

131st Midwest Conference Ministry Celebration
Community Covenant Church, Lenexa, KS
April 28-29, 2017

As you prepare for your church's annual meeting, you are encouraged to elect delegates to represent your church at the Midwest Conference Annual Ministry Celebration. Following is a checklist you may give your delegates to help them prepare for this conference gathering:

1. Discuss financial expenses so delegate understands:
 - A. Which expenses the church will pay
 - B. Which expenses the delegate will pay

Expenses may include:

- Registration fee (includes meals at the conference)
- Meals en route
- Travel
- Lodging

How many delegates can my church have?*

Congregations with up to 99 members – 2 delegates
Congregations with 100 to 224 members – 3 delegates
Congregations with 225 to 449 members – 4 delegates
Congregations with 450 to 699 members – 5 delegates
Congregations with 700 to 999 members – 6 delegates
Congregations with 1,000 or more members – 7 delegates

*Churches that are not yet member churches of the ECC may send individuals to serve as advisors at the meeting but not as voting delegates.

2. In early March, each conference church will receive a registration brochure from the Midwest Conference via e-mail. This brochure contains meeting information and a schedule of events. The church office should forward this brochure to their elected delegates.

Upon receiving the registration information, delegates should:

- Immediately arrange lodging (room blocks are for Thursday, Friday, and Saturday nights). Be sure to identify yourself as part of the Midwest Conference.
 - Complete the registration form (non-delegate spouses and guests must also register if attending the meetings and any meals) and send form and fees to the Midwest Conference. **Registration deadline is April 10.**
 - Any children attending, **up to age five**, must be pre-registered on registration form.
 - If unable to attend, inform alternate delegate(s) and pass meeting information and materials on to them.
3. Forward to your delegates any additional materials received from the conference office prior to the meeting. *The reports and decisions made at the annual meeting give direction and motivation to the common ministry between the local church and the Midwest Conference. Please begin praying for this gathering and come motivated to participate in these decision-making processes as an expression of our "Partnership in the Gospel."*
 4. **Prior to leaving** for the conference:
 - Pick up *Ask the Lord of the Harvest* lists at your church office to be shared during Friday worship service.
 - Be prepared to keep receipts for reimbursable expenses.
 5. **At** the conference:
 - Note significant decisions made at the conference to report back to the local church.
 - Enjoy the fellowship of other delegates and make every effort to establish new friendships!
 6. **Following** the conference:
 - Submit your receipts to your church office for reimbursement.
 - Arrange an opportunity to report highlights from the 131st Annual Ministry Celebration to your congregation.

NOTE: Room blocks are guaranteed through April 1, 2017.
Registration is due to Midwest Conference April 10, 2017.
No refunds given after April 15, 2017.