



Northern Illinois Synod
Evangelical Lutheran Church in America

Northern Illinois Synod Event Policy

The Northern Illinois Synod's mission is **Walking Together - loving Christ, loving all, for the sake of the world.**

The Northern Illinois Synod of the Evangelical Lutheran Church in America (ELCA) is a gathering of people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.

Northern Illinois Synod offers many events throughout the year to enrich the lives of the individuals and congregations who participate. These events are opportunities to share the love of God with each other, being strengthened in Christ to go out and serve in our communities. There are some rules that help us respect each other and ensure events run smoothly.

Registration Best Practices

- Registration for events will open 2-3 months before the event. This will allow plenty of time for communication of the event and for individuals to register.
- Registration for events will close two weeks before the event unless otherwise stated. Major events, like Synod Assembly, will have registration close at least one month before the event.
- All registrations will be done through Elvanto online, and all payments must be made via credit card. No checks or cash will be accepted. Synod staff has removed an administrative position because event registration is streamlined now.
- If someone does not feel comfortable making the registration online, they can call the synod office at 309-794-4004. The administrative assistant can enter the information for them.
- Because partial refunds are not possible with our current system, the best practice is for each participant to register separately. Otherwise, everyone on the same receipt will have to have their registration canceled, and all those will have to re-register.
- No refunds will be possible after the event registration window has closed. Refunds will not be offered to those who can no longer attend.
- Refunds will be offered to those who have accidentally registered twice or who have registered incorrectly. A refund may be offered if there are extenuating circumstances.

Event Anti-Discrimination

Northern Illinois Synod, ELCA Non-Discrimination statement:

The Northern Illinois Synod (“Synod”) rejects all forms of discrimination, harassment or bullying against any person because of age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or affectional orientation, gender identity, appearance, level of education, political affiliation, marital status, veteran status or any other characteristic protected by law. The Synod expects that participants shall maintain an environment free of discrimination, including harassment, bullying, or retaliation when and wherever those individuals are conducting Synod business or participating in Synod events or activities.”

If any participant breaks the non-discrimination statement, the event planners or synod staff have the right to remove that individual.

Disaster Clause

The Northern Illinois Synod staff and event planners reserve the right to cancel an event at the last minute due to unforeseen circumstances, including spread of illness (including pandemics), natural disaster, and national crisis. If the health or safety of participants is at stake, then those making decisions will air on the side of protecting the most vulnerable.

Privacy

Information provided at registration will be shared with those planning the event and possibly added to our database. Personal information will not be shared outside the synod without personal permission.

Publicity

By attending a synod event, you may be photographed or recorded on video. These images may be shared in future synod publicity, including the website and social media, without requesting your permission. If you do not want your likeness shared, please contact our Communications Director at NIScommunications@nisynod.org.

Approved by Synod Council: January 2024