Greetings to the Co-chairs of an Annual LWMS Convention

To God be the glory!

One of the most refreshing facets about an annual LWMS convention is that it is in a different place each year giving different people the opportunity to offer new ideas and use their unique talents. While hosting an annual convention may seem like an overwhelming task, you will be amazed by the people who volunteer and their wonderful ideas on how to carry out some of the details of a convention.

How will there be enough people to do all the things listed in the guidelines? Who will the committee chairs be? How can we organize this huge undertaking of feeding and housing 1000 people or more? Where will the ideas come from for all those banners and for publicity? Many people feel they don’t have the talents to help with such a large event, but when asked to do one small part, they are delighted to help. Use as many people as you can to create interest in the convention and to help at convention time.

As convention co-chairs, you will look at each other and realize that there is no way you can do all this on your own. The Lord has laid this before you as his work, and you will be his servants to carry it out. Pray! Encourage everyone involved in the convention to pray. Hosting a convention involves much hard work by many people. The Lord will bless all you do to his glory and you will put on a great convention!

LWMS has been blessed with an experienced, knowledgeable convention planner who you will find invaluable in your planning. She is the go-to person who can answer your questions and get solutions. She will take care of many of the logistical details, leaving you to focus on the creative aspects of the convention and the volunteer coordination.

We can truly marvel at how the Lord makes everything work. What a blessing it is for all of us to learn that we do have talents and that God uses them to further his kingdom!

This handbook follows the instructions found in the document “We Want to Host a Convention” sent to you previously. Be prepared for anything. Every small detail is important. Don’t assume anything. Check and double check everything prior to the beginning of the convention.

May the Lord’s blessing be upon you as you begin this task, and may he guide us all so that everything we do shares the love of our Savior and brings praise to him.

LWMS Board of Directors
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Outline of General Convention Responsibilities

The following people are involved with the planning of each convention. More details on their specific duties will follow in this handbook.

**LWMS Board of Directors**
The board of directors is responsible for facility selection, setting the convention agenda, securing convention speakers and workshop leaders, conducting the sessions on-site, and shaping the overall conduct of the convention. The board also gives final approval for any and all aspects of the convention as necessary.

**Convention Planner**
The key contact for all involved and the liaison between all entities is the convention planner. She is the go-to person for all questions and concerns. She is responsible for all facility contract negotiations. She will make arrangements for all your needs at the facility, so it is important that all details large and small be outlined to her.

**LWMS Central Office (CO)**
The staff provides a variety of services including receiving and processing convention registrations, printing name badges, printing and distributing workshop and meal tickets, and selling LWMS materials on-site.

**Convention Co-chairs**
Appointed by the host circuit, two women share the responsibility of appointing and overseeing the convention committees. They work closely with the convention planner and the board of directors president and president-elect during the entire process and are the main contacts for the circuit.

**Committee Chairs**
Appointed by the convention co-chairs, the following areas are traditionally covered by a chair: Courtesy, Decorations, Displays, Publicity, Registration, Tours and Transportation, and Worship. All committee chairs must register for the convention.

**Convention Treasurer**
Appointed by the convention co-chairs shall pay budgeted circuit expenses, keep and maintain accurate records of all money received and disbursed by the convention hosting circuit(s).

**Convention Volunteers**
Recruited from your circuit, the volunteers take on a variety of duties to assist the attendees in their convention experience. Volunteers are needed for the registration area, courtesy desk, nurses station, general session seating, ushering for the worship service, assisting during the business meeting, monitoring the workshop and display rooms, counting ballots, and serving as greeters and meal guides. All convention volunteers must register for the convention.
Board of Directors Responsibilities

General
Throughout the years the convention has been customized by the circuit, and those personal touches are always memorable. The LWMS Board of Directors allows as much creative license as possible to the local planners, but the final approval of all aspects of the convention must remain in the board’s hands to ensure continuity and to ensure that the convention reflects the organization’s mission statement. So as you plan, please be sure to inform the president, president-elect, and convention planner with the details to ensure that all the pieces of the convention puzzle fit together properly in the end.

Audiovisual
Final authorization of required audiovisual equipment and payment is the responsibility of the board of directors.

Ballot Counting
The president-elect will oversee the ballot counting process that is traditionally scheduled for the Wednesday of convention week. After receiving a list of ballot counters from the convention co-chairs, the president-elect will send instructions to each of them regarding the time and place for counting the ballots.

Binders
The board of directors is responsible for preparing and printing materials for the convention binders which are then shipped to the local circuit. A comprehensive list of information required for the binder is sent by the president to all necessary parties. This list also reflects who is responsible for providing the information and the corresponding deadlines.

Business Meeting
The board of directors is responsible for preparing and printing materials for the convention business meeting.

Committees
If deemed necessary, the board of directors may appoint special convention committees and instruct them in their responsibilities.

