

# 2022 Allegheny Synod Assembly, June 11

June 11, 2022

## General Information

The Thirty-fourth ASSEMBLY of the ALLEGHENY SYNOD of the EVANGELICAL LUTHERAN CHURCH IN AMERICA will be held Saturday, June 11, 2022, 8:30AM to 5PM. The theme is ***Built on a Rock***.

**Livestream:** The 2022 Synod Assembly will be completely digital (online) - meaning all the proceedings will occur over livestream only, through the use of multiple media platforms.

**Voting Members are expected to attend using Zoom.**

**The Zoom link provided will be for registered Voting Members only. Anyone else wanting to view the proceedings should follow the instructions for Guests below.**

**Guests:** Guests interested in viewing the Assembly are encouraged to watch the Assembly 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>). Guests do NOT need to register for the Assembly.

**Churchwide Representative:** Mr. Ryan Cumming, Program Director for Hunger Education will be our Churchwide Representative. As program director of hunger education for ELCA World Hunger, he directs the development of resources and programming to help people in the ELCA learn more about hunger and poverty, and how our faith calls us respond to both.

**Assembly Opening:** The Allegheny Synod Assembly will open on Saturday, June 11, at 8:30 AM. We ask Voting Members to please login to Zoom and E-Ballot no later than 8:15 AM. We will observe strict time lines so we can accomplish all our business in one day.

## Special Announcements

**ONLY Voting Members will be required to register for the Synod Assembly. Each Voting Member must have their own personal device** such as a home computer, laptop, tablet, or smartphone, with a reliable internet connection and access to their email to participate in the voting process.

## Deadlines

Reports for the Bulletin of Reports	April 15
Resolutions/Memorials	April 15
Event Registration	April 15
Nominations	May 9

## Quick Reference Guide

General Information Special Announcements Deadlines	Page 1
Voting Member Representation Absences Event Registration & Fees	Page 2
E-Ballot Voting Nominations Resolutions & Memorials	Page 3
Resolutions & Memorials	Page 4
Bulletin of Reports Child Care Meals & Refreshments Workshops Digital Displays Social Media Publicity	Page 5
Resolution/Memorials Form	Page 6
Nominations Form	Page 7

## 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. These letters are to be sent to Bishop Paula Schmitt at the Synod office.

## Event Registration and Fees

Only Voting Members need to register for this year's Synod Assembly. Registration will be done online through the following link.

[https://secure.accessacs.com/access/eventlogin.aspx?id=cXl5F9hCt4r+oVgXUI0MXQ==&site=141249&ReturnUrl=events%2fwz\\_people.aspx&ChurchID=7232&EventID=219197&sn=141249](https://secure.accessacs.com/access/eventlogin.aspx?id=cXl5F9hCt4r+oVgXUI0MXQ==&site=141249&ReturnUrl=events%2fwz_people.aspx&ChurchID=7232&EventID=219197&sn=141249)

You will be asked to enter your email address and then choose to **Register as a Guest.**

There are two types of registration explained below. Please read the following carefully to choose the appropriate type of registration.

**#1 The Allegheny Synod Registration Fee has a cost of \$55.00 and may be paid by credit card, ACH, or by check. You will choose the payment method once you complete the registration process from your confirmation email.** Checks should be made payable to Allegheny Synod and sent to 701 Quail Avenue, Altoona, PA 16602. Most Voting Members will choose this option.

**#2 The Allegheny Synod Registration Fee WAIVED. This registration is ONLY for Retired Rostered Leaders, Special Calls, Rostered On Leave from Call, and Synod Council Members.**

**Voting Members should register no later than April 15. If Voting Members are not registered by April 15, you may not be able to participate in the E-Ballot Voting System training used for the election process. (Please see the E-Ballot information on Page 3).**

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

## E-Ballot Voting

**Voting for the 2022 Allegheny Synod Assembly will be done online.** The company managing our voting is E-Ballot. **Each voting member will need an individual email and a personal voting device for the Assembly whether they are viewing the Assembly from home or gathering in a congregation.** Personal voting devices include smartphones, tablets, laptops, a home computer, etc. **Voting Members will receive an email from E-Ballot with instructions on how to log into and access the E-Ballot Voting system the week of the E-Ballot Training. If you are not logged into the E-Ballot 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 E-Ballot Voting training on Wednesday, May 25, at 6 PM.**

## 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 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 May 2 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 May 9**. Nominations will be accepted after May 2, 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 11. We ask that you please acquire permission to nominate anyone.

**DUE TO THE ASSEMBLY FORMAT THIS YEAR, WE WILL BE UNABLE TO DISTRIBUTE FORMS. THEREFORE, WE STRONGLY ENCOURAGE YOU TO MEET THE MAY 2 DEADLINE.**

## Resolutions & Memorials

Resolutions and Memorials should be submitted by **April 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 **April 15** 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.

***Memorials and resolutions:*** 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.

Some confusion exists about what may be addressed more appropriately in resolutions to the Church Council rather than memorials to the Churchwide Assembly. Whatever you can do to educate your synod about this distinction will be appreciated.

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.

## 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 **April 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 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.

## Child Care

Child Care will NOT be provided.

## Meals & Refreshments

Meals will NOT be provided.

## Workshops

There will NOT be any workshops.

## Digital Displays

There will NOT be any Digital Displays .

## Social Media

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

## Publicity

Registrants, including children registered, for the Allegheny Synod Assembly 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.

***If you have additional questions,  
please call the Allegheny Synod Office, 814-942-1042.***

## 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 **April 16**. Any resolution received after **April 16** 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*