

2025 ALLEGHENY SYNOD ASSEMBLY

October 31 & November 1, 2025, Blair County Convention Center

General Information

The Thirty-seventh ASSEMBLY of the ALLEGHENY SYNOD of the EVANGELICAL LUTHERAN CHURCH IN AMERICA will be held in person **Friday, October 31, 8 AM to 5 PM, and Saturday, November 1, 2025, 8:30 AM to 1 PM at the Blair County Convention Center in Altoona.** *The theme is On the Way Together with a Renewing Spirit.*

NO Livestream: Due to low online attendance, we will not provide a livestream. Election updates will be provided on the Synod's Facebook Page (<https://www.facebook.com/AlleghenySynod8c>).

Churchwide Representative: To be announced.

Assembly Opening: Opening Worship for our Synod Assembly will be held the **Friday, October 31 at 9 AM at the Blair County Convention Center. All are welcome to attend this festive worship, but if you plan to stay for the Assembly proceedings, please register as a visitor.** There is ample parking at the Convention Center.

We ask Voting Members to please arrive no later than 8:30 AM. We will observe strict time lines so we can accomplish all of our business.

Each Voting Member must have their own personal device such as a laptop, tablet, or smartphone and access

Deadlines

Reports for the Bulletin of Reports	August 15
Resolutions/Memorials	August 15
Nominations	September 15
Assembly Resource Table Material	September 15
Event Registration (Meal Included)	September 15

Quick Reference Guide

General Information Deadlines	Page 1
Directions Voting Member Representation Rostered Leader Absences NO Child Care	Page 2
Event Registration Information, Directions & Fees	Page 3
Meals & Refreshments Lodging Information Electronic Voting	Page 4
Nominations Bishop's Election	Page 5
Resolutions & Memorials	Page 6
Resolutions/Memorials Form	Page 7
Assembly Packet Table Bulletin of Reports Bible Study Social Media Publicity	Page 8
Lodging List	Page 9
Nominations Form (Print Only)	Page 10

Directions

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

Voting Member Representation

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.

Rostered Leader Absences

Rostered leaders who are unable to attend are asked to write a letter or email requesting to be excused no later than **October 15**. Letters may be sent to Bishop Barbara Collins, Allegheny Synod, 916 Hickory Street, Hollidaysburg, PA 16648 or emailed to Bishop@AlleghenySynod.com.

NO Child Care

Due to continuing staff shortages, we are unable to provide Child Care.

Event Registration Information, Directions, and Fees

Voting Members, Guests, and Visitors need to register online through this [link](#). NO ONSITE REGISTRATION.

QUICK TIPS ... If you are a congregation registering your voting members, each voting member must be registered separately with their individual email. Do NOT use the congregation email. Please review the directions below for information needed before beginning the registration process.

DIRECTIONS TO REGISTER

1. Enter the Registrant's email and click Continue - Choose Continue as a Guest if you are prompted to sign in.
2. Choose I am registering for myself and enter the Registrant's Name
3. Carefully, choose your registration type (see below)

#1 Assembly Registration Fee (\$150.00) - Most Voting Members will choose this option unless option #3 applies to you. PLEASE NOTE: If the registration fee is cost prohibitive, please contact the Synod office at either 814-942-1042 or office@alleghenysynod.com. Pastries and coffee on both mornings and Friday lunch are included with your registration fee.

#2 Visitor Registration Fee (\$25.00) - ALL visitors must register. Pastries and coffee on both mornings and Friday lunch are included with your registration fee.

#3 WAIVED Assembly Registration Fee - This registration is 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, and Special Guests. Pastries and coffee on both mornings and Friday lunch are provided

4. After choosing your registration type click Add and Next
5. Enter the number 1 in the correct meal option for you—Lunch Buffet-No Dietary Restrictions & Gluten Free, or Lunch-Diabetic, or Lunch-Vegetarian and click Next
6. Complete the required registration questions which include the following and click Next
Daytime Telephone Number
Mailing Address
Gender
Congregation Name, City, and Conference
Voting Registration Type - *Pastor, Deacon, Vicar, Intern, Voting Member-Lay, Voting Member-Synod Council, Assembly Committee, Visitor, Invited Guest*
Do any of these Apply - *Retired Rostered Leader, Rostered On Leave From Call, Rostered Special Call, Youth/Young Adult (age 30 or younger), Person of Color or English Second Language*
Reserved Handicap Seating
7. **Please do NOT enter an additional email address.** The email entered in the beginning of the registration process will be the email used for communication and Assembly voting.
8. Review the Registration Summary. If everything is correct, choose Next and if not, choose Back and update.
9. **Once your registration is complete, a confirmation email will be sent to the email used to register. This email will include a link for payment (if applicable) by credit card, ACH, or check by mail. Voting members should forward this email to their congregations to submit payment.** Checks should be made payable to Allegheny Synod and sent to 916 Hickory Street, Hollidaysburg, PA 16648.

