

NEW DELEGATE PACKET

INSTRUCTIONS FOR USE

Dear Pastor, congregational leader, or congregational designee,

This packet is being provided to each congregation to help your delegates to Allegheny Mennonite Conference to serve in a more effective capacity. Following these five basic suggestions should help each of your delegates to serve more effectively.

1. Make one copy of this packet for **each of your congregation's delegates**. Placing this in a three ring notebook may be a good way to help keep this information organized. Alternatively, you may request this information be e-mailed as either a PDF file or several MS Word files (contact the Conference office: 814-443-2007 office@amc-mcusa.org).
2. **Consider keeping extra copies of the *Annual Reports*** to share with new delegates. Alternatively, you may ask former delegates, which are no longer serving in this capacity, to share their report book with the new delegates.
3. **Keep the conference office informed who your delegates are** so the delegates will receive meeting agendas and minutes in a timely manner. The Conference office requests this information annually; but, you are encouraged to give this information to the office when any official change is made in your delegates.
4. **Make this information packet available to any alternate delegates you appoint.** Also include copies of agendas and minutes, or ask a regular delegate not going to the delegate session to share this with the alternate delegate.
5. **If you have any questions about this please contact the Conference office or the chair of Faith, Life, and Procedures Commission.**