

# Welcome to the Congregational Summer Assembly 2021

*For additional information see the Assembly News or ask at the CSA Office (Phone 231-352-4751).*

**Office Hours:** Monday through Friday from 9:00 AM to 4:00 PM, and Saturday from 9:00 AM to 12:30 PM.

**Registration:** During the season, all persons residing on the Assembly grounds and in the Wildewood and Golf Lane areas are required to register at the Office and purchase Assembly Tickets for the entire time they are in residence. This includes renters, house guests, and live-in childcare or domestic help. This also applies to Associate Members and their house guests and eligible Assembly Ticket holders.

**Rentals:** Cottage owners must inform renters of their responsibilities to purchase Assembly Tickets and must ensure that fees are paid. Cottage owners must submit to the Office an “Owner’s Renter Assembly Ticket” form. If no form is on file for that renter, the renter will not be able to register.

**Guests:** “Houseguest” is defined as anyone visiting your household 1 or 2 days and staying overnight. Only a CSA, Wildewood, Golf Lane Lot Owner or an Associate Member may register houseguests. If you qualify, anyone staying at your cottage for 3 or more days should be registered and pay appropriate fees. Domestic helpers such as live-in babysitters are not considered guests and should be registered as part of your household. “Casual guests” (i.e., not staying overnight at your cottage) may use Assembly beaches while accompanied by you and no more than 2 days in a given month.

**Emergency and Security:** Call 911 for all emergencies. Know your location. Your cottage house number should be posted in view of the road. Paul Oliver Hospital on Park Ave. in Frankfort (231-352-2200) provides emergency medical care. There is a phone on the porch of the Assembly Building for outgoing calls. On the exterior west wall of the Assembly Building, on the Meeting House porch, and inside the Crystal Lake lifeguard stand there are automatic external defibrillators (AED) with built-in instructions to guide you in their usage. The Managing Director, Ken Cox, may be reached at the office (231-352-4751) and in emergencies at his home (231-352-9701) or cell (720-219-4344).

**Fire Hazards:** It is requested that a fire safety sheet (bright orange), available in the Office, be posted in each cottage.

**U.S. Mail/CSA Post Office:** The CSA offers a postal service for the convenience of summer guests from Mon., June 21 to Fri., August 20. U.S. Mail that you wish to receive at CSA should be addressed to you at 2128 Pilgrim Highway, Frankfort, MI 49635. You may pick up your mail during office hours and for \$2.00 a season you may rent a CSA mailbox. Visit the Frankfort Post Office for complete postal services.

**Amazon, UPS, FedEx Package Deliveries:** Over the past decade the number of items being delivered by services like Amazon, UPS and FedEx has increased significantly. These packages can be difficult to manage in the CSA Office and for the delivery services accessing this location. ***Please discontinue using 2128 Pilgrim Hwy. as an address for package deliveries.*** Helpful information regarding this change is available at the CSA Office.

**Announcements:** Check the White Board in front of the Assembly Building for activities, volunteer opportunities, and informational updates. Announcements during Sunday services and in the church bulletin are also good sources of information. Service information, such as local business cards, advertisements, and Benzie area events are posted in the Assembly Lobby. If you have an announcement, check with the Office staff for the best way to communicate it. If you would like to receive emails from the CSA, you can subscribe by sending an email to [congregationalsummerassembly@gmail.com](mailto:congregationalsummerassembly@gmail.com)

**Trash Pick-up and Recycling:** Republic Services is the local company to pick up garbage. Cottage owners may arrange for “can” pickup. However, most prefer to use prepay colored trash bags, for sale at the Assembly Office and at area grocery stores for \$3.50 per bag. Pick-up days on CSA roads, as well as on M-22 and South Shore, are Tuesdays and Fridays. Your bagged trash should be put near the road in the early morning and because of animal nuisances do not put bags out prior to the day of pick-up. Residents are responsible for their own clean-up should accidents/animal problems occur. Questions about services should be directed to Republic Services at 1-800-968-4143. You may take recycling and garlic mustard to designated dumpsters located in Frankfort.

