

**TAB J**

**MISCELLANEOUS**



# OPENING OF AN ASSEMBLY

*Please stand as you are able*

L) As there are many members in one body,

**C) so we, though many, are one body in Christ.**

L) Where two or three are gathered together in my name,

**C) there am I in the midst of them.**

L) I urge you to live a life worthy of the calling you have received, being humble and gentle, eager to maintain the unity of the Spirit through the bond of peace.

**C) Let us pursue justice and peace, for mutual upbuilding.**

L) The Lord be with you.

**C) And also with you.**

L) Let us pray.

Lord God, you taught the hearts of your faithful people by sending them the light of your Holy Spirit. Grant that we, by your Spirit, may have a right judgment in all things and evermore rejoice in his holy counsel; through your Son, Jesus Christ our Lord.

**C) Amen**

L) I declare this assembly to be in session in the name of the Father, and of the Son, and of the Holy Spirit.

**C) Amen**

Opening of A Convention © 1982.  
Augsburg Fortress Publishing House.  
Used by Permission.  
Onelicense #706932

# CLOSING OF AN ASSEMBLY

*Please stand as you are able*

L) You will be my witnesses

**C) to the ends of the earth.**

L) I chose you and appointed you

**C) to bear fruit which abides.**

L) Lo, I will be with you always,

**C) to the end of time.**

L) The Lord be with you.

**C) And also with you.**

L) Let us pray.

Direct us, O Lord, in all our doings with your most gracious favor and further us with your continual help, that in all our works, begun, continued, and ended in you, we may glorify your holy name and finally, by your mercy, obtain everlasting life; through Jesus Christ our Lord.

**C) Amen**

L) Lord God our Father, you kept Abraham and Sarah in safety throughout the days of their pilgrimage, you led the children of Israel through the midst of the sea, and by a star you led the Wise Men to the infant Jesus. Protect and guide us now in this time as we set out to travel, make our ways safe and our homecomings joyful, and bring us at last to our heavenly home, where you dwell in glory with your Son and the Holy Spirit, God forever.

**C) Amen**

L) I now declare this assembly closed in the name of the Father, and of the Son, and of the Holy Spirit.

**C) Amen**

L) Go in peace. Serve the Lord.

**C) Thanks be to God.**

Closing of A Convention © 1982.  
Augsburg Fortress Publishing House.  
Used by Permission.  
Onelicense #706932

# VOTING MEMBER TRAVEL COST SHARING REPORT

ELCA-SOUTHEASTERN SYNOD ASSEMBLY  
JUNE 4, 5 & 6, 2010

Mail to: ELCA-Southeastern Synod, Attn. Holly Liersch  
100 Edgewood Ave. N.E., Suite 1600, Atlanta, GA 30303

**Please Type or Print in Ink.** (Check will be made payable to name listed below)

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Congregation \_\_\_\_\_ City, State \_\_\_\_\_

All Voting Members (rostered and lay) are expected to attend **all** plenary sessions and workshops. Based on an "Honor System," Voting Member Cost Sharing will be calculated on a percentage of the sessions attended. Check (✓) each box for the sessions attended and write in the total percentage you should be reimbursed. If you checked all four boxes, you will receive 100% of your reimbursement. If three boxes are checked, you will receive 75%, two boxes will be 50% and one box is 25%. ***This is for driving a car or air travel.***

Drivers need to check with their passengers to see what sessions they attended and what percentage will be reimbursed for them. **This cost sharing form is for ELCA-Southeastern Synod Voting Members ONLY. Visitors and SESLYO attendees should not request reimbursement on this form.**

|  | VOTING MEMBER DRIVER/AIR TRAVEL | VOTING MEMBER PASSENGER #1 | VOTING MEMBER PASSENGER #2 | VOTING MEMBER PASSENGER #3 |
|--|---------------------------------|----------------------------|----------------------------|----------------------------|
| <b>NAME</b><br>(Must include passengers names) |                                 |                            |                            |                            |
| Friday Afternoon<br>(Plenary Sessions 1)       | 25%                             | 25%                        | 25%                        | 25%                        |
| Saturday Morning<br>(Plenary session 2)        | 25%                             | 25%                        | 25%                        | 25%                        |
| Saturday Afternoon<br>(Plenary session 3)      | 25%                             | 25%                        | 25%                        | 25%                        |
| Sunday Morning<br>(Plenary session 4)          | 25%                             | 25%                        | 25%                        | 25%                        |
| Total %  | _____%                          | _____%                     | _____%                     | _____%                     |

**AUTOMOBILE**

Ten cents per mile for assembly **voting member driver** plus four cents per mile paid to the driver for each assembly **voting member passenger**. No reimbursement for the first 25 miles (50 miles round trip) to meeting site.

miles one way \_\_\_\_\_ x 2 = \_\_\_\_\_ less 50 miles = \_\_\_\_\_ miles

Driver \_\_\_\_\_ miles x 10 cents = \_\_\_\_\_ x \_\_\_\_\_ % (from attendance chart) = \$ \_\_\_\_\_

Passenger #1 \_\_\_\_\_ miles x 4 cents = \_\_\_\_\_ x \_\_\_\_\_ % (from attendance chart) = \$ \_\_\_\_\_

Passenger #2 \_\_\_\_\_ miles x 4 cents = \_\_\_\_\_ x \_\_\_\_\_ % (from attendance chart) = \$ \_\_\_\_\_

Passenger #3 \_\_\_\_\_ miles x 4 cents = \_\_\_\_\_ x \_\_\_\_\_ % (from attendance chart) = \$ \_\_\_\_\_

**TOTAL OF DRIVER/PASSENGER REIMBURSEMENTS** \$ \_\_\_\_\_

**AIR**

Air travel reimbursement will be limited to super-saver fares and fare reduction plans (lowest applicable rate for that passage) as printed in the Official Airline Flight guide, current edition. For **voting members** residing within 300 miles of the assembly site, air fare reimbursement will be limited to the applicable auto mileage (10 cents per mile). **No reimbursement will be made without an airline ticket receipt.**

**AIRLINE TICKET PAYMENT RECEIPT MUST BE ATTACHED**

Local Airport Transportation \$ \_\_\_\_\_  
+ Air Fare \$ \_\_\_\_\_

Total \$ \_\_\_\_\_ x \_\_\_\_\_ % (from attendance chart) = \$ \_\_\_\_\_

If you would prefer to be reimbursed for only part of your expenses, we will be pleased to send you a written acknowledgment for your tax records. Please indicated the amount (if any) of your total expenses to be designated as a donation: \$ \_\_\_\_\_

1. TO ASSURE YOUR REIMBURSEMENT, PLEASE MAIL FORM TO THE SYNOD OFFICE BY JUNE 30, 2010 OR PUT IN SPECIALLY DESIGNATED BOX BEFORE LEAVING ASSEMBLY.
2. NO CHECKS WILL BE DISBURSED AT ASSEMBLY, BUT WILL BE MAILED BY JULY 20, 2010.
3. **NO REIMBURSEMENT CHECKS WILL BE ISSUED AFTER JULY 20, 2010, HOWEVER, WE WILL SEND A WRITTEN ACKNOWLEDGMENT FOR TAX PURPOSES FOR DONATED EXPENSES SUBMITTED AFTER THE DEADLINE.**