

Response Deadlines For Synod 2012

Send your forms to: The Administrator, LCiGB Office, 27 Tavistock Square, London WC1H 9HH
or scan and email them to: admin@lutheranchurch.co.uk

| Deadline <i>The date by which your written notification must have arrived at the LCiGB office</i> | Item | Instructions | Can this notification be sent by email? To: admin@lutheranchurch.co.uk |
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| 5pm on Monday 5 March 2012 | Congregational Reports | <p>* There is no paper copy of this form enclosed.* Please download an electronic copy from www.lutheranchurch.co.uk/synod and type your answers into the form.</p> <p>We would appreciate any photographs of your congregation from 2011 – please email these with your reports.</p> | Yes – this form can only be returned in electronic format, so that it can be included in the Synod Handbook. |
| 5pm Friday 16 March 2012 | Change to your congregation's Appointed Representative | You only need to send this form if your Appointed Representative from 2011 is being replaced. Please use the enclosed purple form and ensure it is signed and dated by your congregation's Chair. | Yes – you must send a scanned copy of your original, signed form. |
| 10am on Saturday 31 March 2012 (28 days before Synod) | Nomination for Trustees | <p>Please use the enclosed yellow form, "Nominations for Trustees" and return it to the LCiGB office by post or email.</p> <p>Please note that the form must be signed by two Members of Synod and must be counter-signed by the person proposed for election.</p> | Yes – but you must send a scanned copy of your original form, signed by all 3 signatories. |
| 10am Thursday 26 April 2012 (48 hrs before Synod) | Appointing a Proxy to attend and vote on your behalf | <p>Please use the enclosed green sheet, "Form of Proxy", and return it to the LCiGB office.</p> <p>Alternatively an electronic version of the form is also available on the website – a scan of the signed form should be sent to admin@lutheranchurch.co.uk – please note that unsigned forms will not be accepted.</p> | Yes – but you must send a scanned copy of your original, signed form. |

