



# The Lutheran Church in Great Britain

Bishop: The Rt Rev'd Jana Jeruma-Grinberga

*From the Administrator*

Ms Rosanna Mason | LCiGB Office  
27 Tavistock Square | London WC1H 9HH  
T: +44 (0)20 3384 1928 | E: admin@lutheranchurch.co.uk

## Letter sent to all congregations of the LCiGB

*Dated 2 November 2010*

Dear

### **Annual Synod of the LCiGB: Saturday 26 March 2011 at 10.00am**

The Lutheran Church in Great Britain will hold its Annual Synod and Annual General Meeting on Saturday 26 March 2011 beginning at 10.00am. As a member church you are warmly invited to send a representative to attend. The location of the Synod has not yet been agreed and we will notify you of the venue as soon as possible.

#### ***Who will attend and vote?***

All ordained pastors approved by the LCiGB are members of Synod and have voting powers at meetings, as well as all trustees of the LCiGB Council. In addition, each member congregation chooses one Appointed Representative to represent their congregation and vote at Synod. All members are strongly urged to attend the Annual General Meeting, as the necessary quorum must be attained to enable the meeting to take place.

Please read through the following information explaining how to notify us of your congregation's Appointed Representative:

#### ***Appointed Representatives***

- Each congregation of the LCiGB must choose an Appointed Representative to vote and act on their behalf at synods and general meetings.  
*This might be the chair of your congregation, another member of your council, or someone else from your congregation that you choose. Remember that your Pastor will already be attending Synod as a voting member.*
- The Appointed Representative should serve in that capacity for three years, but congregations may replace them sooner if necessary.
- The full name and current address of each congregation's Appointed Representative must be notified in writing to the LCiGB. Please send these details to:  
Rosanna Mason, Senior Administrative Manager, LCiGB  
27 Tavistock Square, London WC1H 9HH  
Or by email: admin@lutheranchurch.co.uk
- Only those persons whose names and addresses have been notified to the LCiGB at least 30 working days (6 weeks) before a Synod or other general meeting will be entitled to attend and vote at the meeting.  
*This means that the deadline for notifying us of the name and address of your Appointed Representative is **12 February 2011**.*

***Proxies***

More information will be sent to you about procedures for appointing a proxy to vote on your behalf if you are unable to attend. We shall let you know when we send you the papers for the Synod.

**[Update: Proxy Form now available to download from the 'Synod' page on the website:  
<http://www.lutheranchurch.co.uk/page/synod>]**

Please contact us if you have any queries, and do notify us of your Appointed Representative as soon as possible to ensure you meet the 12 February deadline for your Representative to attend and vote.

With many thanks,

Yours sincerely

**Rosanna Mason** | Senior Administrative Manager & PA to the Bishop  
*Office days: Tuesday and Thursday afternoons*