

# ANNUAL CONFERENCE REGISTRATION INFORMATION

March 24<sup>th</sup> Deadline



8<sup>th</sup> Annual Session  
of the  
SUSQUEHANNA CONFERENCE  
OF  
THE UNITED METHODIST CHURCH  
AT

Hershey Lodge

Hershey, PA

May 4-6, 2017

Jeremiah J. Park  
*Resident Bishop*

Arlene P. Beechert  
*Annual Conference Secretary*

## INTRODUCTION

### Members and Visitors, Annual Conference 2017:

Each year, the Susquehanna Annual Conference gathers to pray, celebrate, cast vision, learn and act on behalf of United Methodist Christians in Northeast and Central Pennsylvania. As we discuss and discern how God is calling us to “make disciples of Jesus Christ for the transformation of the world,” we do so bathed in the grace of the One who calls us together. We look forward to being together again this May at Hershey Lodge, and offer this booklet to help individuals and congregations make preparation for this time of Christian conferencing.

Countless individuals work to make Annual Conference Sessions happen. Four of those who have specific responsibilities in this part of the process are below:

- Cindy Weaver, Lay Equalization Coordinator, oversees the process of recruiting and coordinating members-at-large to the annual conference, to ensure equal representation from laypersons and clergy. Her e-mail address is [cweaver@susumc.org](mailto:cweaver@susumc.org).
- Gloria McElwee, Registrar, oversees the process of registration for annual conference, and coordinates meals and lodging reservations. Her e-mail address is: [gmcelwee@susumc.org](mailto:gmcelwee@susumc.org)
- Rev. Jennifer Williams is Chair of Arrangements. If you have needs for your part in annual conference such as meeting space, etc., please contact Jen. Her e-mail address is [jwilliams@susumc.org](mailto:jwilliams@susumc.org)
- Rev. Arlene Beechert, Conference Secretary, records and reports the business of the annual conference, including oversight of the production of each year’s Conference Journal. Her e-mail address is [abeechert@susumc.org](mailto:abeechert@susumc.org)

Once again, registration for this year’s Annual Conference is offered exclusively online. Your online registration will be the official registration for all clergy and lay voting members, as well as visitors.

**Please note: March 24<sup>th</sup> is the deadline for registration.** After the March 24<sup>th</sup> deadline, you will still be able to register and attend, but you will need to find your own lodging. (You will be able to purchase a meal ticket until April 28<sup>th</sup>.) Pastors, lay members and churches should be in communication to ensure timely registration and payment.

## GENERAL INFORMATION

**LOCATION OF ANNUAL CONFERENCE** – The Annual Conference is held at Hershey Lodge, 325 University Drive, Hershey, PA 17033. Directions can be found at the Hershey Lodge website [www.hersheylogde.com](http://www.hersheylogde.com). All sessions of the Annual Conference will be held in the Great American Hall and this year our meals will be at one session so that we all eat together.

**COURTESY DESK** – For your convenience, a Courtesy Desk will be located near the Great American Hall.

**TELEPHONE INFORMATION** –  
Hershey Lodge—717-533-3311

**PARKING** – There is ample parking at Hershey Lodge and once in your rooms, the meeting spaces are conveniently located without the need of walking out of doors.

**HOUSING** - The housing is in the Hershey Lodge with all the amenities of these accommodations. Single occupancy and double occupancy rooms are available. We urge you to find a roommate and secure a double room since single rooms are at a premium. The Lodge will make the room assignments from the information received from the registrar. Please note that you will not be able to check-in to your room until 4:00 p.m. Again remember that the deadline for housing is March 24, 2017. **We will do our best to honor the requests we get for special housing, but please be aware that it is not always possible due to the housing limitations.** Please remember that you will need a credit card for your hotel reservation.