Convention Schedule
The president is responsible for finalizing the convention schedule. All items appearing on the schedule are to be submitted well in advance to her and are subject to her final approval. The president works with the convention planner to ensure the schedule fits with the meeting room logistics of the facility.

Displays
The board of directors will inform the Display Committee chair of the number of available tables for congregational mission displays. All groups wanting to display, but who are not specifically listed under the Display Committee responsibilities in this handbook, are required to submit an application to the board of directors who will review all applications and determine which additional groups can be accommodated based on their mission. More specific information is outlined under the Display Committee heading in this handbook.
Evaluations
The board of directors is responsible for preparing and printing the convention evaluation form which is included in the binder information.

Finances
The board of directors is responsible for financing all portions of the convention not outlined as being the responsibility of the convention committee. Anything not specifically listed in this handbook must be approved by the board of directors. This includes, but may not be limited to:

- Rental of the convention site and equipment, including audiovisual equipment and staging
- Speaker honorariums and expenses
- Collecting and disbursing funds for housing, meals, and registration fees
- Paying for convention name tags, supplies, printing, tote bags, and binders
- Paying for invited guests as approved by the board of directors
- Organ and piano rental
- Photographer and videographer

Flag Transportation
The board of directors arranges for the transportation of the mission flags to and from the convention site.

Message A Missionary
The board of directors will arrange for a quiet area and materials for attendees to write notes to missionaries.

Missionary Invitations
The vice president will compose convention invitations to all world missionaries and home missionaries in the Befriend A Mission program in the synod district of the hosting circuit. These invitations will be e-mailed to missionary in January by Central Office.

Music
The pastoral advisor working with the Worship Committee is responsible for obtaining permission to use all copyrighted music which will be published in the worship folder. Please note if permission cannot be obtained to use a specific selection, an alternate song must be selected.

Newsletter and Registration Form
The board of directors is responsible for preparing, printing, and mailing the convention newsletter and registration form. A comprehensive list of information required for the newsletter is sent out by the Communications Committee to all necessary parties. This list also reflects who is responsible for providing the information along with corresponding deadlines. The vice president contacts Forward in Christ and wels.net. Central Office posts the convention newsletter and registration form on the LWMS website in January.

Organ Contracting
After reviewing the proposal(s) for an organ submitted by the local committee, the board of directors will enter into any binding contracts for this service and subsequently be responsible for payment.
Photographer
An official convention photographer will be secured by the board of directors. Information, including a list of photographs needed, is found in the Guidelines section of this handbook.

Publicity Items
The board of directors has final approval on all posters, fliers, inserts, and other materials which will be distributed outside of the circuit(s).

Scriptwriting (General Sessions)
The president is responsible for writing the script for each assembly, as well as for serving as moderator or appointing a moderator for the sessions. Any announcement requests will be subject to her final approval.

Speakers
The board of directors makes the final decision on all speakers, devotion leaders, preachers, liturgists, mission speakers (home and world), and the convention reporter. The circuit may submit suggestions to the board of directors prior to their August meeting. The board of directors is also responsible for determining and paying speaker honorariums and expenses.

Synod-wide Publicity
The board of directors will ask to have the convention included on the synod bulletin board, website, and Forward in Christ. The board will use the LWMS website, Facebook, and any other means feasible to publicize the convention.

Theme and Logo
After the local circuit presents theme suggestions, the board of directors will adopt one theme, develop a coordinating logo, and work with the circuit to finalize the logo design for publication.

Tote Bag Contents
The board of directors sets the budget for the tote bags. The board of directors has final approval on all items to be placed in the convention tote bag. A list of all intended items can be submitted to the president as soon as it is compiled.

Worship
The pastoral advisors work closely with the Worship Committee chair on the logistics of the opening worship communion. They also assemble all necessary information for the worship folder including the opening service, convention devotions, and the Sunday morning service. The board of directors will extend invitations to the liturgist and preacher for the opening and closing services, although the convention co-chairs can make recommendations through the pastoral advisors. All music choices, both choral and instrumental, must be submitted to the board of directors in advance for approval and inclusion.
Convention Planner Responsibilities

General
The convention planner is the person responsible for pulling it all together. She coordinates the program aspects dictated by the board of directors along with the creative aspects initiated by the local committee. As your key contact, she is the go-to person for all questions and concerns. Working very closely with the president and the convention co-chairs, the convention planner outlines all the convention details in a staging guide so all the planners and the facility are aware of what is going to take place. It is important that everyone involved in the planning provide her with as many details as possible so she can fend off any potential conflicts with the convention center and between those working on the convention. During the convention she will be your right hand to assist you however possible, as well as to take care of all the behind-the-scenes logistics to help make the convention hosting experience enjoyable.

Airport Ground Transportation
The convention planner will work with the Tours and Transportation Committee as requested to help determine and/or negotiate any deals with local shuttle companies.

