



The Synod Assembly is the principal legislative gathering of the Northeastern Ohio Synod and is held in accordance with the synod constitution. Voting members who are to register and pay the associated fee include:

- Rostered Ministers of Word and Sacrament and Ministers of Word and Service on the Northeastern Ohio Synod roster who are in good standing, and actively serving in a call or retired, granted disability status, or on approved leave.
- Ordained ministers from a church body in full communion who are currently serving in a Northeastern Ohio Synod congregation.
- Lay members elected or appointed by their congregation.

Visitors and other participants are also welcome to register and attend.

Planning for the Assembly involves committing to contracts and deposits well in advance for facilities, meals, materials, technology, and other services. Many of these costs cannot be recovered once confirmed, which is why the following guidelines for cancellations and refunds have been established.

If someone is unable to attend after registering, please first consider whether someone else can take their place. A congregation or organization can make a substitution for a registered attendee simply by notifying in writing to assembly@neos-elca.org.

This is especially important for lay voting members. If an elected representative can't make it, congregations are encouraged to appoint an alternate, so their voice is still represented in the work of the Assembly. Substitutions for voting members can be made up until **May 28**.

If a substitution is not possible and there is a need to cancel, refunds will be issued based on when the request is received:

Request Received	Refund Amount
Before May 1	75% of registration fee
May 1 - May 27	50% of registration fee
May 28 or later	No refund

After **May 28**, refunds are not possible due to the contractual commitments that have already been made.

To request a refund, send a request in writing to assembly@neos-elca.org and include:

1. The registrant's full name
2. The registrant's congregation or organization, if applicable
3. The reason the registrant is unable to attend

Requests will be reviewed, and the Bishop may be consulted as needed.

For questions regarding registration or refunds, please contact: assembly@neos-elca.org.