No phone registrations will be accepted and there will be NO REFUNDS. Voting Members should register no later than September 15. If Voting Members are not registered by September 15 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 4).

Meals and Refreshments

Lunch will be provided by the Blair County Convention Center and **is included with your registration as long as you register by the September 15 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 from their congregation, and Invited Guests, need to register and choose whether they need a regular adult lunch or a special diet lunch. If a congregation has not selected voting members prior to the meal registration deadline, an online registration may be submitted with meal selection by September 15 entering the registrant's name as "Unknown". Names may be given to the Synod office once voting member are selected. The only Special Diets accommodated will be Vegetarian, Gluten Free, and Diabetic - please be sure to register for the appropriate Special Diet meal needed. If you have not registered for meals prior to **September 15**, you will be responsible for your own meals. Our vendors set deadlines for meal counts, therefore we must set the same deadlines.

In response to rising costs and trying to keep the registration cost as low as possible, the Assembly Committee has made the decision to provide a **Coffee Station in the morning only. Pastries will be provided Friday and Saturday morning. Thrivent Representative Gary McGovern will provide popcorn Friday afternoon.**

Adult Chef's Choice Lunch with Dessert Buffet (No Dietary Restrictions/Gluten Free)

Tossed Salad, Oregano Chicken, Meatballs, Penne Pasta, Italian Roasted Potatoes, Vegetables, Iced Tea, Water, Dessert

Vegetarian meal selection will be the same as above, but with a plant-based protein substitute provided.

Diabetic meal selection will be the same as above, but with a special dessert provided.

Lodging

Lodging is the responsibility of each individual registrant or congregation except for Retired Pastors, Special Calls, and On Leave from Call. The Synod office will NOT be taking or making lodging reservations for registrants. However, if you are in need of lodging and are one of the listed exceptions, please contact the Synod office. Otherwise, please use the included lodging list to assist you in making your lodging reservations. A block of rooms has been set-aside for the Allegheny Synod at the Country Inn & Suites at a discounted rate of \$114 per night until **October 23**. If you decide to make reservations at the Country Inn & Suites, please state you are with the Allegheny Synod.

Electronic Voting

Voting for the 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 such as a smartphone, tablet, or laptop for the Assembly.** 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. The date and time of the training is to be determined.**

Nominations

We are sending out a call for service to congregations to nominate devoted Lutherans for election at the Assembly to serve as Synod Vice President, 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 **September 15** to Allegheny Synod ELCA, Attention: Mrs. Paula Nihoff, Nominations Chair, 916 Hickory Street, Hollidaysburg, PA 16648 or email to lhcupaula@aol.com with Attention: Paula Nihoff, Nominations Chair in the subject line. To have biographical information included with your nomination, it must be received **no later than September 15**. Nominations will be accepted after **September 15**, 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) and email to office@alleghenysynod.com prior to 9:30 AM on October 31. We ask that you please acquire permission to nominate anyone.

Bishops Election

Whenever there is an upcoming election to call a *new* Bishop to serve a synod, there is an expected process of preparation for such an election. This process of transitioning from one bishop to the next has been underway for the past nine months, thanks to the work of the synod's Transition Team.

The work of the Transition Team brings to you the following discerned and condensed list from voices across the synod who were asked: What gifts and abilities are we hoping for in the one who serves as bishop?

We, the people of the Allegheny Synod, pray for a bishop who is a faithful servant of Christ, grounded in a Lutheran identity, feels called to lead others in God's mission, and brings:

- Ø knowledge of and commitment to the people, congregations, and ministries of the Allegheny Synod;
- Ø strong and developed leadership skills that inspire vision, encourage teamwork, and can effectively administer the responsibilities of the Office of the Bishop;
- Ø interpersonal skills that model caring, warmth, acceptance, and joy in ministry;
- Ø a loving, positive, and even-tempered presence in person and through all means of communication;
- Ø a gift, and desire, to build relationships across the entire synod territory and offers support and encouragement for others to do the same.

