



# How do I fill out this form?

## List all CLERGY and LAY DEPUTIES and ALTERNATES

- List ALL clergy and ALL lay deputies and ALL alternate deputies on the front page.
  - Include email and mailing addresses.
  - Note: Each church is entitled to elect 3 lay deputies and 3 alternates of whom **3 attend convention with voting privileges.** (*The election usually occurs at the church's annual meeting*)
    - List ALL elected Lay Deputies – whether they plan on attending or not
    - List ALL elected Alternates – whether they plan on attending or not
    - If a deputy who plans to attend is unable to do so at the last minute, another deputy or alternate is allowed as a replacement *ONLY if listed and certified on this form*
- Check the box in the leftmost column for those clergy, lay deputies, and/or alternates **who will be physically attending the convention.**
- Enter the **Total Due** for all Clergy and Lay Deputies/Alternate **that will be attending** (\$200 per person)
- **Certify** the deputies by filling in the **election date** AND having the clergy-in-charge or clerk or warden sign the form.
  - *Forms that are submitted without a signature and date are **not valid***

## SUBMIT THE FORM (*Please follow both steps*)

### First

- **Scan/email** both sides of the form to ([rjohnson@dioceseofnewark.org](mailto:rjohnson@dioceseofnewark.org)) or fax it to (973-622-6508)

### Then

- **Mail** the form to  
Diocese of Newark, Convention Registration  
31 Mulberry Street  
Newark, NJ 07102

**Due date is Tuesday, October 1, 2024**

## PAYMENT

Payment and final dinner guest count are due by **Tuesday, October 15, 2024.**

Make check payable to Diocese of Newark with Convention payment in the memo and mail it to  
Diocese of Newark, Convention Payments, 31 Mulberry Street, Newark, NJ 07102

OR visit [e-payment.dioceseofnewark.org](http://e-payment.dioceseofnewark.org).