En Route

CLAY 2021

August 20-22, 2021

Registration Instructions

Everything you need to know before you register.

CLAY 2021

TABLE OF CONTENTS

Introductory Information 3

Participants

Primary Home Team Leaders. 4
Home Team Leaders 4
Leaders in Training 4
Youth. 5

Registration

Fees 6
Programming 6

How to Register 7
Step 1 - Online Registration 8
Step 2 - Forms & Payment. 8

Payments 9

Home Team Changes 10

REGISTRAR CONTACT INFO

Questions? Contact Heidi – all questions are good questions!

Registrar: Heidi Van Schaik
Email: registrar@claygathering.ca
Phone: 226-972-7870
Address: 2 Wildwood Place, Waterloo, ON N2L 4B1

INTRODUCTORY INFO

The Canadian Lutheran Anglican Youth Gathering (CLAY) is a biennial national event for youth aged 14-19 years old, organized by the Anglican Church of Canada (ACC) and the Evangelical Lutheran Church in Canada (ELCIC). Originally planned for August of 2020, CLAY was postponed due to COVID-19 and moved to an online format for August 2021.

CLAY will be hosted online from August 20-22, 2021. We are excited that a virtual format will allow us to welcome even more youth from across the country, without the expense of travel or accommodations.

What will this gathering look like? For those who have attended CLAY in the past, you can expect to see many of your favourites—CLAY 2021 will include large group gatherings, worship, speakers, workshops and late night spots. If it is safe for you to do so, in accordance with your local Public Health guidelines, you are encouraged to gather and participate in CLAY together as a group. If it is not safe to gather in person, you will still be able to fully participate from any place with a reliable internet connection.

Everyone attends CLAY as a member of a Home Team—this is a group of young people from a congregation, parish, diocese or other organization, led by a Primary Home Team Leader (PHTL). Along with the PHTL, a Home Team includes up to eight youth participants and may include an additional Home Team Leader (HTL) or a Leader in Training (LIT). If your community has more than eight youth (or more than ten people in total), an additional Home Team would need to be formed (under the leadership of a new PHTL) or you could partner with another congregation's/parish's group.

~ ~ ~

NOTE: *Participation by Home Teams from outside the ELCIC or ACC will be considered by the national staff persons of the ELCIC and/or ACC. Please contact the Registrar to begin this process.*

PARTICIPANTS

PRIMARY HOME TEAM LEADERS (PHTL)

The PHTL is the main contact for a Home Team. It is recommended that the PHTL be someone who is 25 years of age or older, but all PHTLs must be at least 24 years of age by the time of the gathering. Every Home Team must have a PHTL.

Every PHTL must be endorsed by a faith community. The faith community may be a congregation, parish, diocese or another organization recognized by the ELCIC or the ACC. PHTLs are responsible to their endorsing community and to the Chairperson of the National Planning Committee (NPC) through the HTL Coordinator. The HTL Coordinator is a member of the NPC.

A Community Endorsement Form is required to be signed by an official representative of the endorsing community, such as the Church Council Chairperson or the Warden, and will be included in the confirmation email sent to the PHTL, following registration.

~ ~ ~

NOTE: *With the endorsement of their local congregation/parish, and with the permission of the CLAY Registrar, leaders younger than 24 may be permitted as PHTLs. The potential PHTL should contact the Registrar for information on how to request an exception.*

HOME TEAM LEADERS (HTL)

HTLs are adults on a Home Team in addition to the PHTL. HTLs are responsible to their endorsing community and to the Chairperson of the NPC through the HTL Coordinator. It is recommended that HTLs be at least 21 years of age by the time of the gathering.

LEADERS IN TRAINING (LIT)

Groups are welcome to bring a LIT as part of their Home Team. These participants should be at least 19 years at the time of the gathering and are encouraged to shadow the HTLs as they prepare for and lead their Home Team.

YOUTH

The CLAY gathering is designed for youth participants who will be 14–19 years of age by December 31, 2021; that is, born between 2002 and 2007. Due to the postponement of CLAY 2020, youth born in 2001 are welcome to attend this year's CLAY as a youth. To come to the gathering, you must meet the age criteria, be part of a registered Home Team, complete the online registration and pay what you can for registration.

~ ~ ~

NOTE: *With the endorsement of their PHTL and their local congregation/parish, and with the permission of the CLAY Registrar, youth who will be 13 years old (born in 2008) may be permitted to attend the gathering. PHTLs who wish to register a 13-year-old should contact the Registrar for information on how to request an exception.*

REGISTRATION

REGISTRATION FEE

This year, there is no set registration fee for CLAY. In an effort to make this CLAY as accessible as possible, the registration fee will be offered as a "pay what you can" model. To help in your planning, the estimated cost per participant is $45. Please note: this is an estimate and is based on projected registration numbers. The ministry of CLAY is funded by registration fees and sponsorships and is not subsidized.

~ ~ ~

NOTE: *If you are in a position to pay more than $45 per participant, we would appreciate the support. Any amount paid over $55 per participant is eligible for a tax receipt and will be used for the ongoing future ministry of CLAY. See the Payments section on page 9 for more details.*

WHAT'S INCLUDED IN THE PROGRAMMING?