Audiovisual
The convention planner will contact the speakers to determine their audiovisual needs. She will also negotiate a contract with an audiovisual supplier and work with the technicians on ordering and placement of equipment, as well as supervise the technicians during the general sessions and workshops. If LCD projectors are requested for the workshops, she will work with the convention co-chairs to coordinate the necessary equipment and setup.

Banners
The convention planner will work with the facility to determine where and how to hang all indoor and outdoor banners, including any banners owned by LWMS and any decorative banners provided by the Decorations Committee.

Confirmation Letter Material
The convention planner will work with Central Office to provide travel, parking, and any other pertinent information for attendees to be mailed May 1.

Displays
The convention planner will assist the Display Committee in coordinating the needs of those with displays, providing the floor plan, helping arrange for electricity, and coordinating any security needs.

Facility Logistics
The convention planner communicates organizational needs to the facility and makes sure the organization complies with any facility rules to ensure a smooth running convention. It is important that all facility questions be directed to the planner, and that all planning details are outlined to her well in advance of the convention.

Floor Plans
The convention planner is responsible for developing floor plans for all general assemblies, the display room, workshops, and meals. She will provide these floor plans to the convention co-chairs to assist the committees in their planning.

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Menu Negotiations and Meal Guarantees
The convention planner will work with the facility’s food and beverage department or supplier to negotiate and finalize all menu details. She may discuss menu options with the convention co-chairs. She will also work with the Central Office to determine the number of attendees and convey that information to the facility’s caterer.

Piano and Tuning
The convention planner will work with the convention center to secure a suitable piano from the facility and arrange tuning. If a suitable piano is not available from the facility, she will discuss rental options with the Worship Committee chair.

Reserved Seating
The convention planner will create chair signs to reserve the necessary seats in the general assembly room and will be responsible for placing the reserved signs. Please provide any special seating requests to her as far in advance as possible. She will also be responsible for reserving any necessary tables for meal functions.

Room Reservations
Attendees will be directed to call the convention co-chairs or the Central Office with any questions or concerns. The convention planner should be alerted to any concerns regarding room reservations and she will provide direction for solving any problems that come up. Since many attendees call with similar questions, co-chairs should contact the convention planner and relay these questions in order to receive answers that may be useful to other callers. If a situation is complicated or specific to an attendee, the convention planner will work directly with the attendee to resolve the issue.

Signs
The convention planner is responsible for developing a list of the signs needed for the convention, which include general signage as well as signs needed by the board of directors and local committees. The convention planner will provide these signs.

Stage Setup
The convention planner is responsible for working with the board of directors, speakers, audiovisual company, and Decorations and Worship Committees to coordinate all the requirements of the stage and staging area including those of the choir and instrumentalists.

Tickets
The convention planner will provide master copies of tickets for workshops and meals to the Central Office.

Workshops
The convention planner will be responsible for ensuring that the workshop rooms are set up, the signs are up, and the speakers have all they need. If the local committee assigns people to introduce the speakers, the convention planner will write a short introduction for each speaker for this purpose.
Central Office (CO) Responsibilities

General
The Central Office staff is the backbone of the organization. Along with handling many of the day-to-day operations, CO is responsible for the entire convention registration process. During the convention CO handles on-site registrations, makes name badge changes, assists the board, convention planner and co-chairs, and sells LWMS Resource Catalog items.

Credentials Committee
CO serves as the Credentials Committee for the business meeting. The staff will verify that delegates and alternates meet the criteria for serving in that capacity as outlined in the Reporters Handbook and represent congregational members in good standing. The staff will provide numerical and alphabetical delegate and alternate lists to the parliamentarian prior to the start of the business meeting. The staff will distribute the voting paddles to the delegates.

Confirmation Letters
CO prepares and mails confirmation letters to convention registrants after May 1.

Evaluations
CO will collect and give the convention evaluations to the appropriate board member.

Name Tags and Holders
CO is responsible for printing the name tags for insertion in plastic holders. The holders themselves are collected and passed on from one convention to another. CO will provide additional holders as needed.

Promotional Mailing/Invitations
CO will work with the Publicity Committee chair to provide necessary information. CO will post bulletin inserts, posters, and other promotional items on the convention website and send a link to circuit presidents via the Google Group.

CO will E-mail invitations to home and world missionaries as directed from the board of directors in January.

Registration Mailing
In January CO will assist the board in mailing the convention registration newsletter to reporters, circuit officers, individual members, and anyone who has attended a convention in the previous three years.

Registration Processing
All registrations will be sent to CO and the staff will process the forms, sending out confirmation letters to attendees who register by the deadline. Central Office will send updates on the number of registrants to the convention co-chairs, president, president-elect, and convention planner periodically or as requested.
Registration Questions and Concerns
Please speak to CO staff if you are contacted with questions about the registration. They will provide an answer and will advise you if they will handle the situation directly or relay it to another party for response.

