

CLERGY AND LAY DELEGATE REGISTRATION INSTRUCTIONS

Memphis Annual Conference June 3-5, 2018
Luther Carson-Four Rivers Performing Arts Center
Broadway United Methodist Church Paducah, KY

IT IS EXTREMELY IMPORTANT THAT DELEGATES, EVEN THOSE WHO MAY NOT BE ATTENDING COMPLETE THE REGISTRATION PROCESS. BY REGISTERING YOU ARE PROVIDING NEEDED INFORMATION FOR THE ANNUAL CONFERENCE BRICK RIVER DATABASE ON LAY AND CLERGY DELEGATES.

All Clergy and Lay Delegates are asked to complete the registration form by clicking the appropriate link below for either **CLERGY DREGISTRATION** or **LAY REGISTRATION**. Or if you choose you may download the form and mail it to: Conference Secretary, 845 US Hwy 641 S. Benton, KY 42025. FAX: 270-527-2851. Or bring it to Annual Conference Registration Table for your district. **ADVANCE REGISTRATION DEADLINE IS Friday May 11, 2018 (ELECTRONIC & MAIL).**

If you have pre-registered, when you come to Annual Conference, you need to check in to receive your name badge. If you have not registered; you will have to bring your completed form or fill out a blank form at the registration table. **NO ONE WILL BE CHECKED IN WITHOUT A FORM ON FILE OR A COMPLETED FORM AT CHECK IN. YOU WILL NOT BE RECORDED AS PRESENT AT ANNUAL CONFERENCE IF YOU DO NOT CHECK IN.** Your name will be on a list at your District's registration table. The list shows whether you have pre-registered or not. To allow us to have everything ready for registration at Annual Conference, we ask that you please register online or by mail no later than **FRIDAY, May 11, 2018**.

E-MAIL ADDRESSES: The e-mail address you provide will be used to send you a confirmation of your annual conference registration. If you realize you have made a mistake in your registration **DO NOT REGISTER AGAIN**; you can open your registration and change/update the information to correct it from the link in your confirmation e-mail

LAY DELEGATES PLEASE NOTE: The name of your charge may not be the same as your local church name if you are on a multi-church charge, please give the CHARGE name, not your local church NAME on this line unless it is also the charge name.

Lay delegates register as either (Do not mark in more than one category, if you do not know, ask your pastor or district office):

Delegate—elected by local Charge Conference to represent your charge at Annual Conference and seated as a voting delegate at Annual Conference sessions.

Reserve Delegate—elected by local Charge Conference to fill in if Delegate cannot serve. May attend Annual Conference but not seated as a voting delegate at Annual Conference unless you are replacing a delegate unable to attend.

At-Large Delegate—selected by District Office and elected by local Charge Conference to provide additional lay representation to balance lay delegation with size of clergy delegation. Are seated as delegates with both voice and vote at Annual Conference.

Ex-Officio Delegate—designated as delegate because of Conference or District position held. Are seated as delegates with both voice and vote at Annual Conference

The delegate lists are compiled based on the information in the Memphis Conference Brick River database. All other changes must be authorized by your District Superintendent.

CLERGY DELEGATES PLEASE NOTE:

You are to register with the current clergy status you hold. If you are Active at the beginning of Annual Conference mark which category under ACTIVE. If you are Retired only mark which category under RETIRED.

If you will be appointed for the first time as a local pastor at this annual conference, your appointment is not “set” until the close of this annual conference so you are not under appointment officially until then and that appointment will not be in effect until July 1, 2018. As such, you are not a clergy delegate to the 2018 Session of the Memphis Annual Conference.

District Relationship: All clergy members, active and retired, are to maintain a relationship to a district within the bounds of the Memphis Conference. If you are active and serving outside the Memphis Conference there is a place to put your current district and appointment where you are serving, but also mark the district in the Memphis Conference where you hold charge conference members. Retired living inside or outside the Memphis Conference you are to still hold a relationship to a district within the Memphis Conference, please mark which district. Retirees should notify the district office you intend to hold that relationship with and notify if there is a change in your address or district you are relating with.

CLERGY REGISTRATION FORMS: [ONLINE](#) | [PAPER](#)

LAY REGISTRATION FORMS: [ONLINE](#) | [PAPER](#)

If you have questions about this process please contact me, 270-527-3990 or by e-mail to: brodavid53@yahoo.com.