

報名須知

(請在註冊前仔細閱讀)

一. 報名事項

1. 網站

各教會的弟兄姊妹及對福音有興趣的朋友均可直接在退修會的官方網站上報名：

www.ccsrfl.org。有關退修會的主題、日程、會場、住宿、信息以及報名表格都可以從該網站上查詢及下載。

2. 截止日期

網路報名開始日期: 2020年3月13日, 個人網路報名截止日期: 2020年4月20日, 教會集體網路報名截止日期: 2020年4月27日。請大家盡可能在截止日期之前及早報名。在個人網路報名的截止日期(4月20日)之後, 個人網上報名的功能將被關閉。之後報名者, 請委託自己教會負責退修會報名事宜的同工(教會管理員)在教會集體網路報名截止日期(4月27日)之前代為報名或是在退修會當天現場報名。在教會集體網路報名截止日期之後, 網站報名將不再開放。即使是各個教會負責退修會報名事宜的同工(教會管理員)也無法再登入報名。本次退修會接受現場報名, 但不能保證現場報名的住宿和餐食。

3. 教會集體報名

為了協助主辦教會並推動退修會的事工, 參與退修會事工的各教會可選派一位同工協助主辦教會完成報名工作。屬於或參加該教會的個人或是家庭請在報名的截止日期(4月20日)之前, 用個人帳戶進入報名網頁完成報名手續。如果是第一次在退修會網站上報名, 需要重新建立一個個人帳戶。在計算個人或是家庭報名費時請使用個人收費表及費用計算表。您也可使用退修會報名表協助您準備個人及家庭資料。個人可以為家人或朋友用同一個報名帳戶報名。在提交報名表格時, 請輸入每個人的資料、住宿、飲食選擇、特別要求等資訊。報名手續完成後, 請打印一份報名費用表, 附上支票, 交給自己所屬教會的退修會報名同工。在個人(家庭)網路報名截止後, 各教會負責退修會報名事宜的同工(教會管理員)仍可替本教會的個人(家庭)進行網路報名至4月27日。

4. 退修會報名同工

各教會的退修會報名同工需先上網建立自己的帳戶, 並發電郵至 gaoyong37112@gmail.com

Brother Gao Yong (高永弟兄), 說明您的教會名稱、中英文姓名、聯繫電話號碼、帳戶的使用者名稱(username)。我們會將此帳號賦予教會管理員(Church Administrator)的權限, 該賬號即有能力監管和統計該教會的報名情況。各教會退修會的負責人, 需作最後核對與統一繳費。

當您確認報名材料及手續是完整無誤的，並且費用已繳清時，請在該報名網頁中勾選“paid” (費用已付清) 並將貴教會所有成員費用的總表以及全部費用於 **5月4日** 之前寄出至：

Orlando Chinese Evangelical Christian Church

2610 S US Hwy 17 92, Casselberry, FL 32707

各教會只需開一張支票給 **OCECC** 並在支票上註明退修會。

5. 獨立個人報名

個人若沒有所屬的教會，在網上報名時，請在所屬教會一欄中選擇 [個人註冊-Individual Registration]。當您完成網路報名後，請將個人報名資料、以及各項費用，在個人網路報名截止日期(**4月20日**)前寄出至：

Orlando Chinese Evangelical Christian Church

2610 S US Hwy 17 92, Casselberry, FL 32707

個人支票請填 **OCECC** 並在支票上註明退修會。

6. 現場報名

有興趣參加退修會但錯過報名截止日期的人可以考慮在現場報名。根據往年經驗，退修會報名組只能在安排完預先報名者後剩下的食宿名額裏提供食宿給現場報名者。因此，現場報名者的食宿供應將無法保證。

7. 未成年人報名

十八歲以下未成年人必須與家長或家長指定的監護人一同報名參加退修會。若家長或是監護人不能前來參加退修會，該未成年人的家長或是監護人必須在填寫並簽署家長同意書後，將同意書、報名表、報名費交付教會負責人轉交大會完成報名手續。

二. 費用

1. 收費

此次退修會報名費是按照與 **Lake Yale Baptist Conference Center** 所簽訂的合約條件收費

(請參考 **2020** 佛州華人基督徒夏令退修會報名費表)。報名費包含場地使用費、住宿費、及膳食

費，屬個人費用，不包括退修會大會集體開銷。粗略估計大會集體開銷，包括聘請及供給講員食宿旅行、青少年及兒童事工、球類競賽、夜宵及各樣材料費，總金額大約為**一萬一千元**以上。這些費用將憑著眾弟兄姐妹及各教會在主耶穌基督裡的信心與愛心來奉獻。二歲以下孩童參加

