

**INFORMATION SHEET  
HEAD OF STAFF\*TRANSITION\*MINISTRY STAFF**

**Thank you** for registering for the Head of Staff, Ministry Staff or Transition Event. You'll receive additional information specifically preparing you for the event in January. But for now, here's some information that may be helpful to you as you make your plans. You can also find information about the events at:

<http://www.elca.org/Growing-In-Faith/Education/Life-Long-Learning/Events.aspx>

**LOCATION**

The seminars are held at the Duncan Conference and Retreat Center, 15820 S. Military Trail, Delray Beach, Florida, 33484, 561-496-4130. Those who travel by car can take I-95 to Exit #51, Linton Blvd. Take Linton Blvd. west to Military Trail. Turn right on Military Trail and enter the Duncan Center by the third driveway on the right. If you take the Florida Turnpike, exit at #81, go east on Atlantic Ave. to Military Trail. Turn right on Military. Go approximately 1 mile and the Duncan Center is on the left.

**Registration** for each of the events begins at 11:00 a.m. in the main conference room.

The **Ministry Seminar** begins with lunch at 12:00 noon on Saturday, and ends after breakfast and morning sessions on Tuesday. **There is no lunch or dinner on the Tuesday.**

The **Transition Seminar** begins Tuesday with lunch at 12:00 noon and ends on Wednesday in the evening.

The **Head of Staff Seminar** begins with lunch at 12:00 noon on Thursday and ends Sunday after breakfast and worship. **There is no lunch or dinner on the Sunday.**

When you register for any of these events, we expect you to be a full-time participant.

Space for **spouses** is available. Your spouse is encouraged to participate as he/she wishes at no additional registration charge. There is, of course, an additional charge for lodging and meals.

**HOUSING DURING THE EVENT, COMING EARLY AND EXTENDING YOUR STAY**

The Duncan Center handles all housing and meal registrations for the conference, including early arrivals and extended stays. **You must complete the housing application online at: [www.duncancenter.org](http://www.duncancenter.org)**

Duncan Center staff can also assist you with arrangements for lodging in a near-by hotel if your family is coming. For more information, call the Duncan Center at 561.496.4130.

**TRANSPORTATION**

If you are flying, you can choose between Palm Beach International Airport or Fort Lauderdale Airport. You can make use of the ELCA's travel desk, Best Travel, to make flight arrangements or reserve rental cars. You can reach Best Travel at 800-543-8016. For ground transportation to the Duncan Center use:

MarPat Services

561-994-1888

Ask for Marty or Pat

Call MarPat Services one or more days before your arrival day and reserve a space. Cost is approximately \$60 for up to 3 persons on the same trip from Fort Lauderdale. The trip from West Palm Beach is \$50 for up to 3 persons on the same trip. They will register your call and group ELCA riders as best they can. Be prepared to pay cash for your ride.

**CAR RENTALS**

You may want to consider renting a car. The Duncan Center is about four miles from the beach. We do have free time and people do get together for side trips, but you can't always count on a ride.

**DRESS**

**Casual Clothing - Warm days/cool evenings.** The temperature is often in the 80s during the day. Shorts are certainly appropriate. Bring a light jacket or sweater for the evenings. Brief late-afternoon rain is quite common, so bring an umbrella or light rain coat.

**If you have other questions** feel free to contact Sandra Mejia at 800.638.3522 ext. 2885 or [sandra.mejia@elca.org](mailto:sandra.mejia@elca.org) or Pastor Dick Bruesehoff at 800.638.3522 ext. 2872 or [richard.bruesehoff@elca.org](mailto:richard.bruesehoff@elca.org).