

INTRODUCTION

Members and Visitors, Annual Conference 2008:

Welcome to Annual Conference. We want you to come to the conference with enthusiasm, a readiness and eagerness to tackle the business, a desire to meet and fellowship and share with other United Methodists, to celebrate in worship God's presence and Spirit in all that has been accomplished, to let God's presence and Spirit guide your participation in the discussions and decisions, and to leave the conference "on fire" to proclaim the Gospel of Jesus Christ to your parish and to the world. Begin your preparation for Annual Conference 2008 with a daily prayer.

Your online registration will be the official registration of clergy and lay voting members. Kristin Sample will be coordinating the meals and lodging reservations. The housing is in college dorms; therefore, there are shared baths and most rooms have bunk beds in the room. There will be an additional cost if you request a single room. Many of the dorms do not have elevators. There are a limited number of totally handicapped rooms. **We 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.** We also must honor special housing for lay members and clergy before honoring requests for spouses and visitors. Thank you for understanding. If the housing is not appropriate for your needs, we encourage you to find housing elsewhere (at your expense). Motel suggestions are listed below.

We are urging your cooperation in meeting the deadline of **May 1** with your registration. **NO MEALS OR LODGING WILL BE GIVEN AFTER THE DEADLINE OF MAY 1. WE WILL STRICTLY ADHERE TO THIS DEADLINE.** Registration is still possible with the downloadable form, but you will be responsible for your own meals and lodging.

Rev. Leslie Towsey is the chair of the arrangements sub-committee of the Sessions Committee. He will coordinate and negotiate all of the arrangements with Messiah College. Contact him if you have any special needs for your part in the conference: meeting space, tables, etc.

Shirley Sowers, Conference Secretary
E-mail: ssowers@cpumc.org

GENERAL INFORMATION

REGISTRATION/LODGING/MEALS – See the next page. Read this information carefully before completing the registration/reservation process.

LOCATION OF ANNUAL CONFERENCE – The Annual Conference is held at Messiah College located in Grantham, PA, off of Route 15 between Mechanicsburg and Dillsburg. Directional signs are found on Route 15. All sessions of the Conference are conducted in the Eisenhower Center and Sollenberger Sports Center which are connected. Meals are served in the Center's dining room. Lodging is in the campus dormitories.

COURTESY DESK – For your convenience, a Courtesy Desk is located in the hallway of the Sollenberger Sports Center to provide assistance and information.

TELEPHONE INFORMATION –

Messiah College (between 8:00 a.m. and 11:00 p.m.)
24-hour Emergency Calls (after 11:00 p.m.)

717-691-6009
717-691-6005

Each residence hall has a telephone for free on-campus and local calls. Long distance calls may be made through the operator assistance or calling cards at personal expense. Coin operated telephones are in Eisenhower Center on the first floor and the hallway on the second floor.

PARKING – Parking for all Conference registrants is indicated on the campus map. Any violation of campus motor vehicle rules is subject to fines by Messiah College security personnel, and payment of the fines will be the responsibility of the individual, not the conference. Special parking permits for spaces behind the Sollenberger Sports Center are available from the college security office in the front lobby of Eisenhower Center for persons with handicapping conditions and/or special medical needs. Obtaining these permits is the responsibility of the individual. Those staying on campus should park in lots near their dorm. Commuter parking is available behind Sollenberger.

ROOMS – Linens, a blanket, a pillow and towels are furnished for each occupant. There is a replacement fee for these items. Housing room keys, as well as ID/key holders will be issued to all occupants. Room keys will be distributed by Conference Services at the time of registration and **MUST BE RETURNED BY 11:30 a.m. on Saturday. If a key is lost or not returned there will be a \$50.00 replacement fee and a \$5.00 charge for each lost ID card/key holder.** Rooms must be vacated by 9:00 a.m. on Saturday morning.

