

VOTING MEMBER TASK

Your informed decisions and other input, guided by God's spirit, scripture, and your conscience, are important. Share this book with your congregation council president and your congregation council. Discuss resolutions and issues with your council. Read through this book. Pray. You have the privilege and responsibility to address the other voting members. You don't need to "have it all together" to speak. Your view will enhance the assembly. At the conclusion of the assembly, a brief voting members' summary will be posted on our website. Your own notes will also be valuable to you. Both will help you with the report which you (or another voting member) will give to your congregation or council.

VOTING KEY PADS

To assist with our election process, we will be using electronic voting key pads. This way of interactive voting will speed up the election results process, instantly capture opinion in the room, and allow for voting member participation in a fun way!

GUIDEBOOK

Guidebook is an app you can download on your laptop, iPad, tablet or phone for use during our gathering. The Guidebook App contains everything you need to prepare yourself, in advance, to be a successful voting member at our assembly. Updates will also be made in real time. Guidebook aligns us with our promise to conserve our resources.

WHAT TO BRING

Please bring all the materials in your Pre-Assembly book to all assembly sessions. Additional necessary materials will be distributed to voting members and advisors at registration. In addition, please bring your worship offering. You may also wish to bring your own water bottle or coffee mug to use during the assembly. Plenary chairs are not the most comfortable after hours of sitting; we suggest bringing along a stadium cushion or fleece blanket for extra comfort. ***Dressing in layers*** may also be helpful as controlling the temperature for 600 people is a challenge. Thank you for your understanding.

REGISTRATION

Registration will open on **Friday at 8:00 a.m.** in **The Link**. At registration, you will receive your name tag, lanyard, and additional assembly materials.

HOUSING

Housing is on your own this year. Please reserve your rooms early! Also, if you need a late check-in due to the assembly schedule, please let your hotel know so they can accommodate you better with extra staff on-hand.

MEETING FACILITIES

Our opening worship services will be in the **Performing Arts Center**. Plenary sessions will be in the **Field House**. Service projects and workshops begin at 10 a.m. on Friday. They will be held in various rooms around the RACC. A listing and maps will be provided prior to the assembly.

HANDICAPPED ACCESSIBILITY

The RACC is handicap-accessible; however, if you need additional assistance, please contact Tammy Sather at 507.627.9041.

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RECOGNITIONS

Recognitions of anniversaries and retirements for rostered ministers will take place during our banquet lunch on Saturday, June 8 at 12:00 pm in the **Field House**.

MEALS

Your meal ticket is the name tag you receive at registration. Your registration fee includes the following meals: Friday, June 7, supper; Saturday, June 8, lunch; All snacks & coffee hours. Please bring your meal ticket (name tag) with you to **ALL** meals. They will be checked at the door. If you do not have your name tag, you may not be allowed in the dining room to eat, so please keep it on you **at all times**.

DIETARY RESTRICTIONS

Please indicate any diet restrictions on your registration form. Additionally, during meal times, please alert a member of the Assembly Planning Team or meal staff that you have a restriction. We have no way of identifying you. Therefore, if you do not speak up, we are unable to honor your diet restriction.

NAME TAGS

All white name tags with black lanyards designate voting members. Non-voting members have a colored lanyard to designate them. Please wear your name tag at all times.

SEATING

Voting members and advisors will be seated at designated tables in the plenary session. ***ONLY voting members are allowed to sit in the designated voting section during voting.*** Visitors will be seated in the back of the **Field House**. Seating in this manner helps the Elections and Credentials Committees during the election portion of the assembly.

OFFERING

The offering sent by each congregation with their voting members will be received at the **Friday** worship service. Congregations are encouraged to send \$1 per baptized member for the offering. Please make checks payable to: Southwestern Minnesota Synod.

DISPLAYS

Please visit the display area on your breaks. They will be located in **The Link**. Come and see the different missions of our synod and enjoy special snacks and fresh coffee.

EVALUATIONS

Your comments and ideas are important to us! Help us serve you better in the years ahead by filling out the evaluation included in your registration packet and leaving it at the exit at the conclusion of the assembly, or by filling it out online at www.swmnelca.org, assembly page.

RECYCLING

Our synod is continuing to grow in its commitment to a greener future. Recycling bins will be available. Please pitch in.

PHOTO RELEASE

Photographs, video, and electronic images will be used by the Southwestern Minnesota Synod for promotions including online sources such as Facebook, the Enews, Faithful & Fruitful Blog, and your synod website. Should you have concern with your presence in these images, please contact **Tammy Sather** at the synod office.