A new step in the Bishop's election process is that members from across the synod are invited to raise up the names of those who they believe have the potential to serve as bishop. This is called a Pre-Identification Process that allows potential candidates to provide a little more information about themselves and answer specific questions related to the ministry of the synod. Three quick facts about this process: First – candidates who are raised up have the choice to provide additional information about themselves or not. Second – Ministers of Word & Sacrament from across the ELCA, who are in good standing, are eligible to have their name raised up. Third – candidates who are raised up are not automatically on the ecclesiastical ballot on the first day of synod assembly. This is simply a way to become more knowledgeable about potential candidates before that first day of synod assembly. If you wish to raise up the name of someone, please email that person's name to: SynodTransitionTeam@gmail.com before August 15th.

More information will be provided as we get closer to the time of assembly.

Resolutions & Memorials

Resolutions and Memorials should be submitted by **August 15** 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 **August 15** will NOT be included in the Bulletin of Reports.

The Committee on Reference and Counsel will review all resolutions. 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, 916 Hickory Street, Hollidaysburg, PA 16648 by **August 15**. Any resolution received after **August 15** cannot be included in the Bulletin of Reports.

Name of Proponent

Introductory Statement (Optional)

Resolved,

Submitted by:

Signature

Print Name

Street Address

City/State/Zip

Assembly Resource Table

In lieu of Assembly Packets, there will be an Assembly Resource 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 **September 15**. Please send 100 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, Rev. Rebecca Horn, at SynodSecretary@AlleghenySynod.com by **August 15** 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 late September 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 or 814-942-1042).

Bible Study

There will be a Bible Study. Details will be sent at a later date.

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.

LODGING INFORMATION

Quality Inn & Suites is on the right behind Perkins Restaurant.

3306 Pleasant Valley Blvd.

Altoona, PA 16602

814-204-2618

Super 8 by Wyndham is a left turn off Pleasant Valley Blvd. on Union Avenue to Fairway Drive. Turn left at the traffic light at the Route 220 Interchange.

3535 Fairway Drive

Altoona, PA 16602

814-201-6909

Hampton is on the right beside Cracker Barrel restaurant at the Logan Valley Mall Intersection.

180 Charlotte Drive

Altoona, PA 16602

814-941-3500

Altoona Grand Hotel is on the right across the street from Target and Field and Stream and located behind the Outback restaurant.

1 Sheraton Drive

Altoona, PA 16602

814-946-1631

Country Inn & Suites is on the left adjacent to the Blair County Convention Center.

2 Convention Center Blvd.

Altoona, PA 16602

814-312-1800

Holiday Inn Express & Suites is across the street from the Blair County Convention Center.

115 Convention Center Blvd.

Altoona, PA 16602

814-693-1004

37th Annual Allegheny Synod Assembly Nomination Form

Form Submission Deadline: **SEPTEMBER 15, 2025**

Forms received after the deadline will not be distributed to voting members; only your name will be on the ballot.

VACANCIES	NOMINATION INFORMATION	
SYNOD VICE PRESIDENT (4-YR. TERM) ☐ Lay – Male or Female (1)	Last Name	
	Middle Initial	
	First Name	
	Address	
	Preferred Phone	
	Email address	
SYNOD COUNCIL [3-YR. TERM] ☐ Rostered (1) ☐ Lay Female (1) ☐ Lay Male (1) ☐ Young Adult (1) Age 18-30 ☐ Youth (1) Age 15-18 (2-YR. TERM)	Congregation	
	Conference	
	In 150 words or less, describe your gifts that will contribute to the open position.	
CONSULTATION CMTE. [6-YR. TERM] ☐ Lay – Male or Female (1) ☐ Rostered (1)		
DISCIPLINE CMTE. [6-YR. TERM] ☐ Rostered (3) ☐ Lay – Male or Female (3)		
INSERT DIGITAL PHOTO HERE		

When complete, send form with picture to Allegheny Synod, ELCA Attention: Paula Nihoff, Nominations Chair, 916 Hickory Street, Hollidaysburg, PA 16648 or by e-mail to lhcupaula@aol.com