

God is our refuge and strength, a very
present help in trouble + God is our refuge
and strength, a very present help in trouble + God is our refuge
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FAQ—Frequently Asked Questions

A guide to attending the 2017 Synod Assembly

Where is the Synod Assembly being held?

The Synod Assembly is being held at The Doubletree by Hilton Spokane City Center Hotel, 322 North Spokane Falls Court, Spokane, Washington 99201.

TRAVELING EAST ON INTERSTATE 90

Exit Interstate 90 at Exit #281 (Division Street). Proceed to the left when you come to the fork in the road. Follow to the street light at the intersection of 3rd St. and Division St. Continue straight on Division St. for 6 blocks. Turn left on to Spokane Falls Blvd. Hotel will be on the right-hand side of the street. Turn right on to Spokane Falls Court. Hotel is straight ahead.

TRAVELING WEST ON INTERSTATE 90

Exit Interstate 90 at Exit #281 (Division Street). Proceed to the left lane and continue straight on Division St. for 6 blocks. Turn left on to Spokane Falls Blvd. Hotel will be on the right-hand side of the street. Turn right on to Spokane Falls Court. Hotel is straight ahead.

AIR TRAVEL

The Doubletree by Hilton provides airport shuttle service at a cost of \$10.00 one-way or \$15 round trip. A complimentary Assembly van runs twice on Friday between 9 am and 12:15 pm.

Where can I park?

Because we are scheduled simultaneously with Lilac Festival activities, parking will be at a premium. We recommend you use the hotel parking as it is competitive and convenient to the venue. The Doubletree by Hilton has a parking lot adjacent to the hotel. The cost for other Assembly participants is \$15.00 with in-out privileges. The hourly charge is \$2.00 for the first hour and \$.50 for each additional half hour.

When can I check into my hotel room?

Hotel rooms will be available after 3:00 p.m. on Friday and checkout time is 12:00 p.m. on Sunday. **Note on Pets:** The Doubletree allows both service animals and pets under 75 pounds. There is a \$25 non-refundable pet cleaning fee. We would request that your animal friend remain in your room during Assembly proceedings and that you have consent of anyone sharing your room to bring a pet.

What is a Synod Assembly?

A Synod Assembly gathers members from the 95 congregations and related ministries of the Eastern Washington-Idaho Synod, ELCA. We expect to have approximately 300 people assembled to worship, to attend hearings and workshops, to be inspired by our speakers and to do the business of the synod. This year features a Bishop's election as the main order of Synod business. The Assembly serves as the Synod's highest legislative authority. (Chapter 7 of the Synod Constitution – available online at www.ewaidssynod.org under Resource Documents)

How do I access Assembly documents?

When you registered, you indicated your preference for paper or digital documents. Paper documents will be provided in a notebook and available at Registration to those that selected that option. For those that have selected the digital option, Guidebook will be your go-to application. You can also access and download Assembly digital files via the synod website at: www.ewaidssynod.org.

What is Guidebook and how do I access it?

Guidebook is a digital application that allows one-stop access to all things Assembly.

To use the Guidebook, you must download the application to your digital device.

Here's how:

1. Head to the Apple App store or Google Play. Search for *Guidebook*.
2. Download the Guidebook application to your smart phone, tablet or device.
3. Open the Guidebook application and sign in – you can connect securely via your Facebook account or create a Guidebook account login.
4. Once you're in the application, search for our particular Guidebook Title:
2017 Eastern Washington-Idaho Synod Assembly
5. Download our Guidebook title and begin exploring the Assembly!

How is an assembly conducted?

Typically, Bishop Martin Wells presides over the business meeting using *The Robert's Rules of Order* to govern the proceedings. This year, Rev. Chris Boerger Secretary of the ELCA will preside over the Bishop election. A parliamentarian is in attendance and minutes are taken for publication following the assembly. Voting members have the privilege to speak to an issue under consideration; they may move, second or amend any motion. Those speaking are asked to identify themselves by name and congregation before speaking from one of the three floor microphones.

Who is a Voting Member?

Each congregation is invited to send all their pastor(s) serving under call and other leaders who are rostered by the church: Clergy, and Deacons. In addition, congregations send lay members, at least two for each congregation and more depending on baptized membership. Those on the Retired roster and registered are voting members as are members of the Synod Council.

How is voting conducted?

Each voting member will be assigned voting cards. Voting cards will be used at the microphones to indicate position (green – in favor of motion; red – opposed to the motion; white – point of order) and may be used by the chair to get a “sense of the house.” This year we will once again be using wireless polling devices provided through Qwizdom to immediately tabulate votes. Each voting member will be assigned a handheld polling device at registration and is responsible for returning the device in good working condition at the end of the Assembly. Those who do not return their device will be charged a replacement fee.

What is a Hearing?

Hearings are opportunities to hear more and be in conversation about a particular resolution or topic before the actual Assembly begins. There will also be an Assembly Orientation during workshop slots especially designed for those who have never attended an assembly.

What is a Table Talk?

Table talks are opportunities for conversation about a particular subject or ministry during breakfast. Often, our Ministry Partners take this time to share news of their ministries. This year Table Talks will be held on Saturday morning. We put the topic up on a standard at a table and attendees are invited to bring their breakfast, sit and take part in the discussion.

How can I prepare?

You can prepare by

- praying
- thoroughly reading the registration material packet and this pre-assembly packet
- attending your Cluster Pre-Assembly Meeting for conversation about matters coming before the assembly
- downloading the Guidebook application if that is your document preference

What do I wear?

Your Assembly team does its best to ensure your comfort during meetings; nonetheless, large meeting rooms can vary a great deal in temperature. It is best to dress in layers so that you can stay comfortable during the assembly and bring a sweater or scarf to adapt to room temperature fluctuations.

Where do I sit?

We will be sitting around round tables in the meeting room. At the first business session on Friday evening, tables will be marked for each cluster of congregations. Following that first session you are welcome to sit anywhere in the meeting room.

What meals are provided?

Friday dinner, Saturday breakfast, Saturday lunch, Saturday dinner and Sunday breakfast are all included with your registration.

What if someone needs to reach me?

Our Synod Assembly office can be reached at **208-867-1217**.

Are there Pre-activities scheduled?

We have an engaging opportunity scheduled for those arriving to the Assembly early on Friday, *Opening up the ELW* is scheduled at Central Lutheran Church (512 S. Bernard Street, Spokane). Join in this engaging pre-Assembly opportunity to sing favorite hymns and learn new ones with suggestions for how to enrich and enliven congregational song. Carolyn Payne, Music Director at Salem Lutheran Church in Spokane presents. Carolyn was a member of the team that traveled the Synod ten years ago to introduce the ELW when it was new. Coffee will be on at 9:30, singing will be from 10:00 am to 11:30 am. Carolyn encourages all to “COME! SING! LEARN!”

What if I have further questions?

If you need additional information or assistance, feel free to contact the following:

Diana Abken, Synod Assembly Registrar	registrar@ewaidssynod.org	208-755-3343
Julia Bennett, Assembly Manager	assembly@ewaidssynod.org	208-867-1217
Cathy Steiner, Synod Office	office@ewaidssynod.org	509-838-9871