Tickets
Any tickets required for the banquet, workshops, or other events at the convention will be developed by the convention planner, and printed by CO. Tickets will be distributed to the attendees along with the individual name tags at the registration tables. The convention co-chairs will be alerted to the use of any tickets so courtesy women can be aware to collect them. The following procedures will be followed:

Workshop Tickets
- Attendees mark their workshop choices on the registration form sent to CO.
- CO enters the information in the database, noting the date the form is received.
- An attendee’s workshops may need to be changed due to space considerations. If so, she will be notified prior to the convention.
- After the workshop spaces are determined, tickets will be printed for each session.
- CO will distribute the appropriate tickets by including them in the name tag envelopes given out at convention registration.
- Extra tickets will be available for each workshop based on available space.
- If an attendee decides not to attend a particular workshop, he or she will be asked to turn the undesired ticket in to CO so that the staff will then be able to distribute that ticket to any other interested attendee.

Meal Tickets
- Meal tickets will be printed and distributed in the registration envelopes.
- Extra banquet tickets may be available for purchase on-site from the CO based on space available.

Tote bags
After the board approves the tote bag budget, CO researches tote bag options that meet the criteria as suggested by the convention co-chairs. CO will provide photos or samples of tote choices to the convention co-chairs at the November meeting. The convention committee will rank the choices in order of approval prior to the January meeting. CO will order the tote bags based on availability in May after the quantity to order has been determined.
Convention Co-chairs Responsibilities

General
Approximately two years in advance of the convention, the convention co-chairs are appointed by the hosting circuit officers upon acceptance of the invitation by the board of directors. The convention co-chairs subsequently select a convention treasurer and chairs for all of the convention committees listed in this handbook. They are also responsible for overseeing the planning done by the convention committees, and they will work closely with the president, president-elect, and convention planner. Convention co-chairs should make it clear that all committee activities are subject to their approval and need to be thoroughly discussed.

Major Deadlines
- 24 months: Appoint committee chairs and convention treasurer
- 24 months: Submit convention theme suggestions
- 18 months: Prepare invitational display

Convention co-chairs are responsible for ensuring that all committee deadlines are met.

Audiovisual for Workshops
Because of the high cost of renting audiovisual equipment, the board of directors requests that the convention co-chairs contact individual congregations to borrow LCD projectors and any other equipment that the speakers may request for the workshops. The convention planner will outline for the convention co-chairs what equipment is needed. It is also requested that one knowledgeable volunteer be recruited to be in charge of any borrowed equipment.

Ballot Counter Recruitment
Convention co-chairs are asked to recruit local women to serve on the Ballot Committee. A list of 25 to 30 names must be e-mailed to the president-elect by May 1 so instructions for counting, time, and place can be sent to the ballot counters. Ballot counting is done on the Wednesday of convention week at the convention facility. Women should be chosen who are detail-oriented and not easily flustered. They will open and count ballots for board of director positions and mission projects. Counting takes one and a half to two hours.

Banquet Emcee
Convention co-chairs traditionally serve as emcees for the convention entertainment. However, they may choose someone else to take on this role. A script should be written for this purpose, remembering to discuss appropriate introductions with all those you are to introduce.

Banquet Entertainment
Convention co-chairs are requested to provide approximately an hour of entertainment after the banquet. Entertainment suggestions should be discussed with the president who will have the final approval of skits and timing. The approved entertainment needs to be thoroughly discussed with the convention planner so all logistical needs can be outlined in advance. Remember that two skits are also presented as part of the entertainment, so
please limit your entertainment plans to one hour unless otherwise approved by the president.

Childcare
Since many of the missionaries travel with their families, it is a courtesy to offer them childcare during the time they make their presentation. The convention planner will ask speakers if this service is needed and outline any needs to the convention co-chairs. If childcare is open to the entire convention, co-chairs must plan for liability insurance and present a plan to the board of directors by January 1 of the convention year. The following items must be addressed: state childcare laws, written waiver form, ratio of children to number of caretakers, age of caretakers, registration policy, parent contact information, and hours of operation. The room and food availability will be coordinated with the convention planner once the plan is reviewed by the board of directors.

Congregational Involvement
Convention co-chairs may use the Congregational Invitation Sample Letter and the Congregational Volunteer Sample Form found in the Samples section of this handbook to inform congregations about the convention and ask for volunteers. These are only samples; you should create exactly what you will need and encourage your committee chairs to do the same.

Convention Committee Chair Meetings
Convention co-chairs should schedule meetings for all committee chairs at least once every two months and more frequently as the convention nears to keep everyone informed of the progress of all the committees and to discuss potential conflicts and solutions. Meetings may be held before or after circuit rallies if your churches are a great distance apart. If your circuit churches are closer together, you may choose to meet at the various churches. The last meeting should be held two weeks before the convention at the convention site and should be coordinated through the convention planner. The convention planner will plan to attend as many of the convention committee chair meetings as possible. The convention co-chairs have the option of taking minutes themselves or appointing a committee member for this purpose. The convention co-chairs should send a copy of all minutes to the president, president-elect, and convention planner.

