



ELIM LEADERS SUMMIT 2018

**VOLUNTEERS PACK**

## Volunteering at Elim Leaders' Summit 2018



Elim Leaders' Summit 2018 takes place at Harrogate International Centre from 15<sup>th</sup> – 17<sup>th</sup> May 2018. It's a great venue and offers a whole host of opportunities for volunteers. We intend to create an excellent, professional event whilst still keeping that family feel that is unique to Elim. Join us as a volunteer and you will play a vital role in creating an unforgettable VIP experience for all our delegates and be part of a great team who get to experience the Elim Leaders' Summit by serving.

As a thank you, we'll make sure you receive:

- B&B accommodation at a youth hostel or equivalent
- 2 meals a day at Harrogate International Centre
- Free entry to Elim Leaders' Summit 2018

### Roles

- |                                  |                          |
|----------------------------------|--------------------------|
| • Welcome & Registration Team    | • Audio Editor           |
| • Hospitality Team               | • Stage Assistant        |
| • Venue Coordinator & Assistants | • Social Media Assistant |

Find out about each team, what's involved and where there's a space for you!

### Who can apply?

We welcome all sorts of people on to our teams, young and old! You just need to be:

- At least 18 years of age on 30 April 2018 – there is no upper age limit as long as you have stamina!

- Committed to spending the time serving wherever required and willing to undertake tasks you didn't specifically sign up for
- Prepared to be the first to arrive and the last to leave
- Available from the Monday 14<sup>th</sup> until Thursday 17<sup>th</sup> May 2018
- Eligible to serve in the UK

### **How to apply**

Complete the application form and return it by e-mail to [corrie.donaldson@elimhq.net](mailto:corrie.donaldson@elimhq.net) in the Elim Leaders' Summit 2018 office by **Friday 23<sup>rd</sup> February 2018**.

### **What's next?**

We'll have a look at your form and see if we can place you in a team. We'll aim to let you know by 31<sup>st</sup> March 2018 at the latest.





## Job Roles:



### Welcome & Registration Team Coordinator:

The welcome & registration team coordinator will be responsible for leading a team in providing a great welcome experience for our delegates and continuing to serve them throughout the event. You will need to be able to manage people, plan workloads and to delegate well. You'll also need to be flexible, able to stay calm under pressure, to keep smiling even when you are tired and be prepared to meet needs as they arise. The welcome & registration team coordinator will work closely with the venue assistants' coordinator.

### Welcome & Registration Team x 12:

Being part of the welcome and registration team will be a varied role ranging from greeting people on the main doors and booking people in to distributing packs, removing leaflets left in the various rooms after meetings, and helping guests with queries throughout the week. As you will play a key role in setting the atmosphere for the event, we will be looking for warm, friendly people for this role – you'll need to be able to



keep a smile on your face even in difficult situations or when confronted with difficult people.

### Hospitality Coordinator x 1:

The Hospitality Coordinator will be responsible for leading the hospitality team in serving our guest speakers and Elim's National Leadership Team (NLT). They will ensure that the team is effective in its role and will need to be able to communicate with guest speakers and those on Elim's NLT without being overawed while demonstrating a respect and honour

for the work that God is doing through them. The coordinator will also be responsible for ensuring the volunteer space is kept clean and tidy throughout the day.

### **Hospitality x 1:**

Being on the hospitality team will involve serving our guest speakers, Elim's National Leadership Team and volunteers. You'll be responsible for escorting guest speakers to the event, running the hospitality lounge and creating a culture of honour and value for our guests. You will also be involved in ensuring that our volunteer space is kept clean and tidy throughout the day.

### **Venue Assistants Coordinator x 1:**

You will lead the venue assistant team in serving our speakers and delegates. You will need to be able to manage people, plan workloads and to delegate well. You'll also need to be flexible, able to stay calm under pressure and be prepared to meet needs as they arise. The Venue Assistants Coordinator will work closely with the Welcome & Registration Team Coordinator.



### **Venue Assistants x 14:**

Assist speakers to set up and make sure they have all they need. You may be required to act as a 'runner,' collecting information such as presentations from guest speakers etc. May require a basic technical competency but help would be at the other end of a radio if there were any major complications. You will also help each day to set up the venue for our Business Sessions as well as welcoming people and stewarding in the main venue.

This role will require a large degree of flexibility as you may be called on to help with a variety of additional tasks to ensure venues run smoothly.

**Stage Assistant x 1:**

Assist the Stage Manager with the running of the main auditorium stage. You'll perform duties such as carrying the lectern onto the stage, see speakers have the correct microphone, ensuring speakers for the main stage are in place to go on at the right time etc. You may also be required to help in other venues on occasions.

**Social Media Assistant x 1:**

Assist with promoting the event throughout the three days. You must be experienced with Twitter and Instagram, having a good knowledge of social media protocol and best practices.

**Audio Editor x2:**

Assist in handling post-production audio tasks during the 3 day summit. Includes editing and formatting audio recordings from meetings and seminars, and uploading them onto the Elim website and app. This role may require some basic skills in digitally editing and formatting media.

If you have any questions please contact us at [els@elimhq.net](mailto:els@elimhq.net).



## Volunteer Application Form 2018

### Section 1 Personal Details

Full Name:

Address:

Postcode:

Preferred Tel No:  Email:

Three words you would use to describe yourself:

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Section 2 Volunteering

Please state in order of preference what areas you are volunteering for and whether you have experience in these areas.

Role	Experience	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I am applying to be a team leader	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please tick which size t-shirt you would require if you were to be accepted as a volunteer:

Extra small  
Small  
Medium  
Large

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

X large  
XX large  
XXX large

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

### Section 3 References

Please give the names and contact details of your Senior Minister and one other person who has known you for at least two years who we will approach for a reference. If you are related to the Minister, please give another church leader's details.

Minister's name:

Address:

  

Postcode

Telephone number:

Relationship:

Second referee's name:

Address:

  

Postcode

Telephone number:

Relationship:

I confirm that:

The information submitted is correct and complete

Signed

Date



For volunteer inquiries, please contact:

Corrie Donaldson

Tel: 01684 588914

E-mail: [corrie.donaldson@elimhq.net](mailto:corrie.donaldson@elimhq.net)

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Elim Foursquare Gospel Alliance

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