

2024 ALLEGHENY SYNOD ASSEMBLY

June 15, 2024

General Information

The Thirty-sixth ASSEMBLY of the ALLEGHENY SYNOD of the EVANGELICAL LUTHERAN CHURCH IN AMERICA will be held in person **Saturday, June 15, 2024, 8:30AM to 5PM at the Blair County Convention Center. The theme is Go Tell it in the Mountains.**

NO Livestream: Due to low online attendance, we will not provide a livestream.

Churchwide Representative: Our presenter is Sue Ellen Spotts. Sue Ellen is the shared Director for Evangelical Mission (DEM) for Allegheny Synod and Upper Susquehanna Synod.

Assembly Opening: Opening Worship for our Synod Assembly will be held the **Friday, June 14 at 6:00 pm at Zion Lutheran in Hollidaysburg (500 Allegheny St.)**. All are welcome to attend this festive worship. Parking is on the street and in the parking lot directly across from the church. We hope you will join us for worship and a time of fellowship following.

The in-person Assembly will open on **Saturday, June 15, 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.

Each Voting Member must have their own personal device such as a laptop, tablet, or smartphone and access to their individual email to participate in the voting process.

Deadlines

Reports for the Bulletin of Reports	April 15
Resolutions/Memorials	April 15
Nominations	April 15
Assembly Packet Material	May 17
Event & Meal Registration	May 17

Quick Reference Guide

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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 **June 1**. Letters may be sent to Bishop Paula Schmitt, Allegheny Synod, 701 Quail Avenue, Altoona, PA 16602 or emailed to Bishop.Paula@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. Also, look over the directions below for information needed to complete the registration process.

DIRECTIONS TO REGISTER

1. Enter the **Voting Member'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 **Voting Member's Name**

3. Carefully, choose your registration type (see below)

#1 Assembly Registration Fee (\$80.00) - Most Voting Members will choose this option unless the below option (#2) applies to you.

#2 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, Guests, and Visitors.

4. After choosing your registration type click **Add and Next**

5. **Enter the number of Regular Adult or Special Adult Diet lunches needed** and click Next. **NOTE** the lunch fee waived options are only for **Retired Rostered Leaders, Special Calls, Rostered On Leave from Call, and Synod Council and Assembly Committee Members NOT attending as a Voting Member from their Congregation.**

6. Complete the required registration questions which include the following and click Next

Daytime Telephone Number

Gender

Congregation Name, City, and Conference

Voting Registration Type (*i.e. Pastor, Deacon, Vicar, Intern, Lay Voting Member, Synod Council, Assembly Committee/Tech, Visitor*)

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. Enter Voting Member address and telephone number. **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.** Checks should be made payable to Allegheny Synod and sent to 701 Quail Avenue, Altoona, PA 16602.

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

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 4).

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 letting 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, 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 the registration cost as low as possible, the Assembly Committee has made the decision to provide a **Coffee Station in the morning only. Morning pastries will not be provided.**

Adult Chef's Choice Lunch with Dessert Buffet \$23 (includes gratuity)

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

Adult Special Diet Lunch with Dessert Buffet \$23 (includes gratuity)

Tossed Salad, Plant Based Grilled Veggie Burger or Chicken on a Kaiser Roll, Italian Potatoes, Vegetables with Butter, Iced Tea, Water, Dessert

Electronic Voting

Voting for the 2024 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 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 on Tuesday, May 28, 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, voting members to the ELCA Churchwide Assembly which will be held August 2025 in Phoenix, Arizona, and a Synod Secretary. 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 15** to Allegheny Synod ELCA, Attention: Mrs. Paula Nihoff, Nominations Chair, 701 Quail Avenue, Altoona, PA 16602 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 April 15**. Nominations will be accepted after **April 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 June 15. We ask that you please acquire permission to nominate anyone.

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.

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 **April 15**. Any resolution received after **April 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 **May 17**. Please send 50 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 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. 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

Bible Study to be determined.

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.

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

36th Annual Allegheny Synod Assembly Nomination Form

Form Submission Deadline: **APRIL 15, 2024**

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

VACANCIES	NOMINATION INFORMATION	
SYNOD COUNCIL [3-YR. TERM] <input type="checkbox"/> Clergy (3) <input type="checkbox"/> Lay Female (1) <input type="checkbox"/> Lay Male (2) <input type="checkbox"/> Youth (1) Age 15-18	Last Name	
	Middle Initial	
	First Name	
SYNOD SECRETARY <input type="checkbox"/> Clergy or Lay – Male or Female (1)	Address	
CONSULTATION CMTE. [6-YR. TERM] <input type="checkbox"/> Clergy – Female (1) <input type="checkbox"/> Clergy – Male (1) <input type="checkbox"/> Lay – Male (1) <input type="checkbox"/> Lay Female (2)	Preferred Phone	
	Email address	
	Congregation	
	Conference	
DISCIPLINE CMTE. [6-YR. TERM] <input type="checkbox"/> Clergy – Female (1) <input type="checkbox"/> Lay – Female (3) <input type="checkbox"/> Lay – Male (3)	In 150 words or less, describe your gifts that will contribute to the open position.	
MISSION ENDOWMENT CMTE. <input type="checkbox"/> Clergy or Lay, 2 yr. Term (2) <input type="checkbox"/> Clergy or Lay, 1 yr. Term (1)		
2025 CHURCHWIDE ASSEMBLY <input type="checkbox"/> Clergy (2) <input type="checkbox"/> Lay Female (1) <input type="checkbox"/> Lay Male (2) <input type="checkbox"/> Young Adult (2) Age 18-30 <input type="checkbox"/> Person of Color (1)		
INSERT DIGITAL PHOTO HERE		

When complete, send form with picture to Allegheny Synod, ELCA Attention: Paula Nihoff, Nominations Chair, 701 Quail Ave., Altoona, PA 16602 or by e-mail to lhcupaula@aol.com