Convention Committee Meetings
The committee chairs should meet with their committee members and/or volunteers as often as they deem necessary, keeping minutes of each meeting to send to the convention co-chairs. Convention co-chairs may elect to attend some or all of the individual committee meetings and should be notified of these meetings in advance.

Convention Follow-up
It is suggested that the convention co-chairs send thank-you letters when the convention is over to committee chairs, committee members, facility personnel, hosting circuit(s), and others who they feel should be thanked for their support.

It is also the responsibility of the convention co-chairs to see that the following materials are passed on to the co-chairs of the next convention before leaving the convention site:

- Offering basket covers
- Communion trays
Name tag holders
Other materials as directed by the president

Convention Treasurer
The convention co-chairs shall appoint a convention treasurer or designate the circuit treasurer to oversee the circuit expenses.

Delegation of Convention Co-chairs Duties
While the majority of decisions should be discussed and made together, it is suggested that the convention co-chairs outline the specific areas each one will oversee. It is very important that one person is designated to communicate with the president and convention planner to eliminate any misunderstandings.

Easels
If the facility charges a fee for use of sign easels, the convention planner will alert the convention co-chairs for assistance with borrowing easels from congregations.

Finances
Convention co-chairs are responsible for making final decisions in financing the portions of the convention which are the responsibility of the hosting circuit. In November, prior to the convention, a sum of $2000 is sent to the hosting circuit(s) by the treasurer to help offset the cost for the items listed below. The hosting circuit(s) may request donations from their congregations to cover these costs. Please remember it is LWMS policy that there be no fundraising at conventions in order to support mission work. Our focus is on sharing Jesus with the world through spiritual growth, increasing mission awareness, and supporting missions and missionaries, not on fundraising.

Please note that major expenses such as audiovisual, organ, piano, meals, signers, facility rental, and the like, which are contracted and paid for directly by the board of directors, are not included in the list below.
These are some expected circuit expenses:
- Theme banner and all decorations
- Telephone calls
- Communion wine and wafers
- Invitational skit costs
- General session stage flowers
- Saturday evening entertainment (and possibly any audiovisual needs not in place from the general session)
- First aid room/medical supplies
- Courtesy committee identification
- Publicity mailings to circuit presidents via Listserv and local congregations
- Convention scrapbook
- Choir music expenses beyond budgeted amounts from board of directors

Reminder
All LWMS expenses are tax exempt. If the purchase is made in Wisconsin, you can contact the treasurer for the LWMS tax number. Laws differ in each state; please check with your state to see if you must apply for a number or if you can use one of your local church’s tax-exempt numbers.

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Flag Procession
Traditionally, the mission flags are carried into the general session room to begin the Thursday evening opening worship service. The convention closes with the procession of flags out of the room. The flags are carried by the following:

- (7) Board of directors women (not the pastors)
- (2) Convention co-chairs
- (2) Convention co-chairs for the next convention
- (3-4) Missionary wives
- (40-41) Other convention committee members as selected by the convention co-chairs. Obtain the exact number needed from CO in April.

Convention co-chairs must send a list of flag bearers to the spiritual growth-mission awareness board member by May 1. CO will then send each of them a letter containing instructions including the dress code and flag rehearsal time, which is usually Thursday afternoon from 3:00 to 4:00 PM. Those selected to carry a flag must be available for Thursday afternoon rehearsal. Additionally, be mindful of the physical requirements, which are to stand and hold the ten-pound flag and staff for a period of three minutes.

At the close of the Sunday morning worship service the flags will be presented on stage by the flag bearers while narrators read the flag display description. Two or three readers are suggested, and these can be the convention co-chairs or their appointees. A script of the flag narration will be sent by CO to the convention co-chairs in advance for personal rehearsal.

Handbook
The convention co-chairs may distribute the entire convention handbook, but at a minimum they should copy the appropriate and necessary pages of this handbook for each of the committee chairs and distribute them by the first planning meeting. Use the LWMS website to download this handbook and verify that everyone is using the same version. Updates and revisions will be posted.

Invitational Display
The hosting circuit(s) shall create an invitational display with local area information to set up at convention one year prior to their hosting year. You can contact the local convention bureau and the convention planner to assist with hotel brochures and other information you might want to display. Additionally, a convention display may be prepared to set up at circuit rallies and can be passed from church to church in the circuit to promote the convention.

Invitational Skit
The next year’s host circuit(s) performs a skit during the Saturday evening entertainment inviting attendees to the following year’s convention, and it is the responsibility of the convention co-chairs to ensure this takes place. The skit needs to be prepared and submitted to the board of directors for approval and should be no longer than ten minutes. Once it is approved, contact the convention planner to discuss your logistical needs.

Menu Suggestions
The number of meals in the meal plan may vary with each facility. The convention planner will keep the board of directors and co-chairs informed during menu negotiations.
Mini-convention
Past convention committees have found that holding a mini-convention is advantageous to increasing interest in the annual convention. It also gives people who have never attended a convention a flavor for the convention. A mini-convention may be held at a rally one to one and a half years before the convention. You may arrange to have a special speaker with convention experience, view a video of a previous convention, provide volunteer sign-up sheets, share committee reports, and have a display of all the banners.