**CHILD CARE** – Child care is provided for children of clergy and lay members and must be requested with registration. This service is provided for children ages 6 months through fifth grade. Children must be registered as part of your online registration. Children stay free when rooming with their parents. Meal costs for children are as follows; 2 and under free, ages 3-8 is \$48 and ages 9 and over is \$150. During the online registration process you will be asked for information needed by the child care director. Please be sure to read and respond to that part of the registration process. **No walk-ins.**

**DONATIONS FOR FLOWERS AND WORSHIP BOOKLETS** – Amounts of \$15.00 or more may be given toward the purchase of flowers for the platform. Names of contributors, and of those persons to be honored or memorialized, will be printed in the Daily Link. Name(s) and telephone number(s), contributor(s) and the typed name of the honored or memorialized persons must be included with the request and payment. **Request and payment must be received at the Conference Connectional Ministries Office, 303 Mulberry Drive, , Mechanicsburg PA 17050-3179 by April 3.**

**MEALS** – There will be one meal time at two different locations at the lodge. You will be able to choose your locations and eat with whomever you wish. There will be no assignments.

**REFUNDS**—There will be no refunds after May 1<sup>st</sup> *except* in the case of hospitalization or a death in the family.

**PROGRAM AND REPORT WORKBOOK** – The workbook will *only* be available online at [www.susumc.org](http://www.susumc.org). It will contain most of the reports and recommendations to be acted on at Conference. Please print it out and bring it with you. If you do not have access to a printer, please contact your local church office for assistance. Also this year, the youth of the annual conference will be printing workbooks as a fund-raiser and if you would like to support this please make note on your registration.

**HERSHEY LODGE IS A NON-SMOKING FACILITY.**

**For those staying at the Lodge, the weight room and the water park will be available when conference is not in session.**

## **REGISTRATION AND MEALS/LODGING RESERVATION**

**REGISTRATION** – All official Voting Members, Clergy and Lay, children who need child care ,and visitors must register online for Annual Conference. **Deadline: March 24<sup>th</sup>** Lay members registration category was printed at the top of their mailing address on the envelope of the letter sent to them with registration information in February. Lay members are reminded to keep this envelope until they have completed the registration process.

**DEADLINE** – The **deadline** for registrations and lodging/meals reservations is **March 24<sup>th</sup>**. **NO LODGING WILL BE GIVEN AFTER THE DEADLINE OF March 24<sup>th</sup>**. **WE WILL STRICTLY ADHERE TO THIS DEADLINE.** You will be able to secure a meal plan until April 27<sup>th</sup>. Late registrants, except those elected after the deadline and alternate lay members replacing their lay member, will be responsible for their own lodging and/or meals. This deadline provides necessary time to be prepared administratively for annual conference. You will be helping everyone by registering on time.

**COSTS** — There is no registration fee for Annual Conference. The costs are as follows:

**Two nights lodging — Thursday, May 4 to Saturday, May 6**

**Double occupancy and seven meals--\$415**

**Single occupancy and seven meals--\$603**

**Three nights lodging—Wednesday, May 3 to Saturday, May 6**

**Double occupancy and eight meals--\$527**

**Single occupancy and eight meals--\$809**

**If you are not staying at Hershey Lodge but request a meal package for seven meals (Thursday lunch through Saturday lunch — seven meals) the cost will be \$150.**

**CONFIRMATION** – You will receive confirmation immediately after your registration has been received. You will receive an additional follow-up e-mail that confirms you will have a room at the Lodge.

**CHANGE OF LAY MEMBER** – Any change in voting Lay representation from a Charge should be reported to the District Superintendent who, in turn, will notify the Conference Secretary and the Conference Registrar on the official notification card. Any Lay Member-at-Large who cannot attend should contact Cindy Weaver, Lay **Equalization** Chair ([cweaver@susumc.org](mailto:cweaver@susumc.org)) **Do not call the Conference Connectional Ministries Office or the Conference Secretary unless the change is made within a week of Annual Conference.**

**WEDNESDAY NIGHT OPTION** – Since the Conference Session will begin on Thursday morning with the **Clergy Session at 10:30 a.m.** and the **Laity Session at 10:30 a.m.**, registration will begin at 9:00 a.m. Thursday morning. There are limited rooms for Wednesday night housing and only those registered for Wednesday night will be able to receive their name tag/meal ticket on Wednesday from 4-9 p.m.

