**21st Convention of General Synod**

**4-7 October 2024**

**Concordia College, SA**

**Lay delegate assistance**

The General Synod is the LCANZ’s primary decision-making body. The General Synod meets every three years in convention and makes decisions on doctrine and theology, mission and ministry, constitution and governance, and inter-church relations. But importantly, it is also an opportunity for the LCANZ to gather together as church for worship and fellowship.

The Lutheran Church of Australia (LCA) is a 'synodical' church, meaning that every congregation 'walks together' with each other. As a General Synod in convention, the key principle is that the whole church, represented through synod delegates, actively participates in the life and mission of the church. Accordingly, it is important that all eligible entities send delegates.

It is the responsibility of the parish to cover the Synod fee (2024: $550 +GST) and lay delegate costs to attend the convention (travel, accommodation and convention catering).

The General Church Board (GCB) recognises that some parishes struggle to provide financial support to their appointed delegate, and out-of-pocket cost for lay delegates can be a significant barrier to attendance of lay delegates.

In an effort to alleviate cost pressures on lay delegates, the GCB has earmarked limited funding to assist lay delegates where there is a demonstrated financial inability of the parish to cover their expenses.

**Assessment**

Assessment of applications for financial assistance is on a case-by-case basis.

**Eligibility**

Lay delegates and alternate lay delegates

**Applications**

Applications must be received via synod@lca.org.au no later than **31 October 2024.** No applications will be considered after this date.

All inquiries can be directed to synod@lca.org.au

**Required documentation**

The following documents are to be included in the application:

* Financial statement for the previous year
* Parish budget for 2024

If you have questions about this requirement, please speak with your District Administrator.

**Notification**

Parishes and their lay delegate(s) will be advised of the outcome and the amount of support in writing via email within 14 days after receipt of application.

**Claiming of assistance**

The claim form for financial assistance must be completed by the lay delegate and sent to synod@lca.org.au by no later than **31 October 2024**.

**Payment**

Payment of financial assistance will normally be in two parts:

1. Half within 14 days of applicant receiving notification of outcome and approved amount.
2. Balance paid within 14 days after submission of completed claim form with receipts.

Delegates submitting applications and claim forms (with receipts) together will be advised of the outcome within 14 days of receipt and approved assistance paid in one payment within 28 days.

**Application**

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| **Parish details** |
| Name |  |
| Contact person |  |
| Phone Number |  |
| Email address |  |

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| **Lay Delegate details** |
| Name |  |
| Address |  |
| Phone number |  |
| Email address |  |

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| **Lay Delegate details (second delegate if applicable)** |
| Name |  |
| Address |  |
| Phone number |  |
| Email address |  |

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| **Parish Assistance** |
| Has the parish paid the Synod fee? | Y/N |
| What financial assistance will be provided to the lay delegate by the parish: |  |
|  |  |
| **Attachments*** letter from the parish chair or treasurer confirming payment of parish fee.
* letter from the parish chair or treasurer confirming the amount of financial assistance to be provided to the lay delegate.
* The last years parish financial statement.
* 2024 approved budget
 | Y/NY/NY/NY/N |
| ***Please provide an explanation of why the parish is unable to make provision in the budget to cover lay delegate costs*** |
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| **Travel information** |
| Please advise means of travel to convention and estimated of costs |
|  |  |
| **Driving** | Round trip (Kms)(most direct route) |  |
|  |  |
| **Air (Australia) - Regional** |
| Is a regional flight required | Y/N |
| Return airfare ($): |
|  |
| **Air (Australia) – Domestic\*** |
| Return airfare (economy): |
|  |
| \*Capital city to Adelaide or major regional airport with direct flights to Adelaide |
|  |
| **Air (New Zealand)^** |
| Return airfare (economy): |
|  |
| ^ To Adelaide via most direct route |

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| **Accommodation** |
| Please provide an estimate. | $ |

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| **Convention catering** |
| Convention catering: $140 Convention Dinner: $65 | $ |

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| **Authorisation** |
| The parish church council confirm the details provided in this application are as an accurate summary of our situation at present. |
| Parish Chair |  |
| Signature |  |
| Date |  |

Send application form to synod@lca.org.au

**Lay Delegate Claim Form**

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| **Lay Delegate details** |
| Name |  |
| Address |  |
| Phone number |  |
| Email address |  |
| Parish |  |

Please note that all payments will be made electronically.

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| **Bank details** |
| Account Name |  |
| Account Number |  |
| Bank Name |  |
| BSB |  |

|  |
| --- |
| **Assistance approved** |
| $ |

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| --- |
|  |
| Name |  |
| Signature |  |
| Date |  |

Send claim form to synod@lca.org.au

**Attachments**

Please include all receipts for travel, accommodation and convention catering