



Registration/Certification of Deputies Form
146th Annual Convention; Jan. 31 – Feb. 1, 2020

PLEASE RETURN BY MONDAY, DECEMBER 9, 2019*

Please follow the checklist provided on the back of this form

Church: _____ Shelby No _____
City: _____
Phone: _____
Email: _____

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Check Box IF Attending	Names (with appropriate title)	Email Address	Mailing Address
CLERGY List all clergy that will attend			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
LAY DEPUTIES (List ALL elected lay deputies whether they are attending convention or not.) Check only those that will be physically present			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
ALTERNATES (List ALL elected alternate deputies whether they are attending convention or not.) Check only those that will be physically present			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
CERTIFICATION REQUIRED	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 clergy-in-charge, clerk, or warden)		A: Amount Due for all Clergy/Lay Deputies/Alternates (\$185 for each person above checked as attending) All meals are included in this price
This form not valid without SIGNATURE and DATE			B: Amount Due for all Guest Meals (from page 2)
Guests: List Friday lunch and Friday dinner and Saturday lunch guests on page 2.			
*Payment MUST be received by Friday, January 10, 2020 See reverse side for payment instructions			C: Total Amount Due (total of A: + B:)

For Office Use Only: Date Received: _____

Date Entered: _____ Amt PD: _____ Chk#: _____

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 complete these two steps
 1. **scan/email** this form to (rjohnson@dioceseofnewark.org) or **fax** it to (973-622-6508)
 2. 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 10, 2020 at the latest.** Make checks payable to Diocese of Newark or visit e-payment.dioceseofnewark.org.

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>

Schedule B - Guest Meals (Guests that are not attending Vo-Tech workshops)	Friday Lunch	Friday Dinner	Saturday Lunch	
Name				
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 <i>(Carry total over to page 1)</i>				\$