



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 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 attending.**
- Enter the **Total Due** for all Clergy and Lay Deputies/Alternate **that will be attending** (\$185 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*

List all GUESTS

- On the back page, list any guests who will attend Friday lunch or dinner and/or Saturday lunch. Please carry the total due for guest meals over to the front side of this form in subtotal B.

Enter the TOTAL AMOUNT DUE

- Enter the sum of subtotals A: and B: on the front page.

SUBMIT THE FORM (*Please follow both steps*)

First

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

Then

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

Due date is Monday, December 9, 2019

PAYMENT

Payment and final dinner guest count are due by **Friday, January 10, 2020.**

Make check payable to Diocese of Newark and mail it to Diocese of Newark, Convention Payments, 31 Mulberry Street, Newark, NJ 07102

OR visit e-payment.dioceseofnewark.org.