



ONLINE REGISTRATION FOR CLERGY CONFERENCE OCT. 18 - 20, 2021 BEGINS NOW!

REGISTRATION DEADLINE:
Friday, September 10th

The Oct. 18-20, 2021 Clergy Conference is going to be a Conference like no other! As you see from the photo, we have again signed a contract with the Shawnee Inn and Golf Resort in Shawnee-on-Delaware, PA and will be making plans up until the last minute to ensure a good experience and as safe a time away as possible.

LOGISTICS: This will be a very unique gathering and many choices have been made (and will be made) to raise the level of safety for those who attend in person.

- If possible, those planning to attend should refrain from travel other than by personal car for the week prior to the Conference.
- If you feel ill, please DO NOT leave your home to attend Clergy Conference.
- Clergy attendees and diocesan staff will be expected to arrive at the Conference with either proof of full vaccination OR, if vaccination is not medically possible, they will need to present proof of a negative COVID-19 test (administered no earlier than Oct. 16th). All will have a forehead temperature scan at our Registration Table.
- Clergy attendees and diocesan staff will be expected to wear protective masks during all Conference sessions and gatherings, except briefly for eating and drinking.
- At our Registration Table, in-person attendees will receive a bag with a mask, hand sanitizer and wipes for your personal use during the Conference.
- At this writing, unvaccinated employees and guests are required by the hotel to be masked. Vaccinated hotel employees may or may not be masked.
- Other than married clergy couples, there will be no double-occupancy rooms for this Conference.
- We are not planning to use the Delaware Room at all this year (our usual dining room on the lower level).
- Food service will be determined much closer to time and is expected to range from boxed meals to plated meals. We will not offer the usual buffet service.
- Those who are not comfortable with eating with the group will be able to take their meal to any location they desire for stress-free dining (your private guest room, the veranda, outdoor benches, the pavilion by the river, etc.)
- The diocese will not sponsor pre-dinner bar service this year. Arrangements will be made for the purchase of wine and beer during dinner service. The hotel bar will be open on its October schedule and may be visited at participants' discretion.
- The exact location of plenary sessions and dining accommodations will be determined closer to time.
 - The hotel has a large tent installed on the front lawn with adjustable sides, allowing for ventilation.
 - The Worthington Ballroom, if used, will be ventilated with open windows and doors along with ceiling fans. The heat will not be turned on in that room.

- Plan to dress warmly for plenary sessions in the tent or in the ballroom.
- The hotel has set up numerous hand sanitizing stations and hotel staff routinely wipe down “high touch areas” (handrails, elevator buttons, etc.) every two hours. In addition, there will be no guest room cleaning during your stay but extra shampoos, towels, etc. will be readily available.
- The Conference agenda is in progress and attention will be given to keeping indoor group sessions to the shortest length that will provide the most benefit.
- Registration will begin at **4:00pm on Monday, Oct. 18** so please plan your travel accordingly. The first activity will be dinner at 6:00pm followed by the opening session at 7:00pm.

REGISTRATION LINK: <https://dioceseofnewark.org/form/registration-clergy-conference-2021>

THE REGISTRATION DEADLINE IS SEPTEMBER 10th SO PLEASE ACT QUICKLY

Please note the following:

1. ONLINE REGISTRATION FOR CLERGY CONFERENCE 2021 BEGINS NOW! Those clergy planning to attend the Conference in person **must submit a diocesan registration form** (link above).
2. OVERNIGHT ATTENDEES: All clergy staying at the Shawnee Inn will once again **make their own room reservations directly with the Inn (1-800-SHAWNEE)**. Please tell the clerk that you are with “the Episcopal Diocese of Newark” in order to receive the group rate. (Best not to register through a discount website – the fee is the fee no matter what! Please contact the hotel directly.)

NEW PROCEDURE, PLEASE NOTE that your payment must be received by the Inn in full BEFORE CHECK-IN. Here is a sketch of how everything will work; an expanded version will be sent to you after you submit the diocesan registration (link above):

- ✓ If paying by credit card, you can pay any time before you check in.
- ✓ If paying by check, as in the past, you will send a check to the Inn which must be postmarked by September 10.
- ✓ If you are purchasing the 6-meal Commuter Package, you will send a check to the Diocese which must be received by September 10.
- ✓ Cancellation policy: You must cancel any time **before 4 PM on Sun., October 17** in order to receive a full refund.
 - To cancel a room reservation, you’ll contact the Inn DIRECTLY. Be sure to get a cancellation confirmation and please send an email to Kay Lark (email below).
 - To cancel a Commuter meal plan, you’ll send an email as soon as possible before 4pm on Oct. 17 to Kay Lark at klark@dioceseofnewark.org.

3. **REMEMBER!** You must call the Shawnee and make your own room reservation. If you plan to stay at the hotel, pick up the phone and **call the Inn RIGHT NOW! 1-800-SHAWNEE**. You’ll be glad you did! **Deadline is Friday, September 10th**. **Note that no checks (not even personal, not even from your church) are accepted after September 10th (see #6).**

4. **IMPORTANT:** Once again, your conference package rates are substantially subsidized, with the following results:

- Single occupancy: the contract price for 2 nights including 6 meals is \$456.00/person; **you will pay \$285**
- (Other than married clergy couples, there will be NO double occupancy rooms for this Conference. Contact Kay Lark for information.)
- Commuter Package*: contract price for 2 days, 6 meals, is \$179.00/person; **you will pay \$135**
 - ❖ Please note that these packages cannot be adjusted, shared, reduced or split.