**Pets:** *Pets are NOT allowed on Crystal Beach at any time during or outside of the season.* In all other areas, pets must be on a leash. Please use common courtesy in terms of pet noise and waste disposal.

**Cars and Traffic:** Remember that speed limits are posted at 10 and 15 miles per hour on grounds and not much higher on South Shore. **Pedestrians have right of way. Please exercise extra caution along M-22 and its crosswalk by the Assembly Building.** Parking is limited and residents are urged to walk/bike to nearby destinations.

**Beach and Boats:** Only those who purchase an Assembly Ticket and display a current car sticker may be on or parked at the beaches. (\*see exceptions described under “Guests”.) Remember that lifeguards are only on duty when the Red Cross flag is flying. Register your watercraft with the office and display your stickers in a prominent position on the boat. Check with either office or waterfront staff regarding proper storage of boats.

**Quiet Hours, Alcohol and Fireworks:** **No alcohol and no fireworks are allowed on CSA Common Property.** This includes both the Crystal and Michigan beaches. Quiet hours are from 11 PM to 8 AM. Residents who are bothered by persons engaged in any prohibited activities are urged to contact the authorities (see “Emergency and Security” above).

**Youth:** With a full schedule of sports, Arts & Crafts classes, swimming lessons, and an abundance of other activities, we urge kids to sign up and enjoy all there is to do. Parents of our youth are encouraged to volunteer as drivers and chaperones. Activities for Middle School and High School students are posted on the Youth Board.

**Education Fund and Scholarship Awards:** Applications for CSA Sponsored educational scholarships are available in the Office and the CSA website ([summerassembly.org](http://summerassembly.org)). The application deadline each year is June 1.

Those wishing to contribute to the scholarship fund may do so by picking up information located in the Assembly Lobby or by mailing contributions in care of, Beth French, PO Box 1776, Frankfort, MI 49635.

**Religious Services, Instruction and Education:** We welcome persons of all denominations to worship together at the Meeting House on Sundays at 11 am, June 20 to August 22. Guest ministers lead each church service. See purple handout sheet for details on Gibson Series Lectures, Sunday Evening Discussions and Adult Bible Studies.

**Archives:** Beginning July 7, the CSA Archives at Pilgrim Place are open every Wednesday from 10 AM-12 noon, or by appointment with the Archivist.

**Volunteerism:** *Our community welcomes your volunteerism. It is the secret of our success!* If you are interested in lending a hand, we are happy to share with you the various opportunities available. Areas include Sunday services, Women’s Association projects, committee work, office tasks, youth activities, buildings and grounds maintenance, etc.

## CSA STAFF 2021

### **Managing Director**

Ken Cox

### **Office**

Elaine Walton, Office Manager  
Barbara Patterson, Front Office Supervisor  
Sam Buzzell  
Fiona McCaulley  
Nora Pasche  
Emma Wise

### **Communications/Archives Intern**

Loren Weiss

### **Music**

Ken Cox, Director  
T.J. Lymenstull, Church Pianist

### **Maintenance**

Tom Mauer, Manager  
Andrew Black  
Solomon Schaffer

### **Forest Restoration Intern**

Evan Hammon

### **Youth Activities**

Heather Lotzar, Manager  
Fitz Lodes  
Charlie Ratner

### **Children's Arts & Crafts**

Cindy Cox, Manager

### **Tennis**

Charlie Ratner, Manager  
Luke Appleford  
Noah Bunain  
Charlie Kirkwood  
Jordan Maxton

### **Recreation**

Fitz Lodes  
Charlie Ratner

### **Waterfront**

Leslie Ritter, Manager  
Pearl Cooper, Head Guard  
Alexa Allred  
Marian Cooper  
Alissa Cunningham  
Livia Hughson  
Sarah Nieman  
Charles Reisner

### **Crystal View**

Susan Kraft, Co-Manager  
Fred Kraft, Co-Manager  
Marian Cooper  
Dylan Cundiff