



INCM Volunteer Program CPC Information

June 2020

Thank you for your interest in the INCM Volunteer Program. Please read the following information thoroughly before filling out an application. If you have further questions, please contact volunteer.coordinator@incm.org

The Volunteer Application for CPC21 will be open June 1 - August 15, 2020. As you know, things change in ministry. Applications received after August 15 will be considered for our standby list. As positions are changed/added, or people's commitments change, additional people may be needed and INCM will reach out to those on our waiting list to fill those spots.

This year, due to travel restrictions and delays in documentation processes, international applicants will not be able to serve with the team. We look forward to working alongside you next CPC!

Website References:

INCM.org

childrenspastorsconference.com

[Caribe Royale Convention Center - Orlando](#)

*If anyone serves, they should do so with the strength God provides, so that in all things God may be praised through Jesus Christ. To him be the glory and the power for ever and ever.
Amen. (1 Peter 4:11)*

Why does INCM Partner with Volunteers?

Philosophy of Volunteer Involvement

The mission of INCM is achieved through active participation of the children's ministry community. We value the involvement of volunteers, contributing their unique talents, skills and knowledge of the community to the event. Volunteers are an integral part of the ministry. Without them, INCM would be unable to offer affordable events with outstanding quality programming.

Value of Volunteer Impact

Volunteers generate enthusiasm and interest and help create a positive image of the organization to the community. They also extend and augment the work of paid staff so staff members can focus on individual churches, ministries, providers or people and thus bring new insights, energy, and time to the work.

The individual volunteer benefits by having the opportunity to pursue an interest and consequently gain new information, develop new skills, or enhance existing knowledge. Volunteers form leadership and social skills as they interact with paid staff, attendees, speakers, providers and other volunteers. They develop personal pride and satisfaction as they help. Greater enthusiasm and rapport develops when volunteers share their enthusiasm for the work they are doing and the organization they are affiliated with, often encouraging others to become involved. Volunteer involvement strengthens community and promotes change.

What do Volunteers do?

Staff vs. Volunteer

The INCM Staff and Volunteers come together at INCM to work toward achieving the mission, goals and objectives of the Children's Pastors Conference (CPC). Both contribute in significant ways and volunteers complement the work done by paid staff. We value the experience and insights of volunteers and encourage feedback about the event, processes and programs. Volunteers receive a job description from the volunteer coordinator once accepted.

Competencies

An individual must be proficient and have a clear understanding in each of the competencies listed below to successfully perform the responsibilities of an INCM Volunteer.

Service

- Shows care and concern to all a volunteer is asked to serve
- Asks questions in order to understand the need
- Uses policies and information in order to exceed expectations
- Finds and uses the right resources (people, equipment, tools) at the right time in order to resolve a request

Judgment

- Recognizes what might be a problem and informs those who can correct it
- Makes effective choices; uses the procedures and policies set by INCM to make a good choice
- Evaluates each situation individually, makes decisions and involves others when needed

Planning and Improvement

- Accepts responsibility and meets expectations for own work
- Identifies steps needed to carry out work as required

Execution and Results

- Makes sure work is prioritized and done correctly
- Makes a consistent effort to get the best results
- Works within the timeframe outlined
- Takes action to solve problems so work can be completed in a timely manner

Ethics and Compliance

- Shows integrity and ethical behavior in all situations
- Performs to ethical standards
- Follows INCM's policies and procedures

- Reports any issues promptly

INCM Overview

INCM Mission

INCM exists to connect children's ministry leaders to training, resources, and community.

INCM Statement of Faith

International Network of Children's Ministry subscribes to the following Statement of Faith formulated by the National Association of Evangelicals:

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

INCM Vision

Shape the future of the Church by connecting all who champion the discipleship of children.

INCM Values

- Biblically Focused
- Courageous in Mission
- Passionate in Service
- Collaborative in Strategy
- Integrity in Operation
- Champion the Community

Representing INCM

As a volunteer at an INCM event, you become an INCM teammate and are expected to conduct yourself in such a manner that represents the mission, vision, and values as stated above. Over fifty different denominations can be represented at our conferences. Please respect this diversity and refrain from any comment or action that could possibly offend a denominational directive.

