



**2024 ANNUAL CONFERENCE
REGISTRATION FORM
Sunday, October 27 to Tuesday October 27
Cave Springs Camp Inc.
4410 Cave Springs Road,
Beamsville, On
www.cavespringscentre.ca**

Name		Pronouns:	
Church(es)			
Address		Town/City	
Church Phone		Email	
Cell Phone		Personal Email	
New to PSCA			

On-Site Package – Sunday, October 27 – Tuesday, October 29, 2024

Includes program, 2 nights accommodation, meals (S/M suppers, M/T breakfast, M/T lunch)

- Single Accommodation in Retreat rooms - \$330
- Shared Accommodation in Retreat rooms - \$290
- Councillor's room open to shared cabin - \$275
- Cabin shared with up to 7 people - \$265

The cabin circle has central washroom buildings, within walking distance with private showers & toilets. The retreat rooms have access to accessible washrooms and showers in the legacy hall building,

Those staying on site need to bring sleeping bag, pillow and towels.

Commuter's Package -no accommodation needed

Sunday to Tuesday – includes program, lunches, and dinners - \$230

Sunday to Monday – includes program, lunches, and dinners - \$180

Monday to Tuesday – includes program, lunches, and dinner - \$175

Monday only – includes program, lunch, and dinner - \$160

Tuesday only – includes program and lunch - \$140

Off-Site Accomodations

Jordan House \$140/night -In order to receive the Event Rates, the Attendees shall confirm their reservations through the Hotel's website <http://www.vintage-hotels.com/reservations.htm> entering the Reservation Number 3862001 in the "Group ID" box of the booking screen, or by contacting the Hotel's

Reservations Department at 1-888-669-5566 and requesting the “Reservation Line” or on or before the **September 12, 2024**, identifying themselves as Attendees of the Professional Church Secretaries and Administrators on October 27th. Attendees shall provide guarantee and full advance payment by the way of a major credit card accepted by the Hotel for accommodation to secure the event rate and reservation.

Hotels and bed and breakfast facilities in the Beamsville/Jordan area that may have space available:

-The Casablanca Hotel 4 Windward Dr, Grimsby, ON L3M 4E8, (905) 309-7171,

-Ramada by Wyndaham, Jordan/Beacon Harbourside. 2793 Beacon Blvd, Jordan Station, ON L0R 1S0,(905) 562-4155

Catering

Please bring a water bottle and travel mug with you.

Catering is being provided by Lori Dawn’s husband, Pauline and a group of volunteers. This is helping to lower the cost of this year’s conference. Cater will try to accommodate preferences/allergies.

Dietary Preferences	
Food Allergies	

Payment Options:

Please make cheques payable to: The Professional Church Secretaries Association

And mail to: Barbara Cisecki, PCSA Treasurer
c/o Knox United Church
92 Northumberland St.
Ayr, ON, N0B 1N0

Please send e-transfers to: pcsatreasurer2020@gmail.com *no password needed

**Please send your registration form by email to barbara.wiebe.cisecki@rogers.com
AND WITH your payment.**

If you have any questions regarding the conference, please send an email to conference@pcsa.ca

- You will receive a registration confirmation via email when your registration and full payment is received.
- You will receive further details of the conference, including driving instructions, map, etc prior to the Conference.

Small Group Discussion Topics and Leaders

The conference offers a time for small group discussion. Some of the topics that have been suggested are hymn licensing, Google Docs, PowerPoint, recruiting volunteers, and rental practices. If you can lead

on of these topics or have another please contact Pauline Henderson-Ferguson at officeadmin@stlukesunited.com

Goodie Bags and Door Prizes

We are looking for items to go into Goodie Bags (50) and for door prizes. If you have something, please contact Pauline Henderson-Ferguson at officeadmin@stlukesunited.com

Swap Table

Do you have too many bulletin covers or not using them anymore? Baptism or confirmation certificates? Prayer Shawls, etc? Please bring to add to the Swap Table.

NOTE: Membership fees (\$25 per year)

If you wish to pay your 2024 fees at the conference: Print and complete the renewal form from the website and deliver to the Membership Coordinator, along with payment. Otherwise, you will be reminded by email in December that the 2025 fees are due to be mailed or e-transferred for January 1, 2025.