退修會必須註冊但不需另外繳費。二歲以下孩童在餐廳用餐必須與付費的父母共食，請勿再單獨取用餐盤。

2. 註銷報名及退費要求:

報名後因故無法參加退修會者，必須以書面形式（如信件或電郵），在不遲於退修會開始一星期以前 **(5月15日)**，通知主辦教會報名組聯絡人註銷報名及退費。參加集體報名的報名者必須通過集體報名同工註銷報名及退費。按照與 Lake Yale Baptist Conference Center 所簽訂的租約條件，報名費只能退 20%。退費支票將於退修會結束後寄至提出退費要求的教會、團契或個人。

三. 住宿

住宿有旅館 (Motel) 和營房 (Camp) 兩種。旅館一套房至少住兩人；意欲住營房者則須住滿兩晚，凡住宿一晚者必須登記住宿旅館。需用嬰兒床者，請在報名表中註明。因嬰兒床的數量有限，嬰兒床將優先分配給更年幼的孩童。旅館和營房床位有限，住宿安排以先報名先得為原則。床位分配優先順序是：

1. 講員、牧師及大會同工；
2. 所有住宿兩晚者優先於住宿一晚者；
3. 家庭或三人或四人一組共房者優先於二人組共房者。

旅館樓下房間將依下面的優先次序分配：

1. 長者行動不便或體能受限制者優先 (請在報名表其它需求欄中註明)；
2. 有年幼孩子的家庭優先。

四. 攜帶物品

凡參加退修會者請自帶聖經、筆記本、筆、手電筒、外衣及雨具。住宿旅館套房及營房者請攜帶洗漱用具及拖鞋。住宿營房者請另行準備寢具。三歲及三歲以下嬰幼兒的家長，請為寶寶的背包里準備奶瓶、奶粉、食物、飲水、尿片和替換衣褲。家長在聚會開始前，將孩子送到指定的教室並將背包交給嬰幼兒看顧的同工以備使用。

五. 注意事項

請勿在 Lake Yale Baptist Conference Center 的產業範圍內吸煙、喝酒，及作任何與聖經教導相抵觸的行為。

六. 聯絡方式

有關本次退修會的聯絡地址、電話、及電郵地址如下：

Orlando Chinese Evangelical Christian Church

c/o 2020 Summer Retreat

2610 S US Hwy 17 92, Casselberry, FL 32707

servants@ocecc.org

267-949-6823 張繼南牧師，407-416-7681 高永弟兄

Registration Information

(Please read carefully before registering)

1) Registration Matters

a. Registration Website

The Retreat accepts online registration from brothers and sisters of all churches and friends interested in the Gospel at www.ccsrfl.org. You can read and download retreat information regarding the theme, schedule, facility, lodging and forms at this website.

b. Deadlines:

The online registration will start on **March 13, 2020**. The Individual Online Registration deadline is **April 20, 2020**, and the Church Group Online Registration deadline is **April 27, 2020**. Please register as soon as possible. After the Individual Registration deadline (**April 20**), this mode of registration will be closed to all individuals. Those who want to register thereafter will have to do so either through their church retreat administrator online before the Church Group Online Registration deadline (**April 27**) or register onsite on the day of the Retreat. After the Church Group Online Registration deadline, online registration will be closed to all, including church retreat administrators. All the registration forms and fee must arrive at the hosting church by the Church Group Registration deadline. The hosting church will not accept any registration after the deadline.

c. Church Group Registration

To assist the hosting church and promote the retreat, participating churches of the Retreat shall assign a coworker to coordinate the registration with the hosting church. Individuals or families of the church must register online before the Individual Online Registration deadline (**April 20**). You must use your username and password to log into the registration webpage. If this is your first time registering for the Retreat, you must set up your account with a username and password. You may use the Per Person Fee Schedule and Fee Tabulation Sheet to calculate the registration fee. You may also use a Registration Form to collate the personal information required for the registration.

