



Volunteer Staff Program Information - CPC 2019  
Caribe Royale, Orlando, FL  
January 15-17, 2019

Thank you so much for your interest in serving along side of the INCM staff team! Our goal for the Children's Pastors' Conference is to equip, encourage, inspire, motivate, and care for thousands of children's ministry leaders. Our volunteer staff becomes an extension of the INCM staff, working hard and serving our attendees throughout the conference. In addition this program provides a more economical way for ministry leaders to participate in the conference. You will connect with others in meaningful ways, hear from God and feel His presence, and leave with the satisfaction that you served as God's hands and feet. You will work hard, laugh a lot, meet new best friends, get tired, and it will be the best week of your year! As you read through this info, please contact [volunteer.coordinator@incm.org](mailto:volunteer.coordinator@incm.org) if you have any questions.

**Serving Benefits:** An event of this magnitude would not be possible without the dedication and service of the volunteer staff members. We want to honor your service by offering some benefits to express our gratitude. Benefits include:

- Hotel nights covered for each night of your volunteer schedule (note: incidentals not covered)
- Two volunteer shirts to wear during the conference- and you can keep them! :o)
- Meals provided during volunteer shifts
- A digital *Experience Kit* (enables you to take portions of the conference home with you)
- A one-time 25% discount at the CPC store of a purchase of \$25 or more
- Attendance of as many General Sessions as possible, depending on your area of service
- Discounted \$99 flat rate conference registration price (a \$230 savings)
- Life long friendships! Meet hundreds of leaders sharing your same passion.

**Costs:** INCM strives to be the best stewards of the resources we have. While we wish we could pay for everything for all volunteers, unfortunately we can't. Here is what we do not cover:

- Your flight or transportation costs to Orlando/Hotel
- Conference Registration (\$99)
- Dinner on Wednesday night

## **GENERAL VOLUNTEER INFO**

**Conference Registration:** All volunteers are required to register for CPC19 under the volunteer rate of \$99 per person. The discount code & instructions will be in the benefit information of your agreement.

**Dress Code:** Volunteer staff need to be quickly and easily identifiable to each other and attendees. We provide volunteer t-shirts for you to wear during the conference. Business casual slacks, capris, skirts, knee-length shorts, or nice jeans (denim should be free from holes, frays, or extreme fade) are acceptable bottoms. Be sure to wear comfortable shoes!

**Training:** We want you to be as prepared as possible and we'll make sure you have what you need! All volunteer staff members will receive training from their Lead Team Member.

**Teambuilding & Fellowship:** Volunteers will report for duty on Monday, January 14, 2019 by 2pm in the afternoon. After checking in with the Volunteer Coordinator, you will get to know your specific team members during training and set up. Throughout the week there will be times to connect with others serving on different teams.

We have also created a private INCM Volunteer Facebook page to help us stay connected throughout the year. Once your application is accepted, you'll be invited to participate in this group.

**Meals:** All meals will be provided during the conference with the **exception of Wednesday night dinner**. Meals will sometimes be 'grab-n-go' style as teams will need to rotate meal schedules. We will do our best to provide for all dietary allergies and restrictions.

**Lodging:** INCM will arrange for your lodging and assign you a roommate in a non-smoking, double-occupancy standard suite. If you would prefer to stay with your church team, your family, or alone, you will be required to make your own hotel reservations within the Official CPC Room Block and provide a confirmation # to INCM before the appropriate deadline. In this instance, you will pay the full cost of your room less a difference of \$70 a night which INCM will cover for you as a volunteer. All volunteers will receive room/roommate assignments no later than 14 days prior to the start of the event.

## **BASIC VOLUNTEER POSITION DESCRIPTIONS**

There are many different volunteer roles available; roles suited for every age (18+ up), physical ability, gifts & talents. We assign positions based on the answers on your application, so be real about who you are and what you love. There are no wrong answers! While flexibility is always needed, we want you to serve in a place you are gifted in and will enjoy! Each year we have more volunteers than we have positions so the sooner we receive your application, the better! A phone interview may be requested, especially if this is your first time serving with INCM.

Basic volunteer descriptions are available below. Upon assignment, you will receive a detailed description for review before signing an agreement. Please be sure to list any physical limitations and special gifts & talents on the application.

### **AV/Tech Team Members**

- **Responsibilities** - Setup & teardown, calibrate, record, troubleshoot, monitor and maintain audio and video equipment. Distribute and move equipment between rooms. Record sessions and turn in the SD cards to be edited.
- **Physical Requirements** - Must be physically able to move or lift heavy equipment and be able to stand and/or walk for long periods of time.
- **Experience** - A basic knowledge of computers, microphones, screens & projectors, and A/V equipment.

### **Registration Team Members**

- **Responsibilities** - Unpack and set-up for conference check-in. Greet and check-in attendees. Assist attendees with retrieving their name tags, lanyards, handbooks, buttons, and t-shirts. Guest Services includes answering questions, lost & found, and customer service.
- **Physical Requirements** - Some lifting, standing, sitting, and walking.
- **Experience** - A welcoming smile and hospitable personality is a must! Knowledge of, or willingness to learn ipads for electronic check-in is important.

### **Hosts (Breakout, Coaching, Networking, Volunteer Counter & Resource Center)**

- **Responsibilities** - Welcome and check-in those in your care- attendees, presenters, resource providers or coaches. Distribute needed materials, communicate with A/V team, assist people as needed. Answer questions, give directions & love people.
- **Physical Requirements** - Varying degrees of standing, sitting, and walking. Some light lifting.
- **Experience** - A welcoming smile and hospitable personality is needed.

### **Meals Team & Assistants**

- **Responsibilities** - Assist the Meals Coordinator with shopping, preparation of meals & coffee, maintaining cleanliness of the Hospitality Suite, refreshing supplies, pick up or meet food deliveries. Greet and love those who come to eat!
- **Physical Requirements** - Some lifting, standing, sitting, and walking.
- **Experience** - A welcoming smile and hospitable personality would be a gift- especially during the early morning & late evening hours.

### **Store & Media Sales Team Members**

- **Responsibilities** - Assist attendees with purchases of both Store Merchandise and Digital Downloads. Set up and tear down of the CPC Store. Assist attendees with purchases. Process credit cards and make change on cash sales.
- **Physical Requirements** - May need to move merchandise supplies. Some standing, sitting, and walking.
- **Experience** - Knowledge of ipads & Shopify, and cash handling are helpful.

### **General Sessions Team**

- **Responsibilities** - Prepare ballroom for each general session and monitor the doors as attendees enter for general sessions. Assist with prayer experience and other tasks as needed before, during and after General Sessions.
- **Physical Requirements** - Some lifting, standing, sitting, and walking.
- **Experience** - Be welcoming and hospitable. Energy & enthusiasm to greet a crowd.

Thank you again for your interest in volunteering at The Children's Pastors Conference. If you have any questions, please contact [volunteer.coordinator@incm.org](mailto:volunteer.coordinator@incm.org).  
We are praying for those God will bring together for CPC19 and we hope you will be a part of that team!