

Saint Paul Area Synod Assembly

May 12-13, 2023 | St. Andrew's, Mahtomedi



Registration Walk-Through

spas-elca.org/2023-synod-assembly

Registration is required only for Saturday, May 13. (There is no registration for the mission fair and worship service on Friday, May 12 - just come!) Congregations may register and pay for all of their voting members or have individual attendees register themselves; just communicate the preference to your people!

Please fill out the following for each attendee you are registering:

- **First Name** - Please give the first name without any titles or middle names.
- **Last Name** - Please give the last name, again, omitting any middle name or initial.
- **Email Address** - Please give INDIVIDUAL email addresses. If you are filling out this form for multiple people and give only your email address, you must forward any communication to those you have registered.
- **Congregation/Organization** - List your congregation or ministry site but please omit "Lutheran Church" when it comes at the end of a church name (eg. Trinity...not Trinity Lutheran Church). If you are a pastor or a deacon under call in specialized ministry, list your workplace, not your worshiping community. If you are attending as a member of Synod Council (and not as a voting member with your congregation), please put "Synod Council" here.
- **City of Congregation/Organization** - List the city where the congregation/organization is located. State and zip code are not needed.
- **Registration Category** - Select from:
 - *Lay Voting Member* - a member of your congregation elected as a voting member to Synod Assembly [has "voice" + "vote"]
 - *Rostered Minister Voting Member* - a pastor or deacon currently serving under call in this synod [has "voice" + "vote"]
 - *Retired Rostered Minister* - a pastor or deacon whose status is retired [has "voice" but no "vote"]
 - *Advisor* - Small category that includes rostered ministers on leave from call, synod/churchwide staff, and certain members of Synod Council [has "voice" but no "vote"]
 - *Visitor* - a person attending assembly simply for personal interest in a topic or someone working a vendor table [has neither "voice" nor "vote"]
- **Preferred Pronouns** - This optional section allows you to display your pronouns (eg. She/Her/Hers) on your name tag if you wish. Leave it blank if you don't want them displayed. Pronouns will be printed as they are typed so please double-check your entry!
- **Preferred Gender Identity** - Select the preferred gender identity for this attendee: male, female or other. The synod constitution calls for as near as possible to equal representation of male and female participants. We recognize and welcome people with a diverse set of gender identities, hence the three options.
- **Food Allergies/Dietary Restrictions** - Please note that while we can reasonably accommodate vegetarian, dairy free and gluten free needs, we are not able to account for every need/allergen.
- **Digital App or Printed Booklet** - If you would like your assembly materials in a paper-saving, digital format, please select App. (Complete instructions will be provided close to assembly for how to download the app to a phone or tablet.) Printed booklets will be available on-site.
- **Promo Code** - If you qualify for this, you will know it! This field does not apply to most registrations.

If you are registering multiple people, click the Add Another Registrant button and repeat the above process.

Payment: Once all registrants have been entered, proceed to the **Billing Information** section. For individual registrants, please pay by credit card. Congregations registering multiple people are welcome to choose the Offline option and mail a check to the synod office. Check payments must be received by May 5 or registrations will be void. Upon clicking "Submit," your registration is complete; each person registered should receive a confirmation message to the email address with which they were registered.

Questions? Contact Rachel Holsten at 651-224-4313 or rachel.holsten@spas-elca.org.