



**Registration/Certification of Deputies Form**  
151st Annual Convention; November 15, 2025

**PLEASE RETURN COMPLETED FORM BY Weds, Oct 1**

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

Church:

Church City:

Email:

Check Box IF Attending	Names (with appropriate title)	Email Address	Mailing Address
<b>CLERGY</b>	List all clergy that will attend		
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>LAY DEPUTIES</b>	(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"/>			
<b>ALTERNATES</b>	(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"/>			

**This form not valid without SIGNATURE and DATE OF ELECTION**

<b>CERTIFICATION REQUIRED</b>	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.  <u>(signature of clergy-in-charge, clerk, or warden)</u> <u>(date of election)</u>	<b>Total Amount Due for all Clergy/Lay Deputy/Alternate attendees (\$100 for each person above checked as attending)</b>	<b>\$</b>
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## PLEASE FOLLOW THESE INSTRUCTIONS

Use the following as a checklist and be sure to:

- ☐ **List ALL clergy that will attend and ALL lay deputies and alternates that were elected.**

*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 elected 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 **date they were elected**  
**AND** having the clergy-in-charge, clerk, or warden **sign the form.**

**Required!**

## SUBMIT THIS FORM

- ☐ Please complete these **two steps**

1. **scan/email** this form to ([rjohnson@dioceseofnewark.org](mailto:rjohnson@dioceseofnewark.org)) **Please do not skip this step!**  
or **fax** it to (973-622-6508)
2. then **mail** it to: Diocese of Newark, Convention Registration, 94 E. Mt. Pleasant Ave., Livingston, NJ 07039-3004  
(for diocesan records)

## PAYMENT

- ☐ **Payment** is due by **Wednesday, October 15, 2025 at the latest.** Make checks payable to Diocese of Newark with "Convention Fee" in the memo line or visit <http://convention-payment.dioceseofnewark.org>.

**All Guests** are invited to view the convention on the diocesan YouTube channel, [youtube.com/c/dionewark](https://youtube.com/c/dionewark).