CHILD CARE – Child care will be provided for children of clergy and lay members through the fourth grade. **Except for meals and lodging**, the cost of child care will be paid from the registration fee. You will receive the child care form and additional information related to child care. **No walk-ins.** Child care will include the Ordination Service.

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 Council on Ministries Office, 303 Mulberry Drive, PO Box 2053, Mechanicsburg PA 17055-2053 by May 1.**

MEAL / ID CARDS – Meal cards/tickets will be issued at registration for the two serving times. **These are not transferable.** The cards or a ticket are required for access into all meals. Your plastic card is also your access card to your dorm. The card is valid for our conference event only and does not need to be returned. Please return any unused paper meal tickets to the Courtesy Desk.

REFUNDS – Refunds on meals and lodging for Visitors/Guests will be subject to a \$10.00 processing fee through April 30, and 50% of all fees between May 1 and May 19. There will be no refunds after May 19 except in cases of hospitalization or death. **The registration fee of \$70.00 is not refundable.** Refunds will be made as soon as possible following Annual Conference.

PROGRAM AND REPORT WORKBOOK – About mid-May, voting Clergy and Lay Members of the Conference will receive a Program and Report Workbook. This will be three-hole punched so that you will need to provide a notebook in which to put this workbook and other materials distributed at the plenary sessions. The workbook will contain most of the reports and recommendations to be acted on at Conference. Read them carefully. The reports will also be available online this year at www.cpcumc.org. **Bring the workbook to Conference. Very, very few additional copies will be available. If you receive the workbook and are not the person who will be a voting member, please give the book to the person who will be attending and voting.**

MESSIAH COLLEGE IS A NON-SMOKING CAMPUS – For those wishing to smoke as well as those who wish to stay at a hotel, see the following list:

Homewood Suites, US 15 and Rossmoyne Road, Mechanicsburg, 717-697-4900
Econo Lodge, 650 Gettysburg Road, Mechanicsburg, 717-766-4728
Best Western Plantation Inn Motel, 381 Cumberland Parkway, Mechanicsburg, 717-766-0238
Hampton Inn, Rossmoyne Center, Mechanicsburg, 717-691-1300

REGISTRATION AND MEALS/LODGING RESERVATION

REGISTRATION – All official Voting Members, Clergy and Lay, must register for Annual Conference. **Deadline: May 1.**

REGISTRATION FEE – Each person (Lay Member, Clergy Member and Visitor) attending Annual Conference shall pay a Registration Fee of \$70.00. This fee helps to cover your daily activity fee, facilities rental, printed materials and many other expenses of annual conference. The Conference underwrites all members lodging and meal costs.

DEADLINE – The **deadline** for registrations and lodging/meals reservations is **May 1. NO MEALS OR LODGING WILL BE GIVEN AFTER THE DEADLINE OF MAY 1. WE WILL STRICTLY ADHERE TO THIS DEADLINE.** 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 for putting together information into the computers, preparing meal cards, and assigning dormitory rooms. You'll be helping everyone by registering on time.

CONFIRMATION – Confirmation of lodging and meals, residence hall and room numbers, and name of roommate will be sent around June 1 to those whose reservations are received by **May 1.**

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 come should call Sheryl Hart (814-832-2518). **Do not call the Conference Council 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 **Registration at 7:30 a.m., the Clergy Session at 9:30 a.m.** and the **Laity Session at 9:30 a.m.,** registrants lodging on campus may come on Wednesday night and eat breakfast in the dining hall for the cost of \$33.35 (add \$13.95 for a single room).