5. *COMMUTING ATTENDEES: For those not staying overnight at the Inn but desiring to join colleagues for the six meals included in the Commuter meal plan, you'll receive payment instructions after you submit your diocesan registration. Please pay via a check mailed to Kay Lark to be received by Friday, September 10th. No outside food is allowed into the Hotel except in guest rooms.

Please see this: the room fee at the Inn INCLUDES your meals **so if you're registered at the Inn, there's no need to pay the fee for commuter meals.**

6. Clergy who wish to pay their hotel bill **by check** must mail said check to The Shawnee Inn, **ATTN: Group Sales, P.O. Box 67, Shawnee-on-Delaware, PA 18356 postmarked by September 10th.** Please include a note with your name, "Episcopal Diocese of Newark", dates, etc. In this scenario, you'll pay the basic fee (see #4 above) in advance with the check, then settle up any additional charges (bar, etc.) with a credit card or cash when you check out on Wednesday. Also please drop Kay an email that you have paid by check and in what amount. Thanks!

7. Clergy who give a **debit card** number to the hotel: when a debit card is given to the hotel, even just to hold for additional charges (bar, etc.) which may or may not materialize, YOUR BANK (not the hotel) puts a hold on funds to cover potential hotel charges. Please take this into account when deciding which card to give the hotel as unintentional overdrafts could occur.

8. For those of you who require further financial assistance, limited scholarship support will be available for Active Clergy within the diocese. Please send Kay Lark an email at klark@dioceseofnewark.org for details.

9. Due to the subsidy of hotel fees again this year, we need to receive your registrations pronto!! The deadline of **September 10th** is necessary as we must calculate and send a check to the Inn and they must then apply the funds to each and every room registration EARLIER THAN EVER BEFORE. This will obviously take time so please put your diocesan registration (AND hotel reservations or commuter payments) at the top of your To-Do List!

10. ANOTHER IMPORTANT NOTE: After you have reviewed your registration information on the online form, please be sure to press the "Submit" button because this action will complete your registration and will also trigger an email to be sent to THE EMAIL ADDRESS YOU ENTERED ON THE FORM. If you enter a little-used email address, please know to check that address for your confirmation email.

11. Just another quick warning that the traffic volume can really build up on I-80 near the river so please arrive early and enjoy the tranquility of the Inn instead!! Cautionary tales abound (weather, accidents, etc.) – please leave yourself plenty of time!

12. **IMPORTANT NOTE ABOUT CHECK-IN AND CHECK-OUT, PLEASE READ: Check-in to Inn rooms begins officially at 4:00pm on Monday.** Some rooms will be available earlier than that and some will not. Should your room not be ready for check-in when you arrive, the hotel will check bags if necessary and check-in can be accomplished once the room is prepared for you. Conference registration will begin at 4:00pm on Monday and the first activity is dinner at 6:00pm so hopefully all check-ins can be accomplished with ease.

You will pay any additional expenses billed to your room during your stay (coffees, snacks, bar tabs, etc.) with the credit card on file or cash (no checks) during your **room check-out on Wednesday before 11am.** PLEASE NOTE THIS TIME AS LATE CHECK-OUTS INCUR A \$50 FEE – TO YOU! No kidding!

13. Hotel Information:

- All guests must check in at the Front Desk
- Please note that the Shawnee is a NON-SMOKING facility (with a small smoking area on the Front Veranda)
- For those new to the Inn, the Delaware Lodge is a separate building, located on the Inn property, a brisk walk or short drive down the driveway. **Rooms in the Inn are allocated first unless the Lodge is requested.**
- There is wi-fi throughout the Inn, including the Delaware Lodge
- Please be aware that a dearth of cellphone towers and the sturdy structure of the Inn combine to make cellphone reception iffy in certain locations. Please make sure those at home have the 1-800-SHAWNEE number to call if they need you and can't reach you by cellphone.
- All local phone calls from your room are at no cost
- Again, no beverages or food of any kind will be permitted to be brought into the hotel (i.e. no bag lunches, etc.) except for use in guest rooms.

On-Line Registration and Hotel Reservation Deadline is Friday, September 10th.

14. Please bring your checkbook or credit card! Jane Jubilee will be there with a selection of diocesan merchandise -- no IOU's, please!!

15. Over the years we have had priests bring "freebie" books for give-away at Clergy Conference. If you are planning to do this, please drop Kay an email with an approx. number of volumes (to klark@dioceseofnewark.org) so we can have table space available.

16. Please bring some cash for the "Tip Envelope" (collected by Kay on Wednesday morning). This free-will offering goes to the Inn staff as a thank you (you will tip your room maids directly).

17. The conference is casual dress, no clericals needed!

18. FYI, there is no “clergy spouse” component to Clergy Conference.
19. Please come prepared to dress in layers. The reason is obvious.
20. Plan on bringing a to-go coffee cup and/or water bottle to avoid disposable waste.
21. All Clergy Conference deadlines are Friday, September 10th.

REGISTRATION LINK: <https://dioceseofnewark.org/form/registration-clergy-conference-2021>

Thanks so much! See you on the banks of the Delaware, October 18-20 ... if not before!

As the Clergy Conference Planning Committee, we bid you welcome!

**Mark Collins, Susan Ironside, Kathryn King, Joyce McGirr, Anthony Puca, Cathy Studwell
Bishop Carlye Hughes, Margo Clark, Jane Jubilee, Kay Lark and Andrew Wright**