



**FORMAL NOTICE OF THE ANNUAL MEETING OF THE
GENERAL ASSEMBLY OF UNITARIAN & FREE CHRISTIAN
CHURCHES, 4-6 APRIL 2024**

The ninety-fifth **Annual Meeting** of the General Assembly of Unitarian and Free Christian Churches will be held at Staverton Park Hotel, from **Thursday 04 April to Saturday 06 April 2024**.

Each congregation having thirty or more members over the age of eighteen may send **two** delegates; congregations with fewer than thirty members, fully recognised fellowships, district associations, and affiliated societies may send **one** delegate. Fellowships provisionally recognised may send visitors, one of whom may speak but not vote at the Business Meetings. Associate Members and other Unitarians are welcome to attend and may speak but not vote at the Business Meetings. The opening session of the Annual Business Meeting is scheduled to be held at 14:40 on Thursday 04 April, preceded by the Opening Worship at 14:00.

REGISTRATION – Registration will be online again this year, with payment needed at the time of booking. We will not be using paper booking forms. If you cannot book online, please ring Essex Hall to book with a debit or credit card. Payment must be made at the time of booking – cheques may not be used. This year we will not be having a late booking fee. Please make sure your booking has therefore been received by the closing date of **07 March 2024** (or **15 February 2024** for children's bookings, due to the need for additional arrangements), as we need to meet the venue's notice requirements for approximate numbers.

SUBSIDIES - We have limited subsidy rates available on a first-come first-served basis. Details of the subsidy rates for young adults (18-39), and first-time attenders subsidy are included on the Annual Meetings website. This year there is also a general subsidised rate for those who would not otherwise be able to attend.

INSURANCE - We recommend that you take out cancellation insurance at the time of registration as there can be no reimbursements for cancellations within six weeks of the start of the Annual Meetings.

DOCUMENTS - Annual Reports, Annual Meetings Handbooks, and all available details of the meetings will be distributed to registrants at least two weeks before the start of the meetings. This year we will be emailing documents wherever possible, so do let us have an email address for you if we don't have one already.

MOTIONS - In accordance with the GA Constitution: regular motions for the Annual Meeting should be received by the Chief Officer before 5pm on **08 February 2024** (giving the names of the proposer and seconder). Please refer to the guidance for submitting motions on our website or request a copy from HQ. Background papers on the motions are requested and strongly recommended. To help with ensuring materials are produced in a timely fashion, you are encouraged to send motions in as soon as possible.

(a) Motions submitted by district associations or affiliated societies must be supported by a majority of the relevant governing body of the association or society. They should be submitted officially by the Secretary or Chair of the body.

(b) Motions submitted by congregations must be supported by a majority of the relevant governing body of the congregation. They should be submitted officially by the Secretary or Chair of the group.

(c) Motions submitted by ministers, lay pastors, approved lay leaders, Honorary Members or Executive Committee members must be endorsed by at least twelve such individual voting members of the Assembly and their signatures should be appended to the motions received by the Chief Officer.

Please refer to the Motions Guidance document on our website for further information on how to write a motion or background paper.

Requisite notice of motions submitted will be given by circular and in The Inquirer at least thirty days before the start of the Meetings.