



January 9, 2016

RE: 232nd Diocesan Convention, **May 13-14**, 2016; Turf Valley Resort, Ellicott City

Dear Church Leader,

There are Four Easy Steps to complete to attend Diocesan Convention:

1. Certification of Delegates by rector/vicar/registrar/secretary
2. Convention Registration of *each* Attendee (clergy, delegate and alternate)
3. Payment of Convention fees
4. Hotel Reservation

Step One: Delegate Certification

As required by Article 2 of our Constitution, each parish and mission must submit a Certification Form with the names of their Lay Delegates and Alternates signed by the rector or vicar, or the registrar or secretary of the vestry. The form is enclosed and must be signed and returned by **February 26**. You will also find the **Certification Form for Youth Delegates & Alternates** who will be elected by each of the Regions. Please feel free to make additional copies of these forms as needed or obtain them from the diocesan website.

Step Two: Convention Registration

Everyone attending Convention must register individually (**delegates must have a distinct email address to do so**). Online registration will open after the certification deadline, certified delegates and alternates will receive an email with registration instructions. Paper registration and assistance will be available. Full registration for delegates and alternates includes meals and materials; guests and observers may attend but there is no provision for meals or materials.

Step Three: Payment of Convention Fees

The Convention registration fee is **\$140.00** per person (on or before **April 17—\$170** after), which includes both days and the following meals: lunch Friday and Saturday (dinner Friday night is on your own).

Step Four: Hotel Reservation

Convention attendees are responsible for making their own room reservations, even if you are eligible for a complimentary room. A block of rooms will be available at Turf Valley; reservation information is included in a separate enclosure in this packet. Please be sure to register before **the deadline for the block of rooms expires on April 12**.

All Diocesan Convention materials, news and information will be available online at: episcopalmaryland.org and through email communications.

About the Convention:

In order to prepare for this convention, please read the Pre-convention Journal that will be available online or in print. Pre-convention meetings will be held in late April in several locations. You may pick up a Convention Journal, discuss proposed resolutions, and ask questions about convention at these meetings.

Please Note these Important Convention Deadlines:

Lay Delegate Certification	February 26
Nominations	February 26
Registration Opens for Certified Delegates	February 26
Reports for the Pre-Convention Journal	March 11
Resolutions	March 11
Convention Early Registration	April 17
Hotel Reservations at group rate	April 12

Nominations and Resolutions

This mailing includes the Committee Descriptions and Vacancies for Nomination, and the Nomination Form along with instructions. Also enclosed are the instructions for submitting resolutions.

The canons of the diocese state that:

“Not less than ninety days prior to each meeting of the Convention at which offices are to be filled by election, the Secretary shall forward to all delegates to the forthcoming Convention, insofar as their identity may then be known, a list of all offices to be filled at such Convention, for which nominations may be made by the delegates thereto, together with a notice that, not less than seventy-five days before Convention, nominations in writing to any such offices may be made by any delegate and received by a Nominating Committee appointed by the Diocesan Council.” (Canon 1-240, Section 1)

***Please note that the deadline for Nominations is February 26.
The deadline for Resolutions is March 11.***

At present, we will be electing:

- Secretary of Convention
- One lay person and one cleric to Compensation & Benefits - 2019
- Two lay persons and one cleric to Diocesan Council - 2019
- One lay person and two clerics to Disciplinary Board - 2019
- One lay person and one cleric to Standing Committee - 2020

If you have questions concerning the Four Steps to Attending Convention, please contact the Rev. Scott Slater, canon to the ordinary (sslater@episcopalmaryland.org or 410-467-1399). Otherwise, please do not hesitate to contact me at rector@stmarkslappans.org or 301-582-0417. On behalf of the planning team, I wish you every blessing!

Faithfully yours in Christ,

The Rev. Anne Weatherholt, Secretary of Convention

- Encl:*
- Lay delegate certification form
 - Youth delegate certification form
 - Hotel registration
 - Committee descriptions and vacancies for nomination
 - Nomination form
 - How to write a resolution for convention