



# CPC22 Volunteer Program Information

August 2021

Thank you for your interest in participating on the CPC22 Volunteer Team. Please review the information in this document thoroughly before completing an application as you are responsible to know and understand what you are agreeing to abide by while serving as a volunteer with INCM. Any questions can be directed to [volunteer.coordinator@incm.org](mailto:volunteer.coordinator@incm.org).

Unfortunately, because of circumstances beyond our control, International applications will not be accepted for CPC22. Our sincerest hope is to be able to work alongside you at a future INCM event! Thank you for understanding.

The application will open August 1st and "close" August 20th. Applications received after this date will be considered for the waiting list until the applications received on time are processed.

## Ministry Overview

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### INCM Mission

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

### 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

### INCM Statement of Faith

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

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- 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.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- 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.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

## The INCM Team

Executive Director	Michayla White
Operations Director	Tracy Baer
Media & Communications Director	Zac Wendland
Resource Manager	Yanet Coombes
Training Manager	Mahogany Finley
Community Development Manager	Joy Goodwin
Customer Care Specialist	Robyn Tidrick
Registration Specialist	Kelly Kaufmann
Marketing Specialist	Jason McVey
Operations Specialist	Latara Arthur
Store & Media Specialist	Rebeca Sharp
Volunteer Program Specialist	Nikki Palmer

## CPC Overview

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### Children's Pastors Conference Mission

Because children's ministry is the most futuristic and strategic ministry of the Church, leaders who serve kids and families should be connected to what they need: high-quality training, meaningful community, transformative resources, and biblical inspiration for their calling. This is why we created CPC.

## Why does INCM Partner with Volunteers?

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### Philosophy of Volunteer Involvement

The mission of INCM is achieved through the active participation of the children's ministry community. INCM values 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, 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 experience spiritual growth and personal satisfaction as they serve. Greater enthusiasm and rapport develop when volunteers share excitement for the work they are doing and the organization they are affiliated with, often encouraging others to become involved. Volunteer involvement strengthens the community and promotes change.

# What Volunteers do?

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## Representing INCM

As a volunteer at CPC, 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 forty different denominations can be represented at CPC. Please respect this diversity and refrain from any comment or action that could possibly offend a denominational directive.

## Staff vs. Volunteer

The INCM Staff and Volunteers come together at CPC to work toward achieving the mission, goals, and objectives of the event. Both contribute in significant ways and volunteers complement the work done by paid staff. INCM values the experience and insights of volunteers and encourages feedback about the event, processes, and programs. Volunteers receive a job description from the Volunteer Program Specialist once selected for the team.

## Competencies

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

### Service

- Shows care and concern anywhere 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
- Follows INCM's policies and procedures
- Reports any issues promptly

# What Volunteers Can Expect

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## The Work

There are many different roles available for a volunteer at CPC. Some are more physically demanding than others. Some require more sophisticated computer skills than others. There is a position that is just right for you on the team, guaranteed. Some of the roles include:

- AV or Tech Team Members
- Registration, Check-in and Guest Services
- Breakout Room Hosts, Coaching Hosts and Networking Gathering Hosts
- CPC Store and Media Sales
- General Session Ushers and Greeters
- Prayer Experience Setup and Teardown
- Resource Center Team and Resource Provider Support

More specific and detailed position descriptions are available. If you need more information to make your decision, please email us at [volunteer.coordinator@incm.org](mailto:volunteer.coordinator@incm.org) and we will be happy to provide you with the extended description.

Volunteers can expect long days but a lot of fun and learning along the way.

*Volunteers who opt to also participate at CPC as Breakout Speakers or Coaching may have limited options to serve on the Volunteer Team, but INCM will do our best to work with your schedule to accommodate both.*

## Benefits

As we all know, in this post-pandemic season, things are very different than a couple years ago. As with many churches, INCM is a non-profit organization that 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.

