for this year's Synod Assembly.** Registration will be done online through the following link. **There will be no onsite registration.**

[https://secure.accesssacs.com/access/eventlogin.aspx?id=snE/1xTOWuzoJBcYq7iX6g==&site=141249&ReturnUrl=events%2fwz\\_people.aspx&ChurchID=7232&EventID=224605&sn=141249](https://secure.accesssacs.com/access/eventlogin.aspx?id=snE/1xTOWuzoJBcYq7iX6g==&site=141249&ReturnUrl=events%2fwz_people.aspx&ChurchID=7232&EventID=224605&sn=141249)

You will be asked to enter your email address and then choose to **Register as a Guest** even if you are a Voting Member.

There are two types of registration. Please read the explanation below carefully to choose the appropriate one.

**#1 Allegheny Synod Registration Fee (\$70.00) - Most Voting Members will choose this option unless the below option applies to you. Once your registration is complete, you will receive a confirmation email with a link to pay the registration fee by credit card, ACH, or check by mail.** Checks should be made payable to Allegheny Synod and sent to 701 Quail Avenue, Altoona, PA 16602.

**#2 Allegheny Synod Registration Fee WAIVED - This registration is ONLY for Retired Rostered Leaders, Special Calls, Rostered On Leave from Call, Synod Council Members NOT attending as a Voting Member from their Congregation, Assembly Committee Members NOT attending as a Voting Member from their Congregation, Guests, and Visitors.**

**Voting Members should register no later than May 17. If Voting Members are not registered by May 17, you may not be able to participate in the Electronic Voting System training used for the election process. (Please see the Electronic Voting information on Page 3).**

**No phone registrations will be accepted and there will be NO REFUNDS.**

## NO Child Care

Unfortunately, due to staff shortages, **we will be unable to provide Child Care this year.**

## Meals and Refreshments

Lunch will be provided by the Blair County Convention Center for those who selected lunch on their online registration prior to the **May 17** deadline. **Retired Rostered, Special Calls, On Leave from Call, Synod Council Members NOT attending as a Voting Member, Assembly Committee members NOT attending as a Voting Member, and Invited Guests, need to select meals, but the fee for the meal is waived.** If a congregation has not selected voting members prior to the meal registration deadline, an online registration form may be submitted with meal selection by May 17 leaving the registrant's name as "Unknown". Names may be given to the Synod office once they are known. The only Special Diets accommodated will be Vegetarian, Gluten Free, and Diabetic - please be sure to register for the Special Diet meal. If you have not registered for meals prior to **May 17**, you will be responsible for your own meals. Our vendors set deadlines for meal counts and therefore, we must set the same deadlines. A list of area restaurants is included for your convenience.

In response to rising costs and trying to keep Assembly Registration cost as low as possible, the Assembly Committee has made the decision to provide a **Coffee Station in the morning only. Pastries will not be provided.**

### **Adult Chef's Choice Lunch with Dessert Buffet \$21 (includes gratuity)**

*Tossed Salad, Coleslaw, Pulled Pork, Grilled Chicken Breast, Ranch Fried Potatoes, Baked Beans, Iced Tea, Water, Dessert*

### **Adult Special Diet Lunch with Dessert Buffet \$21 (includes gratuity)**

*Tossed Salad, Grilled Veggie Burger (plant based) on a Kaiser Roll with Lettuce & Tomato, Ranch Fried Potatoes, Corn off the Cob, Iced Tea, Water, Dessert*

## Electronic Voting

**Voting for the 2023 Allegheny Synod Assembly will be done online.** The company managing our voting is VPoll. **Each voting member will need an individual email and a personal voting device for the Assembly.** Personal voting devices include smartphones, tablets, laptops. **Voting Members will receive an email from VPoll with instructions on how to log into and access the Voting system the week of the Electronic Voting Training. If you are not logged into the voting system at the time of voting during Assembly you will not be able to vote.**

All voting members are strongly encouraged to attend the **Zoom Electronic Voting training on Tuesday, May 30, at 6 PM. Please mark your calendar.**

## Nominations

We are sending out a call for service to congregations to nominate devoted Lutherans for election at the Assembly to serve as Synod Council Members or on Committees. Serving in one of these capacities is a great opportunity to support the Allegheny Synod and God's work in our community.

Nominees must complete and submit the included Nominations Form with a digital picture by **April 24** to Allegheny Synod ELCA, Attention: Rev. Drew McCaffery, Nominations Chair, 701 Quail Avenue, Altoona, PA 16602 or email to [pastordrew0604@gmail.com](mailto:pastordrew0604@gmail.com) with Attention: Rev. Drew McCaffery, Nominations Chair in the subject line. To have biographical information included with your nomination, it must be received **no later than April 24**. Nominations will be accepted after **April 24**, however, biographical information will not be included; only the nominee's name will be listed on the ballot. Once a Nomination is received, an email or written confirmation will be sent to the nominee stating the position(s) of interest.

