

CONVENTION 2012 NOTES

REGISTRATION

The registration fee is \$190 per deputy.

Due date is Friday, January 13, 2012.

Registration forms were sent to churches in December. The form should be returned by Friday, January 13, 2012, with a check made payable to the *Diocesan Council* to cover the registration fees for the entire deputation.

A separate form was mailed to non-parochial clergy and should also be returned by January 13 along with payment.

Registration for all deputies is by individual last name.

The 138th Annual Convention of the Episcopal Diocese of Newark will be held on Friday and Saturday, January 27 and 28, 2012 at the Hilton Hotel, One Hilton Court, Parsippany.

973-267-7373

VOTING ELIGIBILITY

Clergy and Laity

Members of Convention: The convention shall be composed of the Bishop(s), every Presbyter and Deacon canonically resident in the Diocese on the first day of January immediately preceding the meeting of the Convention (except that a vote shall not be accorded to retired priests whose service in the Diocese was for less than five years prior to retirement) AND three lay deputies from each Parish in union with the Convention and from each Mission AND one Youth Deputy and one alternate Youth Deputy elected by each district convocation, at least 14 years of age and under the age of 20. (Article II (4), Constitution of the Diocese of Newark)

WORSHIP OFFERING

The offering from the Eucharist service on Friday will be equally divided between *Hogar de Niñas* in the Diocese of Panama and the support programs at The Apostles' House serving the residents of the city of Newark.

ALTERNATES & VISITORS

Deputy seating will be assigned for the Friday and Saturday business sessions. Deputies must have a badge to be seated in the business session section. Assigned table numbers will be on the name tag. Visitors will be directed to the guests' section.

All elected deputies and alternates must be certified whether they are attending convention or not. If an alternate replaces a deputy, the alternate is considered a full deputy with all privileges of that office. An alternate replacing a deputy will be directed by Registration to the Arrangements Desk.

Only those individuals who are certified will be allowed to represent your church at convention. If an alternate's name is not provided on the registration/certification form they will not be seated.

PRE-CONVENTION & CONVENTION MATERIALS

Pre-convention materials should be taken to the pre-convention meetings and *BROUGHT TO CONVENTION*. Replacement packages will not be available.

Convention packages for deputies will be available at the registration desks starting at 9:00 a.m. on Friday, January 27, 2012.

Convention documents can be found on the website: dioceseofnewark.org/convention/.

ATTENDANCE CARDS

Every deputation must submit an attendance card. Clerical deputies should complete a *white* card. All lay deputies are listed on a single *blue* card. The cards will be available on the tables during Friday's business session. The cards will be collected at the Arrangements Desk.

INFANT SUPPLIES & FOOD COLLECTION

Similac (12 oz. dry or 30 oz. liquid); diapers, especially new born size and larger sizes 4,5,6; and any amount of baby wipes and toiletries will be collected for **North Porch**. Non-perishable food items will be collected for **The Apostles' House**. Deputies are invited to bring donated items. Collection receptacles will be available for your donations near the Grand Ballroom entrance.

VIDEO ANNOUNCEMENTS & HANDOUTS

Only papers directly related to the business of convention will be distributed during the business sessions.

There will be no table space for handouts.

To arrange for a video announcement during convention contact Ms. Jan Paxton at jrpaxton@earthlink.net.

SPECIAL ARRANGEMENTS

Deputies requiring services, such as interpreting, dietary restrictions or other needs, should notify the Secretary of Convention at mfrancaviglia@dioceseofnewark.org or 973-430-9900.

OVERNIGHT HOTEL ROOMS

A limited number of hotel rooms have been reserved for Friday, January 27, 2012. Room reservations can be made by calling the Hilton Hotel at 973-267-7373. The convention room rate is \$99 a night. The reservation cut off date is Thursday, January 12, 2012. Any reservations received after that date will be accepted on a space or rate available basis. The hotel is barrier free. **Check out time is 12 noon on Saturday.**

**NO SMOKING PERMITTED IN THE HOTEL.
VIDEOTAPING OF CONVENTION PROCEDURES PROHIBITED WITHOUT PRIOR APPROVAL.**

Convention website: www.dioceseofnewark.org/convention/.