CHANGES FOR CLERGY AND LAY MEMBERS – Meals and lodging for Clergy and Lay Members of the Annual Conference are paid for by the Conference **except** for Wednesday night, Thursday morning and single room occupancy which is an additional \$13.95 per night. **Clergy and Lay members MUST pay the \$70.00 Registration Fee. Exception: There will be no fee for retired pastors who do not require Conference-provided housing accommodations or meals. Clergy and Lay Members must pay for meals and lodging of their children.**

CATEGORIES OF PERSONS ELIGIBLE TO VOTE

(Also those with voice but without vote)

CLERGY (Book of Discipline, Paragraphs 602.1, 337.1,2)

1. Deacons and elders in full connection
2. Probationary 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 (Book of Discipline, Paragraph 602.4; 2000 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 Council on Youth Ministry
9. Conference president of young adult organization (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 (12-17) from each district
14. A young adult (18-30) 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 probationers 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 / UMCOR HEALTH AND SCHOOL KIT COLLECTION PROJECT AT ANNUAL CONFERENCE

Mission Central will again be collecting UMCOR Relief Kits at this year's Annual Conference (no assembly this year.) We will focus on Health Kits and School Kits (however, any UMCOR kits and materials will be accepted!) Contents of these and all UMCOR kits can be found at: <http://gbgm-umc.org/umcor/kits.cfm> or at www.missioncentral.com Drop-offs will be provided in each major parking area at Messiah College to make this drop-off easier for you. Thank you for your support of missions through Mission Central!

**WORKSHEET FOR CLERGY AND LAY MEMBERS MEALS/LODGING
RESERVATIONS**

*All registrants must pay \$70.00 registration fee. Checks are payable to:
Central Pennsylvania Conference.*

Use this worksheet to help you compute your fee:

TO DETERMINE YOUR FEE:	<u>Shared Room, each</u>	<u>Single Room</u>
1. If you are arriving Thursday morning, your total registration/meals/lodging fee is	\$70.00	\$97.90
2. If you are arriving Wednesday evening, your total registration/meals/lodging fee is:	\$103.35	\$145.20

CHILD CARE: Use this box to help you compute your fee PER CHILD. Download/print the child care document from the cpcumc.org website.

SCHEDULE OF MEALS/LODGING COSTS FOR CHILDREN 5-8. AGES 0-4 ARE FREE. Shared

Child Residents: All meals and lodging on campus	\$88.20
Child Commuters: All meals (Breakfast, Lunches, Dinners) on campus	\$46.30
Child Commuters: Lunches and Dinners on campus	\$38.10

WORKSHEET FOR VISITOR MEALS/LODGING RESERVATIONS

Use this worksheet to help you compute your fee:

	<u>Shared, each</u>	<u>Single</u>
Residents: All meals and lodging on campus and Registration Fee	\$201.05	\$228.95
Will you be lodging Wednesday evening? <i>If yes, add</i>	<u>\$ 33.35</u>	<u>\$ 47.30</u>
TOTAL:	\$234.40	\$276.25
 Commuters: All meals (Breakfasts, Lunches, Dinners) on campus		
Registration Fee and Commuter Fee*	\$161.65	
 Commuters: 5 meals (Lunches and Dinners) on campus, Registration		
Fee and Commuter Fee*	\$150.85	

*A \$10.00 fee is charged per person per day for all visitors who do not use Messiah housing.

Intercessory Prayer *at* Annual Conference

June 5-7, 2008

“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.”

-*Timothy 2:1-5*

It is Bishop Jane Allen Middleton’s wish that we lift up the Central PA Annual Conference in prayer during the Conference sessions, June 5-7. There is also a need to lift up the members’ personal concerns.

Will you commit yourself to doing intercessory Prayer in the Prayer Room for a one-half hour segment during the Annual Conference? You will also be given the opportunity to request specific intercessions on a special form that will be included in your Conference packet.

Please 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.

Please note: The location of the Prayer Room will be indicated on the Prayer Request form that will be included in your Conference packet.

Name: _____

Choose any half hour increment:

Thursday: _____ **8:00 AM to 9:00 PM**

Friday: _____ **8:00 AM to 9:00 PM**

Saturday: _____ **8:00 AM until Noon**

Please mail before June 1 to:

Russell M. Hart
The Center for Spiritual Formation, Inc.
64 East North Street
Carlisle PA 17013