

Four Easy Steps to complete to attend Diocesan Convention:

1. Certification of Delegates by rector/vicar/senior warden/clerk of the vestry
2. Convention Registration of Attendees
3. Payment of Convention Fees
4. Hotel Reservation

Step One: Delegate Certification

As required by Canon 3 of our Diocesan Canons, each parish, mission and organized mission must submit a Delegate and Alternate Delegate Certification Form no later than 60 (sixty) days prior to Convention, which is December 16, 2018. Forms are due to the Diocesan Office by December 17, 2018. [FORM LINK](#)

Step Two: Convention Registration

Convention registration is open November 30, 2018 through February 1, 2019. After February 1, an additional fee of \$20 will be added to each registration.

Each church is asked to please register all of their clergy, delegates and alternates together at one time. Prior to registration, it will be helpful to ask each attendee if they need a gluten free or other accommodation for Friday's lunch.

Everyone attending Convention must register:

- Voting Clergy, Delegates, and Alternate Delegates are asked to be registered together by their respective churches.
- Non-voting Clergy, Youth Representatives*, Clergy Spouses and Visitors may register individually or be registered by their respective churches.

*Youth Representatives shall be approved by Bishop Russell. For questions concerning Youth Representatives, please contact Addie Boyd-Quina at addiquina@yahoo.com.

Step Three: Payment of Convention Fees

Convention fees are as follows:

- \$105: All Clergy, Delegates and Alternate Delegates. Includes: all Convention materials, name badge, Friday lunch, goodie bag and one (1) Gala ticket.
- \$20: Clergy Spouse and Visitors. Includes: all Convention materials, name badge, Friday lunch, and goodie bag. Gala tickets are available for purchase for \$60.
- \$60: Gala Only ticket. Each Gala ticket includes two (2) drink tickets. Additional drink tickets will be available for purchase at the event.
- Free: Youth Representatives will receive all Convention related materials. All activities are covered by the Diocese.

The following are acceptable methods of payment:

- Credit/Debit Card
- Electronic Check
- Mail-in Check: Make check payable to Diocese of the Central Gulf Coast, PO Box 13330, Pensacola, FL 32591-3330. Note 2019 Convention in memo line.

All payments are due prior to the start of Convention. Refunds will not be made after February 6, 2019.

Step Four: Hotel Reservation

Convention attendees are responsible for making their own hotel reservations. St. James has reserved blocks of rooms at various nearby hotels. Please be sure to reserve your room before the stated deadline in order to receive the special rate. All hotels and special rate codes are listed in this [HOTEL FLYER](#).