

各位牧長，查經班同工，英語部小組長，主內平安：

感謝主，林奇堡中國基督徒退修會 (Mid-Atlantic Chinese Christian Conference Inc) 主辦今年的退修會 Chinese Christian Conference – Lynchburg 2017 開始辦理了。請注意今年的報名事項：

1. 請在 (Master Copy) 報名表內填入貴教會／查經班／英語部小組長的聯絡處，然後自行影印報名表及 Cover Letter；並分送給欲參加的弟兄，姊妹，朋友。待收齊後，在五月八日以前，(請注意:報名表上個人報名的截止日期是五月六日)一起寄給 Xing Huang 弟兄，或是自行填寫報名彙計表，電傳，或是利用 Email 給你們的 Excel Format (Reg_17 church.xls) 輸入資料。(但必須輸入中文姓名，以免混淆)以達到所有的報名者，都必需透過教會／查經班報名之規定，並在報名反面“意外事故責任豁免同意書”上簽字。

Xing Huang (黃永星弟兄) 的地址:
11806 Robertson Farm Cir.
Fairfax VA 22030 TEL: 703-296-3221 (C)
email: xing1621@yahoo.com

2. 每一個報名的 Youth (12 年級以下)，必需有監護人在報名表上簽字；監護人可以是父、母，或教會牧師／查經班負責人。

3. 大會設有英語部小組長寢室，凡要住在英語部小組長寢室的小組長，請直接向 Sister Hannah Chen 要申請表，並且指明要住在小組長寢室，且要得到批准。

Sister Hannah Chen
Tel: (703) 489-8211 ; Email: hannahchen@gmail.com

4. 各教會／查經班可以自行設立獎助金，以補助有需要的弟兄姊妹。

5. 由往年的註冊經驗得知，同一個教會／查經班的弟兄姊妹都願意住在同一個 Lodge。為達成此目的，註冊組同工將整棟或部份 Lodge 分配給各個教會／查經班，至於各 Lodge 內房間及床位的分配，請貴教會／查經班自行安排。並於五月五日前與黃永星弟兄 (703) 296-3221 聯絡，索取 Lodge 的平面圖。並請將安排結果填入 2017 年退修會宿舍床位分配表，於五月八日前電傳或以速件寄回黃永星弟兄。

中國基督徒退修會
<http://www.lynchburgconference.org>
註冊組同工 敬上

附 表：

1. 將所有的報名人數分類：

A. 住 Hotel _____人 。

B. 住 Lodge _____人

C. 其他有特殊需要者 _____人 (如殘障, Baby 等)

[B] 可由各教會/查經班安排床位，但須填送 2017 年退修會宿舍床位分配表；

[A] 及 [C] 由大會註冊組安排床位。

2. 註冊組依 [B] 的人數 * 1.15 來分配床位.

例如 [B] 項為 20 人，則註冊組將分配 $20 * 1.15 = 23$ 床位。至於這 20 個人如何分配於 23 床位，則由貴教會／查經班自行安排。請於五月一日前向黃永星弟兄索取 Lodge 的平面圖以便分配床位。以達到大部份報名者在到達會場之前，**應知道自己所住的 Lodge 及床位。**

3. 貴教會／查經班於報名完畢後，將所有報名者資料填入報名彙計表，每人佔用一行，一家成員靠在一起，務請填寫齊全，勿漏任何一項，方便作業，謝謝。

4. 將報名彙計表，報名表，及支票於五月五日前一併寄與 Xing Huang, 並請自己留全份 Copy, **宿舍床位分配表**則於五月八日前電傳或寄出。

Dear Church/ Bible Study Group / Small Group Leader:

Praise the Lord; our Chinese Christian Conference has been registered with the IRS as a non-profit organization. Our official name is the Mid-Atlantic Chinese Christian Conference Inc. For short, we shall call it the “Chinese Christian Conference—Lynchburg 2017.”

1. Prior to making duplications of the registration forms and cover letters, please be sure to fill in the name and address of your church's/bible study group's /small group's leader or coordinator on the master copy. We require that all conference attendees register through their affiliated churches/ bible study groups. Therefore, please ask your coordinator to collect all completed registration forms from your church/bible study group /small group leaders and members and mail them together to Br. Xing Huang by May 8, 2016. Br. Huang's contact information is as follows:**(Make sure they sign Liability Release Agreement)**

Xing Huang (黄永星弟兄) 的地址:
11806 Robertson Farm Cir ,
Fairfax VA 22030 TEL: 703-296-3221 (C)
email: xing1621@yahoo.com

You may also fill in the Excel spreadsheet that has been emailed to you and email it back to Br. Huang if it is more convenient.

2. The registration form of every youth (grades 12 and lower) for the conference must be signed by a guardian. The guardian may be the youth's parent, pastor, or church/bible study group leader.
3. If would like to serve as a Leader (small group, worship, sound) in the English Ministry, you must fill out an online Application form. On your Application form, please indicate if you would like to stay in the Leaders' lodge. If your Application is accepted and you are staying in the Leaders' lodge, you will Register with Sister Hannah Chen. Do NOT register through your home church unless you are staying in your home church lodge. For more information or the Application form, please contact:
Sister Hannah Chen
Tel: (703) 489-8211 ; Email: hannahchen@gmail.com
4. All churches/bible study groups are urged to establish scholarships to assist prospective conference attendees from their groups who may have special financial needs.
5. Our experience tells us that conference attendees from the same church/bible study group/small group prefer to stay at the same lodge. Therefore, a lodge will be assigned to each church/bible study group. Each church/bible study group/small group leader is responsible for assigning rooms within a lodge. Please contact Br. Xing Huang by May 5th for a lodge floor plan.

We hope to see you at the Lynchburg Conference.

In Christ,

Mid-Atlantic Chinese Christian Conference Inc.
<http://www.lynchburgconference.org>
Registration Committee