## **CATEGORIES OF PERSONS ELIGIBLE TO VOTE**

**(Also those with voice but without vote)**

### **CLERGY (2016 Book of Discipline, Paragraphs 602.1)**

- 1. Deacons and elders in full connection**
- 2. Provisional members**
- 3. Associate members**
- 4. Affiliate members**
- 5. Local Pastors under full-time and part-time appointment to a pastoral charge**
- 6. Elders or Ordained Clergy from other denominations certified by the Board of Ordained Ministry**

**With voice but without vote:**

- 1. Student local pastors**
- 2. Elders and Ordained Clergy from other Annual Conferences serving within the Annual Conference and upon recommendation of the Board of Ordained Ministry**
- 3. Official representatives from other denominations invited by the Annual Conference**
- 4. Missionaries regularly assigned by General Board of Global Ministries and serving within the Annual Conference**

**LAITY (2016 Book of Discipline, Paragraph 602.4; 2008 Policies, Procedures and Guidelines)**

1. Persons elected by each Charge Conference
2. Diaconal Ministers
3. Deaconesses
4. Conference president and immediate past Conference president of United Methodist Women
5. Conference president and immediate past Conference president of United Methodist Men
6. Conference Lay Leader and immediate past conference Lay Leader
7. District Lay Leaders and Associate District Lay Leaders (no alternates)
8. Conference president and immediate past president of Young People's Ministry Council
9. Young Adult Representative from Young People's Ministry Council (if any)
10. Chair or president of Conference college student organization (if any)
11. District representative of United Methodist Women
12. District representative of United Methodist Men
13. A youth (12-18) from each district
14. A young adult (18-35) from each district
15. Chairs of Conference councils, boards, commissions
16. Members-at-Large to equalize clergy/lay representation (appointed by the bishop on nomination of the Lay Equalization Committee)

**With voice but without vote:**

1. Official representatives from other denominations invited by the Annual Conference
2. Lay Missionaries regularly appointed by the General Board of Global Ministries in nations other than the United States
3. Certified lay missionaries from nations other than the United States serving within the Annual Conference

**ATTENDANCE REQUIREMENTS (Book of Discipline, Paragraph 602.8)**

It is the duty of every member and all provisional members and local pastors of the Annual Conference to attend its sessions...Any such person unable to attend shall report by letter to the Conference secretary, setting forth the reason for the absence. Should any ordained minister in active service be absent...without a satisfactory reason for the absence, the matter shall be referred by the conference secretary to the Board of Ordained Ministry.

**MISSION CENTRAL PROJECT AT ANNUAL CONFERENCE  
ACTIVITY KITS/PERSONAL CARE ITEMS/ SHOE COLLECTION**

**Regional Activity Kits**—items to be collected include binders, folders, book sox, notebooks (all styles and sizes) filler paper, composition books, 8 1/2 x11 copy paper, sharpeners, pencils, erasers, pens, colored pencils, rulers, scissors, crayons, markers, pencil boxes or pouch, glue sticks and stickers.

**Personal Care Items**—for male and female—shampoo, deodorant, conditioner, soap, laundry detergent,

If you have any gently used footwear that you no longer use, Mission Central has a home for it! As long as there is life left in the “soles” and they are a complete pair, Mission Central will be collecting NEW and GENTLY USED shoes. Look for the Mission Central Truck in the parking lot. Please see [http://www.missioncentral.org/donate\\_items.php](http://www.missioncentral.org/donate_items.php) for details. Thank you for your continued support of Mission Central!