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***INCM wanted to communicate that we have not decreased the amount that we are investing in the volunteer program. In fact, it has increased. The realities of moving to a new property mean different contractual obligations to the venue for INCM. We had to reallocate the way money is distributed in the program. We had to shift money from the hotel budget to the meals budget. As fellow leaders of ministry, we know you understand the realities of stewarding the resources God has given in a post-2020 world, and we appreciate your understanding and support as we believe we can all emerge stronger together.***

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INCM could not have CPC without the generosity of our volunteers. We are so thankful that you are considering giving your time and talents to partner with us to serve the attendees of the conference. **Because you are serving on the team, there are parts of the conference you are unable to attend or 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 as INCM covers additional expenses for you.***

**INCM is pleased to be able to provide:**

- **Discounted Conference Registration:** Once you have returned your signed agreement, you will receive a discount code to register for CPC for only \$109 (a \$310 savings from the full ticket price)! INCM requires registration for all volunteers to help offset the cost of the volunteer program and it shows a level of commitment on the volunteer's behalf to the event and a recognition of the benefits received.
- **T-Shirts:** Each volunteer will receive 2 volunteer T-Shirts to keep and wear as your uniform while serving.

- **Training:** Leading into CPC your Lead Volunteer will provide training information 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 teammates and ask questions. INCM will also provide time for the entire volunteer team and INCM staff to get together for training and a time of fellowship.
- **Store Discount:** INCM provides each volunteer with a 1-time 25% discount on CPC Store purchases of \$25 or more.
- **Digital Resources:** INCM encourages volunteers to attend as many of the general sessions as possible, however, because of the nature of serving, most volunteers will miss parts of these sessions, and are NOT able to attend any breakout sessions. So that you don't miss out on this amazing content, INCM provides each qualifying volunteer with a Digital Experience Kit (digital downloads of general sessions and breakouts). INCM works to deliver the Experience Kit within 6 weeks of the event end date.
- **Meals:** INCM provides or covers most meals for the volunteers on the team. There are some meals you are still responsible for. Please review these carefully so you are prepared once on-site. Meals INCM will cover/arrange include:
  - Grab-n-Go breakfast items for Tuesday, Wednesday and Thursday
    - There will be a one-time distribution Monday evening for you to store in the fridge in your room.
  - Lunch on Tuesday, Wednesday, and Thursday in the Volunteer Meals Room in the Convention Center
  - Dinner on Monday night (location TBD)
  - Dinner Tuesday in the Volunteer Meals Room

Dinner on Wednesday and Thursday are on your own. Food distributed from the CPC Volunteer Suite must not be taken into the Convention Center except snacks that are carried in on your person. Lunches that are covered by INCM are catered in the Volunteer Meals Room and should be attended by all volunteers unless other arrangements are made in advance.

- **Housing:** While INCM would love to cover all housing, it is just not financially possible. Partial hotel costs are included for any volunteer who completes their service in good standing, as part of our way of saying thank you for your service. (note: incidentals not covered). Based on your answer on the application, INCM will arrange your lodging and assign you a roommate unless you indicate you will be making your own arrangements through the [CPC OFFICIAL ROOM BLOCK](#). INCM pays the hotel and not the volunteer. This year, INCM is able to cover \$150 total per volunteer to offset the cost of the hotel expenses for those who stay Monday, Tuesday, Wednesday, and Thursday. Volunteers will incur hotel expenses of their own. To receive these benefits, volunteers must fall under one of these statements:
  - Stay in the shared room assigned by INCM
  - Stay in their own room which they reserved, provide INCM with their reservation #, and book through the room block

INCM books Monday, Tuesday, Wednesday and Thursday nights standard for each volunteer we are booking rooms for. Additional nights can be added at your request and your expense, but requests need to be received by **November 1, 2021**. For more details or if you have questions, please email [volunteer.coordinator@incm.org](mailto:volunteer.coordinator@incm.org). *\*\*INCM cannot guarantee that your roommate (if assigned) will also extend their stay. For those additional nights, you would be responsible for the cost of the room.*

- **Travel:** Volunteers are responsible for their own airfare and arrangements to and from the conference, as well as ground transportation between the hotel and the airport. Please note you must arrive by early afternoon on Monday, January 10, 2022. 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 you do and travel restrictions change.
- **Life-long friendships!** Meet hundreds of leaders sharing your same passion.

*\*volunteers who are assigned specific roles working through meal times will be provided meals*

Website References:

[INCM.org](http://INCM.org)

[childrenspastorsconference.com](http://childrenspastorsconference.com)

[CPC Official Room Block Link](#)

[Disney's Coronado Springs Convention Center-Orlando](#)