- Access to all sessions through the event platform, including:
  - Large Group Gatherings featuring our Keynote Speaker, storytelling, drama and music
  - Educational Workshops
  - Late Night Spots
  - Worship sessions
- Pre & Post Bible Studies
- National Youth Project Resources
- Daily Prayer Recordings & Resources
- And More!

~ ~ ~

NOTE: *While the primary language of CLAY is English, we make every effort to connect Home Teams that speak other languages. If you would like us to connect you with another Home Team whose primary language matches yours, please email the Registrar* ***registrar@claygathering.ca****.*

HOW TO REGISTER

REGISTRATION HAPPENS IN FIVE STAGES:

STEP 1
The **PHTL** completes the online registration.

1

STEP 2
If paying ***as a Home Team***, pay online or mail your cheque to the Registrar.

2

STEP 3
Within 3 business days, PHTLs will receive an **email** from the Registrar.

This email will contain: *Your Home Team number, instructions for your Home Team to register and instructions to complete the Community Endorsement Form.*

3

STEP 4
Team Members complete their ***own*** online registration.

4

STEP 5
If paying ***individually***, pay online or mail cheques to the Registrar.

5

BEFORE the online registration opens, you can start getting prepared by collecting the following information from each Home Team member:

- **Full name**
- **Cell phone** or **home phone number**
- **Email address** (***Note:*** *participants will use this to access the virtual platform —so a different email address must be used for each participant and it should be one they can access from the device they will use to participate in the gathering)*
- **Birth date**
- **Emergency contact names and phone numbers**

STEP 1 - ONLINE REGISTRATION

- **The Home Team's PHTL should register first.** This person will be attending the gathering and will be our main contact for the Home Team.

  Note: *Please make sure you provide an email address that is checked regularly as it will be used to confirm your registration. Important updates will also be sent leading up to CLAY.*

- After the PHTL enters their registration information, they will enter in the names for up to nine additional members (***a maximum of eight youth****, plus any number of HTLs or LITs for a* ***total maximum of ten people per Home Team***). Participants will be required to register themselves, once the PHTL's registration is processed by the Registrar.

- Make sure you click **"Submit to Registrar"** when you're finished!

- Within a few days of registering, you will receive a **confirmation email** from the Registrar which will include your Home Team #. Please share this number with your team, as they will require it to complete their registration. Please use this number in all future communications with the Registrar.

- The PHTL sends the registration link and the Home Team # to all participants. **Each participant then registers themselves**.

STEP 2 - FORMS AND PAYMENT

- The PHTL will receive the Community Endorsement Form in the confirmation email. Instructions on how to complete this form will be included in the email.

  Who can sign the Community Endorsement Form?
  The signer should be an official representative of leadership in your home community who is authorized to endorse volunteers—your pastor, priest, bishop, deacon, designated staff, manager, director, chair of council, or warden. Please contact the Registrar if you have additional questions.

FINAL REGISTRATION DATE

Registration will close on July 31, 2021. The Community Endorsement Form must be received by the Registrar prior to this date. Late registrations may be possible. Please contact the Registrar if you would like to register after Registration has closed.

PAYMENTS

Payments may be made on behalf of the entire Home Team, or by individual participants.

~ ~ ~

NOTE: *Due to this year's "pay what you can" model, additional amounts over $45 that are paid for individual registrations can be considered charitable donations (minimum donation: $10). For example, if you are in a position to pay $75 for a single person's registration, a tax receipt can be issued to you for $30. Tax receipts can only be issued for payments received from individuals and will be sent via email. Payments received from a congregation, parish, or Youth Group on behalf of a whole Home Team are not eligible for tax receipts. If you wish to make a donation to CLAY, independently of a registration, please contact the Registrar for more details.*

Payment methods accepted: Cheque, Credit or E-Transfer

Cheque

- Make payable to: **Canadian Lutheran Anglican Youth Gathering.**
- Include your **Home Team number on the outside of the envelope and in the Memo line of the cheque.**
- Cheques are to be mailed to:
  Heidi Van Schaik, CLAY Registrar
  2 Wildwood Place, Waterloo, ON N2L 4B1

Credit Card

- Online payment is available on the registration form
- All major credit cards are accepted

E-Transfer

- Send E-transfer to **payments@elcic.ca**
- Email **payments@elcic.ca** with the security question password. Please also include your Home Team # and indicate the E-transfer is for CLAY.

IS MY REGISTRATION COMPLETE?

To be considered "registered", Home Teams must have completed the following:

- ✓ Completion of online registration form for PHTL
- ✓ Click on the "Submit to Registrar" button to send information to the Registrar
- ✓ Upon receipt of your confirmation email, inform your Home Team of your Home Team #, have each participant complete their online registration form & click the "Submit to Registrar" button
- ✓ Pay online or send cheque payments to the Registrar
- ✓ Complete and submit the Community Endorsement Form

HOME TEAM CHANGES

Contact the Registrar for assistance with adding, removing or substituting someone on your Home Team. Refunds will be addressed on a case-by-case basis.

En Route
CLAY 2021