



## Voting Member Registration Information

The following persons are eligible to serve as **voting members** of the Synod Assembly:

- Rostered Ministers who are under call in the Southwestern Minnesota Synod.
- Lay members elected by congregations of the synod.
- Lay members of the Synod Council who are not congregation voting members.
- Lay conference chairpersons who are not congregation voting members.
- Retired pastors on the synod roster serving as an interim in congregations of the Synod during the Synod Assembly.
- Persons serving in a Synod Authorized Ministry Site (more than half time) of the Synod during the Synod Assembly.

Congregation Size*	Voting Member #	Gender (as near as possible)
0 – 174	1 or 2	If only one registers, either male or female.
175 – 500	2	1 male, 1 female
501 – 1,000	3	1 male, 1 female + 1 either male or female
1,001 – 1,500	4	2 male, 2 female
1,501 – 2,000	5	2 male, 2 female + 1 either male or female
2,001 – 2,500	6	3 male, 3 female
2,501 – 3,000	7	3 male, 3 female + 1 either male or female
3,001 – 3,500	8	4 male, 4 female

*\*Numbers represent BAPTIZED membership.*

*More than 3,500 baptized members, add one voting member for every additional 500 baptized members.*

## Advisory/Visitor Registration Information

Advisory members of the assembly have *voice but not vote* during business sessions. Such persons must register and pay the appropriate fee, which entitles them to all activities and meals. Persons who register as advisory members include: ELCA churchwide staff, representatives of synod shared ministries, retired rostered persons not serving as voting members of the Assembly.

Visitors for the assembly have *neither voice nor vote* during business sessions. Any interested members of congregations of the Synod may register as visitors and pay the appropriate fee, which entitles them to all the activities and meals. *Visitors must sit in a separate designated area during the business session.*

# Registration Procedures and Costs

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**IMPORTANT:** All Synod Assembly voting members will need to bring a smart device with internet access to participate in the voting portion of the Assembly.

Register each voting member online by visiting the website: [www.swmnelca.org/synod-assembly](http://www.swmnelca.org/synod-assembly). Take advantage of the early bird rate and register prior to April 28, 2023!

Assembly registration fees are processed by Vanco (a certified level 1 OCI 3.2 service provider) at the time of registering online using credit/debit card or electronic check.

## Early Rate 4/28/2023

Voting Member \$200 (fee/facilities/meals) \*  
Advisory/Visitor \$125 (fee/facilities/meals) \*

## Regular Rate 4/29/2023

\$250 (fee/facilities/meals) \*  
\$175 (fee/facilities/meals) \*

## Optional Housing

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*Campus Housing can be reserved for one night – Friday, June 9<sup>th</sup> – includes Saturday breakfast. **OR** two nights – Thursday, June 8<sup>th</sup> & Friday, June 9<sup>th</sup> – includes Friday & Saturday breakfast.*

- Single Room (No A/C): \$30 per person (Friday only)/ \$60 per person (Thursday & Friday).
- Single Room (with A/C): \$54 per person (Friday only)/ \$108 per person (Thursday & Friday).
- Double Room (No A/C): \$23 per person (Friday only)/ \$46 per person (Thursday & Friday).
- Double Room (with A/C): \$42 per person (Friday only)/ \$84 per person (Thursday & Friday).

### Housing Notes:

- Only twin-size beds are available.
- Roommate preferences must be indicated on online registration form.
- Your roommate's online registration must include the same request.
- BOTH need to mark a double room, and EACH pay the double room rate.

## Refunds

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### Refund Policy:

- Cancellations by May 31: **100% Refund.**
- Cancellations after May 31 or Non-Attendance without Cancellation: **No Refund.**