

THE UNITED CHURCH OF CANADA / L'ÉGLISE UNIE DU CANADA
Newfoundland & Labrador Conference / Synode De Terre-Neuve et du Labrador
East & West Districts

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Ms. Alison Piercey, Conference Office Administrator

“MOVING FORWARD IN FAITH”

TO: All Delegates – East & West Districts
If you are no longer a delegate, please let us know so that it may be passed to the appropriate person

FROM: Jennifer Taylor, Administrative Assistant

RE: **Spring Meeting – Conference, East and West Districts
June 1-3, 2018, Carbonear Pastoral Charge**

DATE: March 2, 2018



Preparations have begun for the spring meeting of Conference, East and West Districts, hosted by Carbonear Pastoral Charge from **Friday, June 1 to Sunday, June 3, 2018**. Sessions will begin Friday morning with Registration at 9:45am at Carbonear Academy, and conclude on Sunday with the Celebration of Ministries service at Bethany United Church at 10:00am.

We respectfully ask that you ensure your completed registration information and payment is returned to the Conference Office in St. John's by **April 26, 2018**. **Unfortunately, the Conference/Districts cannot guarantee meals to anyone who is not registered by that date. As meals have to be planned in advance, all payments are non-refundable after meals have been ordered.** Please understand that these dates are set because the hosting group needs to know how many people to plan and prepare for.

All delegates and alternates must be elected by their Pastoral Charge. It is the responsibility of the Pastoral Charge to notify Conference Office of changes to the delegate list before the registration deadline. Alternates must also be registered using the accompanying form.

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With joy in our hearts and a song on our lips we, the Newfoundland and Labrador Conference of The United Church of Canada, Believe that we are called by God to love and serve others. Through our various shared ministries in the name of Jesus Christ, we are called to uphold the gifts and skills in each other; to honour differences; to be accepting of change while honouring heritage and traditions; to seek justice and through all of this to know that we are not alone. Thanks be to God

Please note the following:

- There will be an orientation session for new delegates prior to the beginning of the meeting.
- **We are only able to provide a small number of billets this year. Please note that B&B or hotel costs are not covered by District.**
- If arriving and departing using air travel, please contact the Conference Office to make your flight arrangements. Arrangements will also be made through Conference Office for airport pick-up and delivery, as car rentals are not covered by the District.
- If you are travelling by car, meals en route will be reimbursed for travel five hours or more.
- Please note the travel policy of the District is a limit of one car, one round trip for each Pastoral Charge. Any exceptions or extenuating circumstances must be approved by the Finance and Administration Committee ten (10) days **before** the Conference/District meeting.
- If there are additional cars, without prior approval, reimbursement will be split evenly.
- Travel claims must be submitted and approved by the Finance and Administration Committee Chair or designate before payment is issued.
- We ask that you respect our request to provide a **Scent-Sensitive** environment at this upcoming meeting.
- If staying in accommodations that do not provide breakfast; you can submit a claim for Saturday and Sunday breakfasts, up to a maximum of \$10 per breakfast, with receipts.

District Meeting Registration Guidelines

	Who Pays Fee	Who Pays Travel Cost	Voting Privilege Y/N
Delegate - Lay Delegate - Ministry Personnel	Pastoral Charge	District (Car pooling required)	Yes
Retired Supply	Pastoral Charge	District (Car pooling required)	Yes
Retired – DLM (not serving PC)	District	Individual	Yes
Retired - Ordered Ministry (not serving PC)	District	Individual	Yes
Retained on Roll	District	Individual	Yes
Candidates serving PC whose candidacy is in other District	Pastoral Charge	District	Yes
Candidates serving PC in own District	Pastoral Charge	District	Yes
Candidates not serving	District	Individual	No
Members at Large (including Officers of the Court)	District	District	Yes
Committee Chairs/Representatives who are presenting a report (Not members of District)	Committee	Committee	No
Invited Guests	District	District	No
Observers	Observer pays all expenses.		No

"MOVING FORWARD IN FAITH"

2018 Registration Form
 Conference, East and West Districts Spring Meeting, June 1-3, 2018



Delegate's Name: _____

I AM A NEW DELEGATE AND PLAN TO ATTEND THE ORIENTATION SESSION

PLEASE ACCEPT MY REGRETS FOR THIS MEETING OF DISTRICT

Non-Delegate/Guest/Observer's name if attending: _____

Full Mailing Address: _____ Postal Code _____

Telephone #: _____ E-Mail: _____

Cellular #: _____ *Or local number for contact during the event

Pastoral Charge: _____ If an alternate, whom are you replacing? _____

How would you like to receive your 2018 DOCKET REPORTS:

Electronically

via Regular Mail

PAYMENT: All delegates will be required to pay a \$100.00 fee to assist with expenses incurred.

All non-delegates/observers will be required to pay for all their meals (prices below).

Fees are non-refundable after May 15, 2018. **PLEASE INCLUDE PAYMENT WITH REGISTRATION FORM.** Please make cheque payable to: *The United Church of Canada.*

Amount of Payment Enclosed: _____

PLEASE CHECK MEALS REQUIRED

(To avoid wastage, please select ONLY those meals that are required)

FRIDAY

SATURDAY

SUNDAY

Meals	Lunch	Supper	Lunch	Banquet	Bag Lunch	Nutrition Breaks (4)
Delegate						
Non-Delegate/Guest/Observer						
Cost of meals for Non-Delegate/Observer	\$8.50	\$19.50	\$10.50	\$25.00	\$10.00	\$12.00

Special Diet (*explain*)

Allergies (*explain*)

Other Special Needs e.g. Hearing Impaired Deaf Large Print Required Accessibility Issues

(*please specify*)

- **Please Note:** Attached is an accommodations listing, provided by the local arrangements committee. You are encouraged to make reservations as soon as possible.

PLEASE RETURN YOUR COMPLETED REGISTRATION FORM AND PAYMENT

by Wednesday, April 26, 2018 to:

320 Elizabeth Avenue, St. John's, NL, A1B 1T9

or via Fax: (709) 754-8336 or email: unitedchurch@nfld.net

Please note that there will be photos and videos taken during the event that may be posted to various print and online media.