Individuals may register his or her family members or friends in one registration account. You must enter the personal information and make selections for lodging, meals and special requests for all registrants using the same account. Once the registration is completed, you must print a copy of the registration fee report from the registration webpage. Then, attach to it a personal check for the amount of the total registration fee and submit them to your church retreat administrator.

d. Church Retreat Administrators

Church administrators must go to www.ccsrfl.org to set up your account username and password. Send an e-mail to gaoyong37112@gmail.com Brother Yong Gao stating your English and Chinese names, name of your church, phone number, and username. We will provide you the "Church Administrator" rights to your username so that you may check the completeness and accuracy of the registrations of your church members. When you have verified that the fee is paid in full for a registration, please check the "paid" box. Each church administrator must print a registration report listing all the registrations and their fees. Send the report with only one check made payable to **OCECC** and note "Summer Retreat" on the check before **May 04** to:

Orlando Chinese Evangelical Christian Church
2610 S US Hwy 17 92, Casselberry, FL 32707

e. Individual Registration

Individuals who are not affiliated to any of the churches listed on the registration page should select "Individual Registration" as their church affiliation. When you have completed your registration, please print your registration report from the registration webpage, make a personal check for your registration fee, and mail them together before the Individual Online Registration deadline (**April 20**) directly to:

Orlando Chinese Evangelical Christian Church
2610 S US Hwy 17 92, Casselberry, FL 32707

The check should be made payable to **OCECC** and have "Summer Retreat" noted on the check. f.

On-site registration

For those who have missed the registration deadlines, on-site registration is available on the days of the Retreat. However, according to past experience, the Retreat has limited lodging and meals, and Retreat cannot guarantee that lodging and meals all on-site registrants.

g. Youth and Children under Age 18:

Youth and children under age 18 shall register with a parent or guardian. However, if the parents of a minor are not attending the retreat, they must still register for the minor and sign a Parental Consent Form. Submit to your church retreat administrator the signed consent form, a printed copy of the completed registration form, the registration fee report, and a personal check made payable to **OCECC** for the Registration Fee.

2) Fee a. Registration Fee

The registration fee is assessed based on the contract with the Lake Yale Baptist Conference Center (please see attached **2020** Retreat per Person Fee Schedule). The registration fee consists of facility

fee, lodging, and meals and therefore, covers only your direct costs. It does not cover the other expenditures of the Retreat. The total Retreat expenditure, consisting of the honorarium, lodging and meals for the speakers, youth and children ministry, sports games, late night snacks, and materials, is estimated to be **over Eleven thousand dollars**. To cover this expenditure, we rely on brothers and sisters and their churches attending the retreat to give their offering in faith and love in our Lord Jesus Christ. There is no charge for children of age two and under. However, they must still be registered and dine with their paying parents without using any additional dining plate in the cafeteria.

b. Registration Withdrawal and Refund Request:

Registration withdrawal and refund request must be made in writing, e.g., letter or e-mail, and addressed to the hosting church or gaoyong37112@gmail.com by **May 15**. Individuals who have registered in group registration must make registration withdrawal and refund request through his or her church retreat administrator. Based on the terms of the contract with the Lake Yale Baptist Conference Center, the Retreat can only refund 20 percent of the registration fee. Refund check will be sent after the end of the retreat.

3) Room Assignment:

Private motel room and one-night lodging at the camp will not be honored. One-night lodgers must register for motel rooms. Please make request for a crib in the registration form as needed. Due to limited availability, cribs will be assigned to the younger children first.

Room assignment is based on a first-come-first-served basis and in the following priority:

1. Speakers, pastors, and retreat coworkers;
2. Two-night lodgers have priority over one-night lodgers;
3. Family of three or more people sharing a motel room have priority over two persons sharing a motel room;

Downstairs motel reservations will be assigned in the following priority:

1. The handicapped or the elderly (please indicate this condition in the "Note your other need" box on the registration form); and
2. Families with young children.

4) Things to Bring

All participants should bring a Bible, notebook, pen, flashlight, light jacket, and umbrella. All occupants in motel and camps need to bring toiletry and slippers. Camp occupants must bring bath towels, a pillow case, bed sheets, and a blanket or sleeping bag.

Parents of toddlers and babies aged 3 and under should prepare a baby bag filled with baby bottles, food, drink, diapers, and a change of clothes to provide for the baby needs. Parents should hand the bag to the babysitters or teachers for them to provide for the baby needs as necessary.

5) Important Notice

No smoking, drinking, nor conduct of any activity which is inconsistent with the teachings of the Bible on Lake Yale Baptist Conference Center property is allowed.

6) Contact information

Here is the contact information of the church :

Orlando Chinese Evangelical Christian Church
c/o 2020 Summer Retreat
2610 S US Hwy 17 92, Casselberry, FL 32707

servants@ocecc.org

267-949-6823 Pastor Jinan Zhang

407-416-7681 Brother Yong Gao