Newsletter Articles/Information
There are several items needed for the LWMS newsletter, such as a convention invitation, contact information, maps, and convention lodging details. The deadlines and specifics will be provided by the president. The convention co-chairs will be working with the Communications Committee on these items.

Official Welcome
Traditionally the convention co-chairs provide the official welcome to the convention along with any general instructions and announcements. This takes place immediately following the Thursday opening worship service. Courtesy Committee identification should be pointed out, as well as the location of workshop rooms and restrooms.

Organization
Convention co-chairs prepare a file for each committee and keep copies of everything prepared by the committees for reference during discussions with the board of directors and the convention planner. It is suggested that this handbook be placed in a large three-ring binder with dividers and pockets for bills, minutes, and other important papers.

Registration Fees and Hotel Rooms
The board of directors will pay the registration/meal fee and three nights lodging for up to two convention co-chairs. The convention planner will make hotel reservations for the co-chairs; however, they should still fill out convention registration forms and send them to CO. Committee chairs will receive a certificate for half off their registration/meal fee. Other committee members and volunteers must pay their own registration/meal fee. All committee chairs, members, and volunteers are responsible for securing and paying for their own lodging.

Reimbursements
Reimbursement requests are rare and must be submitted in writing to the board of directors in advance. Once approved, appropriate original documentation with the written authorization should be sent to the LWMS treasurer while the circuit retains a backup copy.

Scrapbook
The convention co-chairs are responsible for ensuring that a convention scrapbook is created. It may be sent to CO at any time after the convention or brought to the next convention on the opening day. The co-chairs may also want to create a scrapbook for their circuit(s). Costs for these scrapbook are the responsibility of the hosting circuit(s). Suggested contents of this scrapbook can be found in the Guidelines section of this handbook.

Selecting Committee Chairs
One of the most important tasks of the convention co-chairs is selecting their committee chairs. Consider the reporters from the circuit congregations and/or any other women who possess the qualities needed for the positions. It is good to select committee chairs that
represent all the circuit congregations. This works well since they can communicate directly with their congregation and share any materials with them. Appointment of committee chairs should be made a minimum of 24 months prior to the hosting year. This is early enough to allow them to plan to attend an annual convention and you should urge them to do so. Delegating responsibilities to committee chairs will not only help get the work done, but it will also increase involvement in and ownership of this convention by local LWMS members.

**Speaker Suggestions**

The hosting circuit should submit suggestions to the board of directors prior to the board’s August meeting. If there are local missionaries who may be appropriate convention speakers, the convention co-chairs can submit their names to the president for consideration. Please be sure to provide mission details and contact information for any suggested speakers, devotion leaders, preachers, liturgists, and mission speakers.

**Theme and Logo Development**

Two years prior to the convention (or as soon as possible after the invitation has been accepted) the convention co-chairs should submit their convention theme suggestions to the board of directors for approval. The theme should be mission-oriented and can be based on a Bible verse, hymn, or scriptural truth. For ideas, review the list of past convention themes found in the References section of this handbook. Many times the theme is tied in with the area of the country in which the convention is held. Choose a theme that has enough possibilities to build on and use throughout the convention. Suggestions for logos can accompany each theme suggestion. The LWMS graphic designer will develop a logo acceptable to the circuit. The board of directors has the final approval of the theme and logo.

**Tote Bags**

The convention co-chairs will share preferences of tote bag color, style, size and features with Central Office prior to the August board meeting. The convention committee will evaluate and rank the tote bag choices presented to them at the November meeting and provide feedback to the board by the January board meeting. The convention co-chairs will supply a mailing address for a location for the tote bags to be shipped and stored prior to the April board meeting.

**Volunteers**

The convention co-chairs may find it helpful to assist the committee chairs by preparing a mailing for soliciting convention volunteers. A sample letter and volunteer form are included in the Samples section of this handbook. If online volunteer forms are used, send links to the sign-up forms to CO to be linked to the convention website.

**Website**

The convention co-chairs should provide information to CO for the convention website as outlined in the Guidelines section of this handbook.
Convention Treasurer

Responsibilities
She shall be appointed by the convention chairs and shall keep and maintain accurate records of all money received and disbursed by the convention hosting circuit(s).

General

- Keep financial records and report on income and expenses to convention chairs and committees as well as final summary to the International Board.
- May maintain a list of congregational and individual donations, providing tax receipts where necessary.
- Coordinate with international board treasurer to manage convention offerings ensuring properly collected and counted.

Specific

1. Determine if existing circuit bank account will be utilized or new account opened. If an existing account is used a separate Convention Fund must be established to separate Convention funds from other circuit moneys. If a new account is opened and ensure Employer Identification Number (EIN) is correct. (See under Other on the following pages.)