**Nominations from the Assembly floor** will be required to complete the fillable online Nominations form available under the Synod Assembly information page on the Allegheny Synod website ([alleghenysynod.org](http://alleghenysynod.org)) and email to [office@alleghenysynod.com](mailto:office@alleghenysynod.com) prior to 9:30 AM on June 17. We ask that you please acquire permission to nominate anyone.

## Resolutions & Memorials

Resolutions and Memorials should be submitted by **March 27** and must come from a voting member, a congregation, a committee, or an agency of the Synod. Included with this mailing is a sample form for Resolutions and Memorials to be presented at the Synod Assembly. Any resolution received after **March 27** will NOT be included in the Bulletin of Reports.

The Committee on Reference and Counsel will review all resolutions via Zoom meeting. The committee may consult with the maker of the resolution if changes are required. The goal of this process of review and revision is to ensure that the resolution is germane to Assembly business and that it is in the proper format for consideration by the Assembly.

**Resolutions and Memorials:** For recording and proper distribution, all resolutions and memorials are to be submitted by synods only to the secretary of this church and not directly to churchwide units.

Although both memorials and resolutions are requests by a synod for action, they are intended to address different issues and are processed differently.

In 1988, the Church Council voted that communications from synods to the churchwide organization and the Churchwide Assembly would be made pursuant to ELCA constitutional provisions and bylaws. Essentially, this action affirmed three avenues for communication:

- the Synod Assembly may address the Churchwide Assembly through memorials;
- the Synod Council may address the Church Council through resolutions; and
- the Synod Council may address churchwide units or offices through the Church Council's Executive Committee (including forwarding resolutions adopted by synod assemblies).

### **Synod assemblies may address the Churchwide Assembly through memorials.**

A memorial adopted by the Synod Assembly is submitted to the Churchwide Assembly with a recommendation for action from the Memorials Committee of the Churchwide Assembly. The "resolved" clause of a memorial could begin:

RESOLVED, that the \_\_\_\_ Synod Assembly memorialize the 2019 Churchwide Assembly to . . .

**Memorials** address broad policy issues and are passed by synod assemblies for consideration by the Churchwide Assembly. The Synod Council is not authorized to adopt memorials for submission to the Churchwide Assembly. A responsibility of the Churchwide Assembly, in accordance with provision 12.21.c, in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*, is to "receive and consider proposals from synod assemblies." Once received by the Office of the Secretary, memorials are referred to the Memorials Committee, which is appointed by the Church Council to review and make recommendations to the Churchwide Assembly, in accordance with bylaw 12.51.02. The Memorials Committee meets following the final Synod Assembly before a churchwide assembly.

### **Synod Councils may address the Church Council through resolutions.**

The Synod Council may also forward resolutions adopted by synod assemblies. The final "resolved" clause of such an assembly action should include this provision:

RESOLVED, that the \_\_ Synod Assembly direct the \_\_ Synod Council to forward this resolution to the Church Council for consideration and possible action.

### **Synod Councils may address churchwide units or offices through the Church Council's Executive Committee.**

The Synod Council may also forward such resolutions adopted by synod assemblies. The final "resolved" clause of such an assembly action should include this provision:

RESOLVED, that the \_\_ Synod Assembly direct the \_\_ Synod Council to forward this resolution to the Church Council's Executive Committee for proper referral and disposition under the bylaws and continuing resolutions of this church.

## RESOLUTION/MEMORIAL FORM

Please use this form as a guide when submitting Resolutions or Memorials to the Assembly. Resolutions should be submitted to the Allegheny Synod, ELCA, 701 Quail Avenue, Altoona, PA 16602 by **March 27**. Any resolution received after **March 27** cannot be included in the Bulletin of Reports.

Name of Proponent

Introductory Statement (Optional)

Resolved,

Submitted by:

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*Signature*

---

*Print Name*

---

*Street Address*

---

*City/State/Zip*

## Displays

We will NOT have Display Tables this year. However, if you have information or material you would like distributed, please see the Assembly Packet Table information below.

## Assembly Packet Table

In lieu of Assembly Packets, there will be an Assembly Packet Table with brochures and information for Assembly registrants. Any brochures or other information you would like included must be sent to the Synod office by **May 17**. Please send 75 copies of each item.

