

**MINISTERS COUNCIL
SUMMER 2019 MEETINGS**

**STEPS TO REGISTER FOR JUNE 20 “SERVANTS OF JUBILEE” & HOTEL
FOR BUSINESS MEETING ATTENDEES (“CHAPTER REPS”**

1. OUR ANNUAL BUSINESS MEETING: JUNE 17-20, 2019

Chapter representatives join the national Leadership Team beginning on June 18th. (The Annual Meeting is open to all; expenses are partially subsidized for elected chapter representatives only).

a) *YOU WILL USE THE MISSION SUMMIT SITE FOR LODGING ARRANGMENTS, AS DIRECTED BELOW, AS WELL AS THE JUNE 20 “SERVANTS OF THE JUBILEE PROGRAM*****

b) REGISTER THROUGH MINISTERS COUNCIL OFFICE for our business meetings which end at breakfast on June 20. Contact Ms. Lisa K. Simpson at info@ministerscouncil.com for more information, including registration, policy and reimbursement forms available in May for hospitality and planning purposes.

Contact Rev. Atula Jamir, Ph.D. at jamiratula@yahoo.com if you are not yet receiving representative updates.

2. SERVANTS OF THE JUBILEE: A Gathering for All Ministerial Leaders -- JUNE 20.

(Open to all ministerial leaders and guests.) Register separately on BIENNIAL MISSION SUMMIT PAGE for this event and lunch which start at 10am on June 20. Note: The event shows up late in registration process when the day-by-day schedule appears.

a. Go to www.abc-usa.org and follow links to registration for the Mission Summit.
b. Fill in your name and status in relation to the Mission Summit (not your role in MC)
c. Click Registration Fee (which is for the Mission Summit and *is not covered by MC*). *If you do not plan to stay for the Mission Summit and are not able to proceed to the registration page, please contact the MC office to RSVP for 6/20 event.*

d. A calendar of events will appear. Under Thursday, June 20, click on “Servants of the Jubilee” Event, click on BOTH this line and “Ministers Council Clergy Lunch.”

e. If you are staying for the Mission Summit, continue through the days and make all of your program choices. These will all be at your own expense. (If you are a chapter representative, you may choose to submit the \$20 luncheon fee for June 20 on your expense form submitted to Lisa Simpson.

f. Select your hotel of choice and **book a double room for 2 people** Tuesday, June 18 through departure Thursday June 20 (or longer if you are remaining.)

g. Complete your registration and pay. Hotels are not charged until you check out in June, so you will not receive any reimbursement for June 20 registration and hotel until after the event.

REIMBURSEMENT POLICY & PROCEDURES

It is our intention that attendance at the national meeting shall NOT be a personal financial burden to the representatives. National Ministers Council will cover 50% of Chapter Representatives' expenses. You should ask your Local Chapter to cover the other half of your expenses. (On occasion, a representative's local church may also assist with expenses.)

LODGING

The national Ministers Council will reimburse 50% of the two-to-a-room rate for any of the hotels for the nights of Tuesday, Wednesday and Thursday. Local Chapter Rep meetings begin 4 pm Tuesday, June 18 and run through 10 am Thursday, June 20.

The MC meetings are in the Doubletree Hotel, which also is the only hotel adjacent to the Convention Center, so feel free to select it. *Please note that if you register for a single room, or room with someone who is not a MC Rep, you will pay a single occupancy surcharge that MC will not cover.*

If you are planning on sharing a room with another Rep, but do not know who, Lisa Simpson will help you to locate a roommate. When you register, mark double room with 2 beds, but do not mark that you want a roommate yet (that might put you in the ABC pool of matching roommates). You can return later to the registration site to enter your roommate after Lisa has identified him or her. Lisa can be reached at info@ministerscouncil.com.

OTHER EXPENSES: TRAVEL & FOOD

Other expenses are also reimbursed at 50%. Our standing rules state: "Expenses for the Biennial Meeting shall be economical, covering the cost of a shared double room, meals, travel in coach/economy with air fare booked at least 21 days in advance. Transportation by auto will be reimbursed up the cost of reasonable air fare, as specified above."

So go ahead and book round-trip flights to Virginia Beach on any dates that include June 18-20; submit your receipt as soon as you have it, and Lisa Simpson will send you a check for 50% of the cost.

Ministers Council will provide meals from Tuesday night-Thursday morning, deduct 50% of their cost from the hotel and other receipts you submit after the meeting and reconcile the difference, either sending you an additional refund or requesting payment from your Local Chapter.

<p>A limited amount of scholarship assistance is available for those whose chapters cannot underwrite their portion of expenses. A priority is given for chapters in formation or revitalization. Contact Lisa at info@ministerscouncil.com for more information.</p>
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