2. Pay all bills by check to maintain an ongoing record.


4. Make all deposits within one (1) week of receipt.

5. Make all disbursements within two (2) weeks of receipt.

6. Recruit 6-10 counters to assist in the counting of offerings collected at the two convention worship services. [A good suggestion is to ask primarily people who count offering for their own congregations, work in a bank, or frequently count money.] See the Sample Offering Counter Sign-up Letter.

7. While the Worship Committee is responsible for collecting the worship service offerings, the Convention Treasurer is responsible for the counting. The Board Treasurer will also be present. Refer to the following:
   a. the Offering Counting Guidelines in the Guidelines Section
   b. the Counter Worksheet
   c. Offering Counter Sign Up
   d. LWMS Annual Convention Counter Worksheet Instructions
   e. Worship Service Attendance and Offering Report (revise for Convention treasurer to sign off rather than Worship committee chair)

8. Present financial reporting to the circuit(s) regularly and to the International Board after
convention accounts have been settled.

**Other**

The convention fund is established to meet the operating expenses of the host circuit in preparation of hosting an International Convention. LWMS has no policy for the use of any excesses in the fund. At the IRS Website there is an excellent publication that you can either view or print for future reference:

1. Log on to the IRS Website: [www.irs.gov](http://www.irs.gov)

2. At the main page find the search window and type in *Tax Guide for Churches and Religious Organizations*. Select the first search choice and click on this guide. You will need Adobe Acrobat to view this publication. It is 28 pages long, but is worth reading if you have any questions about the tax-exempt status of LWMS and about the information below. You might also want to take a copy along if you are opening a new bank account for your circuit.

As the above publication states, WELS has a "group ruling" which includes all organizations under the synod umbrella, including local congregations, the seminary, and LWMS. See page 24 of the above publication, which has a glossary defining the "integrated auxiliary of a church," which is a fancy name for all the organizations related to the parent organization of WELS.

Under the group ruling, LWMS is automatically considered a 501(c)(3) charitable non-profit organization and is eligible to be included under the synod’s umbrella, Group #1773. This is true for the organization as a whole, as well as for all circuits within the organization. Coincidentally, it would also apply to women's groups in all WELS congregations. However, congregational women's groups should use their church’s EIN and not LWMS' EIN.

LWMS has a letter on file from synod stating that we are included in its group ruling. If your group does not have such a letter, one may be obtained by contacting WELS Financial Services Office. They are located at WELS Center for Mission and Ministry, N16 W23377 Stone Ridge Drive, Waukesha, WI 53188. Ask Beth Thornton (Beth.Thornton@wels.net, phone/fax: 414-256-3260) to send you a letter to certify LWMS is part of WELS and included under the synod's umbrella group ruling. She will know what to send. This letter will also list the LWMS’ federal EIN, which is 39-1904096. This is the EIN your group should be using on all its bank accounts.

**Under NO circumstances should you use your own or anyone else's Social Security Number as the EIN on your LWMS circuit bank account.** If your existing account has a different number, you must either have your bank change the number to the correct one or close the account and open a new one using the correct number.

Please don't attempt to use a copy of this instruction sheet to open a bank account. You must use a copy of the letter from Financial Services on synod letterhead. This letter should then become part of the permanent file kept by your treasurer. Put it in a sheet protector to keep it looking fresh. You never know when you might need it again.
Courtesly Committee Responsibilities

General
The Courtesly Committee is responsible for the hosting activities of the convention. All women are to extend courtesy to everyone attending the convention. The committee prepares helpful information about the convention site and area and serves as convention hostesses.

Number of Committee Members Suggested Chair plus six to ten members
Number of Volunteers Needed 30-50 people
Suggested Volunteer Duties Business meeting tellers, courtesy table women, general session room monitors, introducers, greeters, meal door monitors, meal guides, nurses, seating assistants, workshop monitors

Major Deadlines
- Six months prior: Contact nurses
- Two weeks prior: Hold pre-convention volunteer meeting and training session

Audiovisual Liaison
A knowledgeable volunteer is needed to work with procuring and securing any needed projectors for workshop space. This person would work with local congregations to borrow equipment as needed, work with the audiovisual staff to deliver the equipment to workshop rooms, and make sure the equipment is returned to the owners.

Ballot Committee Recruiter
This volunteer will work with the co-chair to find the needed number of volunteers to count ballots on the evening before the convention begins (Wednesday). The board of directors will communicate the number of people needed.

Business Meeting Tellers
Assistance is requested for the scheduled business meeting to direct delegates, alternates, and guests to their separate seating areas. After all are seated, four to six tellers are requested to count the delegates and alternates. They will also monitor the meeting and provide assistance in counting votes as directed by the president who conducts this meeting.