# CLERGY AND LAY MEMBERS AND VISITORS

## 2017 MEALS/LODGING RESERVATIONS FEES

	<u>Shared Room, each person</u>	<u>Single Room</u>
1. If you are arriving Thursday morning, your total lodging and meal fee is	\$415.00	\$603.00
2. If you are arriving Wednesday evening, your total lodging and meal fee is:	\$527.00	\$809.00

**CHILD CARE:** *Childcare registration form is part of the online registration process.  
There is no cost for housing for children who are rooming with their parents.*

**SCHEDULE OF MEAL COSTS FOR CHILDREN**

AGES 2 AND UNDER .....	FREE
AGES 3 TO 8 .....	\$48.00
AGES 9 AND UP .....	\$150.00

FOR COMMUTERS A MEAL PACKAGE MAY BE PURCHASED (DEADLINE OF APRIL 27) FOR \$150

*Your total cost will be calculated during your online registration.*

**You may pay online using a credit card or you may send a check with your registration, made payable to the “Susquehanna Conference” to the Conference Office:**

**303 Mulberry Drive, Mechanicsburg, PA 17050-3179.**

**Please mark “Annual Conference Registration” and your name in the memo line.**

**The deadline for payment is April 21.**

# Intercessory Prayer at Annual Conference

May 4 through May 6, 2017

“I urge then, first of all that petitions, prayers, intercessions and thanksgiving should be offered for everyone, for rulers and others in authority, so that we may be able to live peaceful and quiet lives with all devotion and propriety.”

*1 Timothy 2:1-5*

**I**t is Bishop Jeremiah Park’s wish that we lift up the Susquehanna Annual Conference in prayer during the Conference sessions, May 4-6. 2107. There is also a need to lift up the members’ personal concerns.

**W**ill you commit yourself to doing intercessory Prayer in the Prayer Room for a one-half hour segment during the Annual Conference?

**P**lease indicate below the half-hour time period you prefer. A master schedule will be posted outside the Prayer Room. Please verify your segment upon arrival. Persons will be encouraged to sign up for those time slots that are still vacant.

The prayer room will be located in Cocoa Room 6.

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Name: \_\_\_\_\_

Choose any half hour increment:

Thursday: \_\_\_\_\_ 9:00 AM to 9:00 PM

Friday: \_\_\_\_\_ 8:00 AM to 9:00 PM

Saturday: \_\_\_\_\_ 8:00 AM until Noon

Please mail before April 24 to:

Russell M. Hart  
The Center for Spiritual Formation, Inc.  
45 South West Street  
Carlisle, PA 17013

## **Christian Conferencing**

Listed below are two examples of how Christians need to relate to one another as we engage in serious dialogue, particularly over issues that often divide us. In a world and in a time where the manner in which we address one another is significant, it is critical that we, in the church, find ways to dialogue with each other as people of faith.

### **Holy Conferencing Principles**

- Every person is a child of God.
- Listen before speaking.
- Strive to understand from another's point of view.
- Speak about issues, do not defame persons. Disagree without being disagreeable.
- Pray, in silence or aloud, about decisions. Let prayer interrupt your business.
- Strive to accurately reflect the views of others.

*"[Make] every effort to maintain the unity of the Spirit in the bond of peace."*

– Ephesians 4:3 NRSV

### **"RESPECT" – Eric H. F. Law**

**R**esponsibility for what you say and feel without blaming others.

**E**mpathetic listening

**S**ensitive to different communication styles

**P**onder what you hear and feel before you speak

**E**xamine your own assumptions and perceptions

**C**onfidentiality when requested or appropriate

**T**olerate ambiguity

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **What is the Annual Conference?**

This is the basic body of the United Methodist Church. Made up of equal numbers of clergy and laity, it meets annually to conduct business through the practice of “Christian conferencing” and to ordain clergy for service in the name of Christ.

### **Who attends Annual Conference?**

All clergy, lay members and lay members-at-large.

### **What is the importance of name tags?**

Besides being helpful in terms of hospitality and community, name tags also identify those members eligible to vote on annual conference business. **Name tags MUST be worn** for admission to the Voting Area (referred to as the bar of the conference) during all plenary sessions.