## Bulletin of Reports

All reports from Conference Deans, Officers, main Synod Committees, and Partners must be submitted to the attention of Synod Secretary, David Finney, at [SynodSec814@gmail.com](mailto:SynodSec814@gmail.com) by **March 27** to be included in the Bulletin of Reports. All reports should be submitted electronically as a word document (.doc or .docx), a basic text file (.txt) or a PDF file (.pdf).

**The Bulletin of Reports will be distributed in May via e-mail.** It will also be available on the Synod website in PDF format. **Please print copies of the appropriate sections for your voting members and inform them to have the copies with them for Assembly. Copies will NOT be available at the event.** Those who do not have access to an electronic Bulletin of Reports, may request a printed copy by contacting the Synod office ([office@alleghenysynod.com](mailto:office@alleghenysynod.com) or 814-942-1042).

## Workshops / Bible Study

We will NOT have workshops this year. Instead, there will be an Online Bible Study opportunity. Due to our Assembly being a one-day event, we will be trying something different in regard to our Bible study time. We will offer **two evening online Bible studies on June 13 and 15 at 6:00 pm**. Our ELCA Representative Kristen Opalinski will help lead the studies along with Bishop Paula and Pastor Kevin. Our theme, Christ Unites Us, will be expanded upon during these 60 minute studies. At the in-person Assembly, we will wrap up our study time. You can attend one or all of the studies. Voting members are strongly encouraged to attend all the sessions, but all are welcome to join online. A Zoom link will be sent and publicized for each of these studies.

## Social Media

Voting members and visitors attending Synod Assembly are encouraged to share what's happening during the event on social media. When posting, please use the hashtags **#AlleghenySynod** and **#8CAssembly**. There will be regular updates to the Allegheny Synod 8C Facebook page throughout the Assembly.

## Publicity

Registrants for the Allegheny Synod Assembly need to understand that publicity photographs may be taken during the event and their image/photographic likeness may appear in photographs taken during the Synod Assembly. ***By registering for the Synod Assembly, you hereby give permission that photos containing your image/likeness may be used for publicity or general information purposes including publication on the Allegheny Synod web site or within other publicity which may be seen by the general public.*** The Allegheny Synod will not seek any further permission nor provide any notification before using such photos.

## Covid-19 Guidelines

The Blair County Convention Center has lifted all masking requirements related to Covid-19. As a reminder, it is the expectation of the Synod Assembly Committee that voting members be vaccinated and if they choose not to be vaccinated, they wear a mask when attending the Allegheny Synod Assembly. As always, you may wear a mask if you feel more comfortable in a large group setting such as the Synod Assembly.

## Restaurants Nearby

Aki Japanese Steakhouse  
267 Park Hills Plaza  
Altoona, PA 16602  
814-942-2118

Arby's  
524 W. Plank Rd.  
Altoona, PA 16601  
814-942-4725

Applebee's  
317 W. Plank Rd.  
Altoona, PA 16602  
814-941-7171

Burger King  
300 W. Plank Rd.  
Altoona, PA 16602  
814-942-8347

Champs Sports  
205 Charlotte Drive  
Altoona, Pa 16601  
814-949-4032

Chick-fil-A  
106 Sierra Drive  
Altoona, PA 16601  
814-942-1647

Cracker Barrel  
100 Charlotte Drive  
Altoona, PA 16601  
814-944-0691

Denny's  
220 Park Hills Plaza  
Altoona, PA 16602  
814-942-4223

Eat n' Park  
137 Bowling Lane  
Altoona, PA 16601  
814-943-4070

El Campesino  
206 E. Plank Rd.  
Altoona, PA 16602  
814-944-3121

Five Guys  
3420 Pleasant Valley Blvd.  
Altoona, PA 16602  
814-944-2001

Honeybaked Ham Co.  
3415 Pl. Valley Blvd.  
Altoona, PA 16602  
814-201-2281

Jethro's Steakhouse  
417 Parkview Ln.  
Altoona, PA 16601  
814-942-2178

Kentucky Fried Chicken  
594 W. Plank Rd.  
Altoona, PA 16602  
814-943-3914

La Fiesta  
3312 Pleasant Valley Blvd.  
Altoona, PA 16602  
814-201-2811

Longhorn Steakhouse  
333 W. Plank Rd.  
Altoona, PA 16602  
814-942-7881

Long John Silver's  
522 W. Plank Rd.  
Altoona, Pa 16602  
814-942-9934

McDonald's  
407 E. Plank Rd.  
Altoona, PA 16602  
814-943-6677

Olive Garden  
3315 Pleasant Valley Blvd.  
Altoona, PA 16602  
814-949-9540

Outback Steakhouse  
100 Sheraton Drive  
Altoona, PA 16601  
814-941-0555

Panda Express  
240 Park Hills  
Altoona, PA 16602  
814-940-7208

Perkins Restaurant  
3300 Pleasant Valley Blvd.  
Altoona, PA 16602  
814-941-2100

