

**Church:**

**City:**

**Phone:**

**Email:**

**Registration/Certification of Deputies Form**

145th Annual Convention; February 1-2, 2019

 **PLEASE RETURN BY MONDAY, DECEMBER 10, 2018\***

**Please follow the checklist provided on the back of this form**

**Check only those**

**actually attending**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check Box IF Attending** | **Names** *(with appropriate title)* | **Email Address** | **Home Mailing Address** |
| **CLERGY List all clergy that will attend** |
|  |  |  |   |
|  |  |  |   |
|  |  |  |   |
| **LAY DEPUTIES *(List ALL elected lay deputies whether they are attending convention or not.)*** |
|  |  |  |   |
|  |  |  |   |
|  |  |  |   |
| **ALTERNATE DEPUTIES *(List ALL elected alternate deputies whether they are attending convention or not.)*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **CERTIFICATION****This form not valid without SIGNATURE and DATE** | The above communicants in good standing, and qualified voters in this Church, were duly elected as Deputies and Alternate Deputies to represent the Church in that body for the year ensuing. IN TESTIMONY OF WHICH I have set my hand and entered date of election.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****(signature of minister-in-charge, clerk, or warden) (date of election)*** | **A: Total Due - Clergy/Deputies/Alternates***($185 for each person above checked as attending)* | **$** |
| **Guests:** Please flip over and list Friday lunch and Friday dinner and Saturday lunch guests. | **B: Total Due for All Guest Meals*****(from other side)*** | **$** |
| **\*Payment and final dinner guest count MUST be received by Friday, January 11, 2019****See reverse side for payment instructions** | **Total Amount Due*****(Sum of total due in boxes A & B above)*** | **$** |

*For Office Use Only:* Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Entered: \_\_\_\_\_\_\_\_\_\_\_ Amt PD: \_\_\_\_\_\_\_\_\_\_\_\_ Chk#: \_\_\_\_\_\_\_\_\_\_\_

**GUEST\* RESERVATIONS for FRIDAY LUNCH & DINNER**

**and/or SATURDAY LUNCH**

Any guests who plan to attend the Friday lunch, Friday dinner or Saturday lunch MUST make reservations in advance. Please list any guests below. Dinner guests will be seated at your church’s table. However, there is no assigned seating for lunch.

*\*Guests do* ***NOT*** *include deputies who are registered as convention attendees. Their meals are included in the convention fee for deputies.*

**Guests who will be attending the Episcopal Vo-Tech workshops must register at http://e-payment.dioceseofnewark.org**

**PLEASE FOLLOW THESE INSTRUCTIONS**

Please use the following as a checklist and be sure to:

 **List ALL clergy and ALL lay deputies and alternates.**

*Each church is entitled to elect 3 lay deputies and 3 alternates of whom* ***3 attend convention with voting privileges****.*

***If one of your deputies who plans to attend is unable to do so at the last minute, another deputy or alternate is allowed to replace him/her ONLY if listed and certified on this form****.* ***PLEASE be sure to list ALL deputies and alternates.)***

 Include email and home addresses.

 Check the box in the leftmost column for those clergy, lay deputies, and/or alternates **who will be attending**.

 **Certify the deputies** by filling in **the election date**

**AND** having the clergy-in-charge, clerk, or warden **sign** **the form**.

**GUESTS**

 In the grid to the right, 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**.

**SUBMIT THIS FORM**

 Please

1. **scan/email** this form to (rjohnson@dioceseofnewark.org)

 or **fax** it to (973-622-6508)

1. then **mail** it to:

Diocese of Newark, Convention Registration
31 Mulberry Street

Newark, NJ 07102

**PAYMENT**

 Payment and final dinner guest count by **Friday, January 11, 2019 at the latest**. Make checks payable to Diocese of Newark or visit
<e-payment.dioceseofnewark.org>.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule B - Guest Meals** **(*Guests that are not attending Vo-Tech workshops)*****Name** | **Friday Lunch** | **Friday Dinner**  | **Saturday Lunch** |  |
| **Circle the $ amount for requested meal(s)** |  |
|   | $30 | $50 | $30 |   |
|  | $30 | $50 | $30 |  |
|   | $30 | $50 | $30 |   |
|   | $30 | $50 | $30 |   |
|   | $30 | $50 | $30 |   |
|   | $30 | $50 | $30 |   |
|  | $30 | $50 | $30 | **Total Due** |
| **Total Due for Guest Meals*****(Carry total over to front of form)*** |  |  |  | **$** |

**Required!**