### **Why is there a question about Ethnicity on the registration form?**

The answers help the Conference track diversity in its membership, and for General Church reporting purposes.

### **Why is there a question about Age on the registration form?**

This helps the Annual Conference Registrar with housing assignments, and helps the conference learn the demographics of its sessions.

### **Can I use a laptop or wireless device while at Annual Conference?**

There will not be wireless access in the Great American Hall or the meeting rooms. Wi-Fi is available in the motel rooms and in the public areas.

### **Where can I find the ministry displays?**

All Ministry displays will be set up in the Great Lobby and the Cocoa Lobby and will be available for perusal when the conference is not in session.

### **Terms used at Annual Conference:**

- **Advance Specials:** Mission projects that have been approved by the Missional Board or the General Board of Global Ministries, and are “second-mile” giving after shares of ministry by the local church. These mission projects were so called for “the advance of Christ and His church.”
- **Cabinet:** There are two configurations of the cabinet: 1) The “appointive cabinet” which consists of the Bishop the District Superintendents, and the Director of Congregational Development, and 2) The “full cabinet” which is expanded to include the Director of Connectional Ministries and Administrative Services, Clergy Assistant to the Bishop, Conference Treasurer and Conference Lay Leader.
- **Call for the Question:** After debate on any matter before the Conference, any voting member can call for the vote, which ends discussion.
- **Consent Calendar:** Reports and Resolutions for approval by the Conference are listed on the consent calendar for automatic approval. Upon a proper motion from the floor, any report may be “lifted” from the consent calendar for consideration by the Conference and placed on the agenda by a one-third vote of the Conference.



- **Lay Members:** Each charge elects one Lay Member, except when the following rules provide for additional Lay Members:
  - Only **ONE** of the following applies to any given Charge.
    - a. Charges comprised of **four or more churches** shall elect a second Lay Member, provided that no more than one person shall be elected from any one church.
    - b. Charges of **three or fewer churches, with a total membership of 400-999** shall elect a second Lay Member.
    - c. Charges with **membership of 1000** or more shall elect **three Lay Members**.
    - d. Charges with **multiple Pastors** shall elect **one Lay Member for each Pastor**.  
(*Exception: Local Pastors must be full time.*)
- **Lay Members-at-Large:** These are additional lay members elected by the Conference to equalize lay and ministerial membership of the Annual Conference.
- **Plenary:** The plenary sessions are the gathering of the full membership of the Annual Conference during which the business of the Conference takes place. These times are formerly announced by way of the published agenda. Plenary sessions will be held in the Great American Hall.
- **Resolutions:** One of the special expressions of the United Methodist polity is the opportunity for members of the connection to offer a resolution for consideration to a conference. The founders of our movement believed that in and through holy conferencing, the Holy Spirit of God guides the work of the church through the prompting of our members.
 

A resolution typically is formatted with a series of statements beginning with “whereas”. These statements provide the rationale of the petitioner and demonstrate the assumptions that the petitioner holds. They belong to the petitioner. After the series of “whereas” statements, there appears at least one statement that begins “Therefore, be it resolved”. This becomes the main motion that is put before the Conference. If more than one action is being petitioned, another statement may be added beginning “be it further resolved”.

The Conference Mission and Outreach Team is charged with receiving these resolutions and passing them on to conference with either a vote of concurrence or non-concurrence. The deadline to receive resolutions is usually mid-February.
- **UMCOR:** the United Methodist Committee on Relief, the humanitarian relief and development agency of the United Methodist Church.
- **Workbook:** The “workbook” is a copy of all that will be before the conference session, including action items and reports. The workbook, and any other pertinent materials will be posted on our website ([www.susumc.org](http://www.susumc.org)) for review and download at least two weeks before Annual Conference. Members should either print their own copy of the workbook in its entirety, or print only those sections which they deem important for them. This year the conference youth will be printing copies of the workbook as one of their fund raisers but these copies must be requested on your registration form.