



The Lutheran Church in Great Britain

Bishop: The Rt Rev'd Jana Jeruma-Grinberga

From the Administrator | LCiGB Office
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Letter to all Members of LCiGB

To: All Members, including ordained Pastors approved by LCiGB;
Trustees of LCiGB;
Appointed Representatives of Member Congregations
CC: Chairs of Member Congregations

13 January 2012

Dear

Annual Synod of the LCiGB: Saturday 28 April 2012 at 10.00am in Reading

The Lutheran Church in Great Britain will hold its Annual Synod including the Annual General Meeting on Saturday 28 April 2012 beginning at 10.00am. Synod this year will be hosted by Imani Congregation at St Andrew's United Reformed Church in Reading.

As a Member you are warmly invited to attend and vote, and Member Congregations are invited to send their Appointed Representatives to vote on their behalf.

Please read through the following details carefully, and look at the enclosed pink sheet entitled "**Response Deadlines for Synod 2012**". This explains the information we need back from you, and the deadlines by which we must have it in order for you to vote at Synod.

Venue and Timings

Our brothers and sisters of Imani Congregation, led by Pastor Tumaini Kallaghe, will be hosting Synod this year at the church they worship at in Reading: St Andrew's United Reformed Church, London Road, Reading, RG1 5BD.

Registration and coffee will be at 10.00am, with Synod beginning promptly at 10.30am. The day will include both the Annual General Meeting and the Church Session, and we will also worship together and celebrate the Eucharist. The day will close at 5.00pm. A detailed programme will be sent to you closer to the date.

Please book your train journeys as soon as possible in order to obtain the lowest fares. Please note that travel expenses for Synod are to be covered by each congregation, and regrettably cannot be reimbursed by LCiGB.

Theme

The theme this year will be Porvoo – further details will follow with the Synod papers we will send you prior to the meeting.

Who will attend and vote?

All ordained pastors approved by LCiGB; all Trustees (LCiGB Council Members); and the Appointed Representative from each congregation.

All Synod Members are strongly urged to attend the Annual General Meeting, as the necessary quorum must be attained to enable the meeting to take place.

Appointed Representatives

Prior to Synod 2011, each congregation of the LCiGB chose an Appointed Representative to vote and act on their behalf at synods and general meetings.

- You may have chosen the Chair of your congregation as your Appointed Representative, or another member of your council or someone else of your choosing from your congregation.
- Remember that the Pastor of your congregation (if you have one) will already be attending Synod as a voting member in their own right, so the vote of your Appointed Representative is in addition to that of your Pastor.
- for the term of service for Appointed Representatives is three years, so **your Appointed Representative from last year still carries this appointment.** However if necessary, your congregation can replace them sooner - if you wish to change your Appointed Representative, you must inform us in writing by Friday 16 March 2012 – please see the enclosed form of Change to Your Congregation's Appointed Representative.

Proxies

If you cannot attend Synod, you may appoint a proxy to attend and vote at the AGM on your behalf. If you want to appoint a proxy, you must complete the enclosed Form of Proxy and ensure that it is delivered to the LCiGB office by 10.00am on Thursday 26 April 2012.

Nominations for Trustees

The process for nominating someone to stand for election as a Trustee (LCiGB Council Member) at the AGM is as follows:

- Please use the enclosed yellow form, "Nominations for Trustees", if you would like to nominate someone to stand for election and appointment. This written nomination must be signed by two Synod Members who are entitled to attend and vote at the meeting, stating their intention to propose the appointment of a named person as a Trustee.
- The written nomination should be delivered to the Board at least 28 days before the meeting (10am on Saturday 31 March 2012).
- The nomination must contain details that, if the person were to be appointed, the Charity would have to file at Companies House.
- The nomination must be signed by the person to confirm his or her willingness to be appointed.

Congregational Reports

Each Appointed Representative should arrange for their congregational report to be completed and returned to LCiGB, for inclusion in the Synod handbook which will be circulated to all Members prior to Synod.



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Appointed Representatives should liaise with their congregation's Chair and Pastor (where applicable) to arrange the completion of the report. Please note: as these reports will be photocopied and included in the Synod Handbook, we would appreciate it if you could **type the report and return it to us by email**. We have therefore not sent you a paper copy of the form. Please download an electronic version of the form from the website at: www.lutheranchurch.co.uk/synod and return it to us by 5pm on Monday 5 March 2012.

Further Synod Papers

A second mailing will be posted on Thursday 5 April 2012 containing:

- Synod Handbook (AGM Agenda and Church Session Agenda)
- Minutes of Synod March 2011
- Approved Annual Report and Accounts for the year ended 31 December 2011
- Notice of nominees for Trustees

If you require any further details please don't hesitate to contact us. We look forward to seeing you in Reading on 28 April.

Yours sincerely

Rosanna Mason

Senior Administrative Manager

Enc. Response Deadlines for Synod 2012
Form: Change to your congregation's Appointed Representative
Form: Appointing a Proxy to attend and vote on your behalf
Form: Nomination for Trustees