**LCA Convention of Synod**

**19th Regular Convention**

**Background information**

The LCA’s General Convention of Synod will be held at Rosehill Gardens, Parramatta, between 2 and 7 October 2018.

The basis of representation for the congregations at a Convention of General Synod is the parish. Each parish is entitled to be represented by one lay member for every 400 confirmed members or part thereof, to serve as its lay delegate/s for a synodical term.

The lay delegates must be voting members of a congregation who are 18 years of age or over.

The parish pays a registration cost (called a parish fee) based on their number of lay delegates. The parish fee for the 2018 Convention of Synod is $580 (plus GST if applicable) per delegate.

This fee is payable even if the delegate does not attend the Convention.

For example, if the parish has 500 members it is entitled to send two lay delegates and the delegate fee it is required to pay will be, for the 2018 Convention of Synod, $1,160 ($1,276 including GST).

This fee helps to meet the costs of planning and running the Convention. These costs include, but are not limited to, venue hire, equipment charges, and flight or mileage expenses by pastor delegates and travel expenses of some non-parish delegates.

The parish fee does not cover the costs of the delegate’s travel, accommodation, meals and any other miscellaneous expenses. Nor does it cover the costs of accommodation, meals and incidental expenses of the pastor delegates. These costs are to be paid for by the parish.

**Application for Support for Synod Delegate fees**

General Church Council encourages all eligible parishes to be represented at General Synod by their duly appointed delegate/s.

GCC acknowledges that cost can be a barrier to attendance, particularly for smaller and remotely located parishes.

In an effort to help address this issue GCC, with the support of the LLL, has made funding available to subsidise a parish’s costs, including the parish fee ($580 per delegate in 2018 payable on invoice to be sent in February 2018) and the delegate’s travel/accommodation expenses.

The amount of financial support will be determined by a number of factors, including:

1. The number of confirmed members in the parish;
2. The financial position of the parish (income & expenditure; balance sheet);
3. Previous record of attendance at Conventions of Synod; and
4. Any other relevant issues that the parish believes should be considered in the assessment of their application.

As the amount of funding is limited, applications from parishes with a membership of 450 or more confirmed members over the age of 18 will not be considered, unless the parish can demonstrate exceptional circumstances.

Applications must be received by 31 March 2018. No applications will be considered after this date.

Parishes that have been approved for financial assistance will be notified in writing by 30 April 2018.

If you have any questions or queries about the application process please contact Debbie Venz at debbie.venz@lca.org.au.

LCA General Synod Planning Team

On behalf of GCC

December 2017

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| **Parish details** |
| Name of parish: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address (physical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of person making application \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email addressPhone number |

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| **Amount of Request** |
| We request the following amount (maximum $1,000): |  |
| The request consists of the following costs:* Convention delegate fee:
* Delegate travel costs:
* Delegate accommodation costs:
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**Assessment criteria**

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| **Membership Details** |
| Number of baptised members: |  |
| Number of confirmed member over the age of 18:**Note:** A parish’s number of delegates is determined, as follows:Up to 400 confirmed 18+ members 1Between 401 and 800 confirmed 18+ members 2Between 801 and 1200 confirmed 18+ members 3Over 1200 confirmed 18+ members 4 |  |
| Has your parish appointed its 2018 delegate/s and loaded their details into LAMP? |  |

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| **Delegate information** | **2009** | **2013** | **2015** |
| Please advise the names of your delegates for conventions in the last three conventions * Did they attend the conventions (Y/N for each convention year):
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| If they did not attend, please provide a brief explanation as to why. |  |  |  |
| Did your parish pay its convention fee in full at previous conventions (Y/N for each convention year): |  |  |  |

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| **Financial information** | **2015** | **2016** | **2017** |
| Please advise total income from all sources for the last three years |  |  |  |
| Please advise the total expenditure of the parish for the last three years |  |  |  |
| Please advise surplus (deficit) for the last three years |  |  |  |
| Please advise bank accounts balances at 28 February 2018 |  |
| Estimated cost of travel to Sydney per lay delegate:Flights or road travelAccommodationMealsOther costs |  |
| Estimated cost of travel to Sydney per pastor delegate (not applicable if your pastor is not a pastor delegate, or you do not have a pastor):Flights or road travel (NIL; as paid for by LCA)* Accommodation
* Meals
* Other costs
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| Bank account details for subsidy to be paid to: (Name of account, BSB and Account number) |  |

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| **Any other comments supporting your application** |
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| **Endorsement of parish church council** |
| The parish church council confirm the details provided as an accurate summary of our situation at present. Approved by parish church council at its meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)Signed on behalf of parish church council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) (position)   |

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| **Endorsement of district church council** |
| The district church council has received and supports the attached application for funding assistance from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ parish. We also confirm the following:* The parish is a member of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District
* The details provided in the application are correct as far as can be confirmed according to our records
* No other funding has been applied or granted from the district to the parish to assist their delegate’s attendance at General Convention of Synod in 2018.

**Optional:** We provide the following further information in support of the parish’s application (please provide a separate page if required):Approved by district church council at its meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)Signed on behalf of district church council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) (position) |