What to Expect

Photo & Bio

INCM asks that each volunteer provide a headshot or selfie with a brief bio, 50 words or less, when filling out the application. INCM will use this information internally for information and prayer.

Volunteer Experience vs. Conference Attendee

As a Volunteer at CPC you are a huge part of what makes it possible for attendees to experience all the wonderful things CPC has to offer. Your experience will be different than theirs. You will enjoy the same amazing worship and will be able to visit the resource center, and some general sessions. INCM wants you to have a wonderful experience of community and networking with other like-minded leaders on a deeper level. We hope you return home feeling recharged spiritually from the life changing messages and helpful resources you received.

Yes, we are asking you to work. You may experience long, tiring days, especially Monday and Tuesday. Please note volunteers arrive in the morning or early afternoon on Monday and hit the ground running. You may feel overwhelmed with all kinds of thoughts and feelings as God moves throughout the week. It may be hard to process and work a long day at the same time. **Full time volunteers will not be able to attend any of the Breakout sessions during the conference**, but the great news is that INCM provides you with a complimentary digital copy of the conference Experience Kit!

The conference attendee only has time to attend a maximum of (7) breakout sessions. Full time volunteers have the benefit of receiving around 140 breakouts PLUS some of the general session keynote speakers as well. This is where the benefit comes in for you and your teams back home.

As you can see, the volunteer experience is different from that of a regular attendee, but year after year our volunteers anticipate returning and bringing a friend to do it with them because it is such an impactful experience. Here are a few of their testimonies:

“CPC is the highlight of my ministry year. I’ve been to 6 and every year I’d leave so refreshed and excited having met new friends and learned so much...Through serving others, God showed up for me too. I felt my cup was filled and my soul-refreshed, just as it always is at CPC, but in a completely different way because of all that I have been able to experience as a volunteer and because I was able to be a small part of helping other leaders make the most of their CPC experience. Volunteering at CPC was amazing and I can’t wait to serve again this year!”

Melissa Torres

“Volunteering at CPC is a real honor! It is very inspiring to interact with the other volunteers and staff. It is also very satisfying to serve the attendees. I plan to continue serving as long as I can. It really is one of my highlights of the year.”

Marlin Fuller

“I LOVE meeting people from all across the country that are doing what I do on a weekly basis. I have gotten so many ideas about ministry and have met lifelong friends through this event. I just LOVE this group!”

Tracey Mayo

“Volunteering at CPC is the best of both worlds!!! Serving and learning. A wonderful experience for networking...it is like a great family reunion.”

Ana Zugheri

Benefits

As we all know, in this pandemic/post-pandemic season, the world is very different than just a year ago. As with many churches, INCM is a non-profit organization and relies heavily on the funds from CPC to sustain operations throughout the year. The Executive Director and the entire INCM team have always done their best to provide the most generous benefits possible while being the best stewards of the money received from the children’s ministry community.

Things will look a little different this year than in years past. To be able to provide the best experience for the community, as well as incorporate safe, healthy and protective measures for all attendees, volunteers, partners and service providers on the property, funds had to be reallocated and reprioritized.

INCM could not have this conference without the generosity of our volunteers. We are so thankful that you are considering giving of your time and talent to partner with us to serve the attendees of the conference. As we mentioned, part of serving as a volunteer means that there are aspects of the conference that you will be unable to participate in, but to show our appreciation and gratitude for your service, we have put together a few benefits for you.

***note: LEAD volunteers will receive a separate benefit explanation package as INCM covers additional expenses for you*

INCM is pleased to be able to provide:

- **Meals** - While INCM is not able to provide all meals this year, we would like to offset the cost of meals by providing:
 - Grab-n-go breakfast in the hospitality villa Tuesday, Wednesday and Thursday
 - Lunch at the food trucks Tuesday, Wednesday and Thursday
 - Dinner on Monday and Tuesday only*
- **VIP Treatment** - During meal times at the food trucks, attendees are asked to allow volunteers to step to the front of the line and place their orders asap. This will help to cut down on time standing in line and allow for time to eat and take a break.
- **Digital Resources** - INCM encourages volunteers to attend as many of the general sessions as possible while on site depending on their assignment and work schedule. Full Time Volunteers are NOT able to attend Breakout or Coaching Sessions. We need our volunteers working during those times. That is why a digital Experience Kit (digital downloads of general sessions and breakouts) will be sent to all volunteers who complete the program in good standing. INCM works to deliver the Experience Kit within 6 weeks of the event end date.
- **T-Shirts** - Depending on the length of your service, you will receive 1-2 volunteer conference T-Shirts for you to keep and wear as your uniform while serving.
- **Training** - Leading into CPC your Lead Volunteer will be providing training information to you that contains general conference information as well as position-specific details. Once on-site, there will be an opportunity for hands-on training and a chance for you to meet your team-mates and ask questions. INCM is also working to schedule a time for the entire volunteer team and INCM staff to get together for training and a time of fellowship.
- **Volunteer-Only Access to the Resource Center** - Knowing volunteers are busy, INCM has scheduled an hour before the resource center doors open to the attendees where only volunteers are allowed to visit with providers and shop the booths and INCM store! This will allow the most volunteers uninterrupted access to providers and the store volunteers with hand-on practice making sales.
- **Discounted Conference Registration** - Once you have returned your signed agreement, you will receive a discount code to register for CPC for only \$99 (a \$280 savings)! This is the final step to be considered officially accepted onto the volunteer team. INCM requires registration for all volunteers to help offset the digital experience kit and registration helps INCM understand the volunteer's level of commitment to the event and their recognition of the benefits they receive.
- **Housing** - While INCM would love to cover all housing, it is just not financially possible. Partial hotel costs are included as part of our way of saying thank you for your volunteer service. (note: incidentals not covered). Based on your answer on the application, INCM may arrange your lodging and assign you a roommate, or you may need to make your own reservation within the official Event Room Block. INCM pays the hotel directly, and not the volunteer. This year, INCM is offering to offset the cost of a shared room for (2) nights at \$75/night for a total discount of \$150 for the week for each volunteer who qualifies. If a volunteer receives hotel benefits but is making their own reservation, INCM will coordinate with the hotel to reduce your final bill before you check out. INCM reserves non-smoking, double-occupancy rooms (2-Queen bed suites) only. Volunteers will receive room/roommate assignments no later than 14 days prior to the start of the event.
- **Travel** - Volunteers are responsible for their own airfare & arrangements to and from the conference, as well as ground transportation. Please note you must arrive by early afternoon on Monday. Please do not make any purchases or travel arrangements until INCM requests you to do so. INCM will not reimburse any volunteer for expenses incurred if the event is cancelled.
- **Life long friendships!** Meet hundreds of leaders sharing your same passion.

**those volunteers who are assigned a specific role that is working through or around dinner on Thursday night will be provided a meal*

Volunteer Roles

There are many different volunteer roles available; suited for every age (18+ up), physical abilities, gifts & talents. In the application we ask for your input on your gift and talents, as well as your preference for placement. Your preference is very important to us and taken into consideration during placement, but ultimately you will be placed in a position that the INCM Staff deems is most beneficial to the volunteer program and in turn, the entire conference, at the time of placement.

It's really important that you let your Volunteer Coordinator know if you are planning to or have already applied to be a Breakout Speaker or Coach at CPC21, so that she can place you accordingly on the volunteer team. There are several jobs that aren't conducive to being a Breakout Speaker or Coach, so it's important that the Volunteer Coordinator is aware when making job assignments. You cannot be assigned to the Resource Center or Store if you are a Breakout Speaker or Coach. You cannot be a Coach Host if you are a Coach. You will likely not be placed on the Breakout Host team if you are a Breakout Speaker. If you are chosen to serve as Breakout Host or Coach, please let the Volunteer Coordinator know right away. **Depending on level of involvement in these other areas, a person who is a coach and/or breakout speaker may be offered a part time volunteer role, rather than a full time role.**

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 Session 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.

Resource Center Team

- **Responsibilities** - Help check in resource providers, locate their booths, and answer questions. Direct attendees to specific booths inside resource center. Monitor the resource center doors watching for name tags and lanyards.
- **Physical Requirements** - Some sitting. Quite a bit of standing and walking.
- **Experience** - Be welcoming and hospitable. Must be familiar with all aspects of the conference, schedule, and floor plans.

Thank you again for your interest in the Volunteer program. 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. Click [here](#).