

Atlantic Northeast District Conference

MEMO

DATE: April 30, 2016
TO: Pastors/Moderators of Self-Supporting Ministry Churches
FROM: Craig H. Smith, District Executive
RE: District Conference Delegates

The 2016 District Conference for the Atlantic Northeast District will be held **October 8** in Leffler Chapel & Performance Center on the campus of Elizabethtown College. This year's Host Church is: West Green Tree. Under our current Plan of Organization, the calculation of delegates for District Conference is as follows:

1. Representation and Election of Delegates

- a. There shall be **three** delegates for each **congregation** with 200 members or fewer and **one** delegate for each **fellowship**. Larger congregations shall have **one** more delegate for **each additional 100 members** or **major fraction** thereof. Therefore the permitted number of delegates is as follows:

<u>Membership</u>	<u>Number of Delegates</u>
0-200	3
201-300	4
301-400	5
401-500	6
501-600	7
601-700	8

Delegates are calculated on the membership figures as reported in the 2016 District Directory. A Delegate Representation List is enclosed which indicates the number of delegates for each congregation.

- b. Each congregation shall elect its quota of delegates from among the *active, informed, and committed* members **with at least one delegate being the Pastor, Moderator or Church Board Chair.** The Pastor or recognized leader of a fellowship shall serve as the delegate.
- c. All delegates shall serve a minimum of two years with staggered terms to assure continuity.

2. Expectations of Delegates

Each delegate shall:

- a. Register at District Conference.
- b. Attend all business sessions of the District Conference and all meetings of the delegate body.
- c. Attend *all scheduled* briefing sessions and/or area meetings held prior to District Conference.
- d. Be informed concerning the work and ministry of the Church of the Brethren at all levels.
- e. Attend the business meetings of their respective congregations or fellowships.
- f. Acquaint themselves with the conference business items and seek to discern the convictions of the membership of their congregation on such business matters.
- g. Report and communicate actions, ministries, and needs from the District back to their congregation.
- h. Serve throughout the year – from one District Conference to the next.

New this year is the enclosed Delegate Certification Form, which replaces delegate cards, and is used to report your District Conference Delegates. **This form needs to be completed and returned to the District Office no later than July 1st**. This form can also be submitted online at www.ane-cob.org, under the Forms tab. Please refer to the attached Delegate Representation list to determine the correct number of delegates for your congregation this year. This deadline is to ensure that all delegates will receive the District's newsletter and other important mailings related to the District Conference. Please do not send payment at this time.

In **August** each congregation will receive a *District Conference Registration Form* for the **registration and payment** for delegates and non-delegates who will be attending the conference.

If you have questions concerning District Conference or delegate issues, please be in contact with Wanda Rohde at the ANE District Office: (717) 367-4730 or wrohde@ane-cob.org

God's rich blessings to each of you, as we partner together in the great work of ministry.

CHS/wnr