

CLERGY AND LAY DELEGATE REGISTRATION INSTRUCTIONS

Memphis Annual Conference June 4-6, 2017 | Collierville United Methodist Church | Collierville, TN

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 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 REGISTRATION or LAY REGISTRATION. You may register online or 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 May 15, 2017 (ELECTRONIC & MAIL).**

If you have pre-registered, when you come to Annual Conference, you need to check in to receive your name badge, voting card, and packet. 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 **MONDAY, May 15, 2017.**

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: Because we will hold Constitutional Amendment balloting at Annual Conference 2017 we will require two different forms of VOTING CARDS for clergy delegates. Full Connection Deacons and Elders ARE THE ONLY CLERGY DELEGATES ALLOWED TO VOTE ON THE CONSTITUTIONAL AMENDMENTS. ¶602 The Book of Discipline

Those clergy who do not meet the above criteria, but do qualify to vote on other matters before the Annual Conference will receive a different colored VOTING CARD to allow them to be able to vote in those matters.

Online Registration: [Clergy](#) | [Laity](#) Paper Registration: [Clergy](#) | [Laity](#)

If you have questions about this process please contact me, your Memphis Conference Secretary, Dr. David Russell, at 270-527-3990 or by e-mail to: brodavid53@yahoo.com.