Pizza Hut  
3420 Pleasant Valley Blvd.  
Altoona, PA 16602  
814-944-8000

Plaza Azteca  
2900 Plank Rd., Suite 3  
Altoona, PA 16602  
814-317-5246

Popeyes Louisiana Kitchen  
309 E. Plank Rd.  
Altoona, PA 16602  
814-201-2766

Primanti Brothers  
2550 Plank Rd. Commons  
Altoona, PA 16601  
814-204-2949

Red Lobster  
3330 Pleasant Valley Blvd.  
Altoona, PA 16602  
814-942-6288

Red Robin  
230 Park Hills Plaza  
Altoona, PA 16602  
814-414-0817

Taco Bell  
516 W. Plank Rd.  
Altoona, PA 16602  
814-949-2750

The Lettuce Bowl  
216 Park Hills Plaza  
Altoona, PA 16602

Wendy's  
301 E. Plank Rd.  
Altoona, PA 16601  
814-943-7106

**Thirty-Fifth Annual Allegheny Synod Assembly**

**NOMINATIONS FORM**

June 17<sup>th</sup>, 2023

Please "X" below all positions of interest. (Number) = Number Elected for that position

|   |  |  |
|---|--|--|
| <p><u>Synod Council - 3 Yr. Term</u><br/> <input type="checkbox"/> Lay Female (1)<br/> <input type="checkbox"/> Lay Male (1)<br/> <input type="checkbox"/> Clergy - Male or Female (1)</p> <p><u>Synod Council-2 Yr. Term</u><br/> <input type="checkbox"/> Lay Male (1)*<br/> <input type="checkbox"/> Youth-Age 15-18 (1)</p> <p><u>Consultation - 6 Yr. Term:</u><br/> <input type="checkbox"/> Lay Female (1)</p> <p><u>Consultation - 5 Yr. Term:</u><br/> <input type="checkbox"/> Clergy - Male (1)*</p> <p><u>Consultation - 3 Yr. Term:</u><br/> <input type="checkbox"/> Clergy Female (1)*</p> | <p><u>Discipline - 6 Yr. Term:</u><br/> <input type="checkbox"/> Lay Female (1)<br/> <input type="checkbox"/> Clergy Male (1)</p> <p><u>Discipline - 5 Yr. Term:</u><br/> <input type="checkbox"/> Lay Female (1)*<br/> <input type="checkbox"/> Clergy Female (2)*</p> <p><u>Discipline - 4 Yr. Term:</u><br/> <input type="checkbox"/> Lay Male (1)*</p> <p><u>Mission Endowment Fund Committee:</u><br/> <input type="checkbox"/> 3 Yr. Term (2) Clergy/Lay - Male or Female<br/> <input type="checkbox"/> 2 Yr. Term (1) Clergy/Lay - Male or Female</p> <p><i>*Terms have been adjusted due to no fulfillments in previous assembly election(s)</i></p> | <p><b>INSERT DIGITAL<br/>PHOHERE</b></p> |
|---|--|--|

|   |                         |              |  |
|---|-------------------------|--------------|--|
| Last Name:  | First Name:             | Middle Int.: |  |
| Street Address:   | City/State/Zip:         |              |  |
| Telephone:  | Email:                  |              |  |
| Congregation:   | Congregation City/Town: |              |  |
| Current Occupation:   | Previous Occupation:    |              |  |
| Year of Birth:  | Education:              |              |  |
| Church Service Position / Years of Service <i>(Please print legibly or type if not completed online. List no more than 5):</i>  |                         |              |  |
|   |                         |              |  |
| Significant Community Service <i>(Please print legibly or type if not completed online. List no more than 3):</i>   |                         |              |  |
|   |                         |              |  |
| In 100 words or less, describe your unique talents that you could contribute to the position(s) of interest above. <i>(Please print legibly or type if not completed online.)</i> |                         |              |  |
|   |                         |              |  |
| Are you willing and able to fulfill the duties of this position? <input type="checkbox"/> Yes, with the help of God   |                         |              |  |

The Nominations form must be completed by **April 24th, 2023** to be included in the Assembly packet. Any received after that date (up until 4PM Monday, April 24th, 2023) will be uploaded digitally at the Assembly.

Please send completed form with picture to the Allegheny Synod, ELCA, Attention: Pr. Drew McCaffery, Nominations Chair, 701 Quail Avenue., Altoona, PA 126602 or email to via email to [pastordrew0604@gmail.com](mailto:pastordrew0604@gmail.com) with Attention: Pr. Drew McCaffery, Nominations Chair.