

**June 24, 2011**

**CONVENTION MAILING #1**

To: Clerical Delegates and Lay Delegates of the 110<sup>th</sup> Annual Meeting of the Convention of the Diocese of Western Massachusetts  
- **October 29, 2011**

**Enclosed:**

1. Notification of Convention Meeting
2. Lodging Information
3. 2011 Convention Timetable
4. Request for Exhibit Space at Diocesan Convention
5. Information about Nominations
6. Nomination Form

**Special Note**

**Attention: Rectors, Vicars, Priest-in-Charge, and Interim Clergy**

In order to ensure that Alternate Delegates who may be called up to represent their parish or mission at convention are informed, the following suggestions are offered:

1. **Delegates** who know they will be absent from Convention should give their Convention Mailings to the **Alternates** who will replace them.
2. **Clergy** are reminded to assist with the registration of Alternate Delegates who are to replace Delegates by completing the following:
  - (a) the "**Certification of Change for Lay Delegates**" form, seeing that it is signed by the Clerk of the Vestry or Executive Committee (or by both Wardens)
  - (b) returning the form to this office, Attention: Secretary of Convention (or present at registration table at Convention)

**Reminder:** Groups requesting agenda time for a brief program report should make that known in writing to The Secretary of the Convention by **September 1, 2011**.