Courtesly Table
At the time the board of directors visits the facility about seven to eight months prior to the convention, the president, convention planner, and Courtesly Committee chair will discuss a prominent place in the facility for the courtesly table. A final decision will be made at that time. The courtesly table should remain staffed during all hours of the convention. Those manning this table should be given a list of essential contacts, local information, maps and the like to assist in answering attendees’ questions. The Courtesly Committee and the Tours and Transportation Committee chairs should coordinate the gathering of local information and the scheduling of a convention bureau representative if possible.

7/17
**Courtesy Volunteer Sign-up**
A sample letter is available in the Samples section of this handbook.

**Evaluation Collection**
Prepare boxes for the convention evaluation sheets, surveys, or questionnaires. Central Office can advise as to how many boxes to prepare. Place the boxes in a visible area in the facility beginning on Saturday. At the close of the convention the collected evaluations should be given to Central Office.

**General Session Door Monitors**
Courtesy women stationed at the doors to the main sessions Friday and Saturday assist attendees and monitor entrants for name tags. They should direct people without name tags to CO booth to obtain needed name tags.

**Greeters**
Courtesy women are needed in strategic spots throughout the facility to give directions. It is essential to have a courtesy woman at every entrance to the convention facility beginning Thursday noon through the opening of the Friday morning general session to direct attendees to registration and sessions. On occasion there may be facility rules which need to be enforced, such as the no smoking policy or rules regarding bringing in outside food. Any such rules will be outlined to the Courtesy Committee chair by the convention planner.

**Identification**
A particular dress (special colorful collars, scarves, ribbons, banners, hats or the like) should be worn by courtesy volunteers. This committee must be highly visible to be of service to the attendees. Purple sashes are passed to each convention that can serve as the identifying item.

**Meal Door Monitors**
Two volunteers should be scheduled at each door to rooms where convention meals will be served. The convention planner will provide a floor plan for these rooms. Door monitors need to make sure only those with tickets for that meal enter. They should also direct people to the meal guides inside the room. Since LWMS will be charged for all individuals seated at tables, children cannot enter the room without a meal ticket unless they are in strollers or will be seated on someone’s lap.

**Meal Guides**
One volunteer per row of tables should be scheduled to help seat attendees from the rear of the room forward. Volunteers display different signs or indicators on poles to help attendees know where to be seated.

**Message Board**
A message board should be provided and placed in a strategic location to be determined with the convention planner. A bulletin board or white board on an easel with self-stick notes is beneficial for attendees. Photo opportunities for circuits will be posted here. In the event of an emergency message for a convention guest, give the name to the president to announce. Names and addresses of attendees are not provided in the convention binders; however, CO provides courtesy table volunteers with a list of attendees which includes name, city, state, and circuit.
Nurses
Arrange for the nurses to take turns being on the premises during all organized activities. It is suggested to have at least six nurses so they can also participate in the convention. In January begin contacting the nurses who have indicated a willingness to serve. This will allow them to arrange time off from work. Under special circumstances non-WELS members may be allowed to serve in this capacity on a voluntary basis.

Any nurse or health care provider should check in at the courtesy desk and provide her cell phone number. When needed, the courtesy desk should have the health care provider on call come to the room designated as the first aid room. This room needs to be staffed by a health care professional whenever anyone is present in the room. The board of directors arranges for insurance to cover all convention activities.

Please arrange to have a blood pressure cuff and stethoscope on hand, as well as the following supplies: tissues, Band-Aids, orange juice, thermometer, and medical log book. Arrange for a cot, table, several chairs, and a small refrigerator or cooler. The convention planner can let you know if any of these items are available from the facility. She will also determine if a defibrillator is on site. Have phone numbers of emergency facilities handy as well as driving directions to them. The convention planner will outline the emergency procedure for the facility, since many times on-site security personnel are first responders.

Please schedule enough nurses so at least one nurse is on call in the convention center during all convention functions. Have nurses log all contact with attendees. Give or send the medical log to Central Office after the convention.

Pre-convention Volunteer Meeting and Training
Talk with the convention planner to arrange a tour of the convention facility for all courtesy women. This should be coordinated with the convention co-chairs as well. This may be done anytime prior to the convention, but we suggest it be done one to two weeks prior to the start of the convention. At this time inform the women of their duties, lead a training session, and give them any other information they need concerning the convention site. We suggest you use the Courtesy Volunteer Training Guidelines found in the Guidelines section of this handbook.

Seating Assistants
Appoint several women to be seating assistants during the general sessions to help people in finding a seat, especially if the room appears full, and monitor the crowd for emergencies. The convention planner will outline emergency procedures to the convention co-chairs in advance of the convention. Please strongly encourage people to take a seat and assist them in finding one as there is a safety factor in keeping all aisles clear. Note that the Worship Committee is responsible for providing ushers for the opening and closing worship services. Seating assistants are responsible for making sure only registered attendees enter the general session room except during opening and closing worship services.

Signs
The convention planner will work with theCourtesy Committee chair to determine the signage required for the convention. The convention planner will bring any needed signs already in LWMS possession and will determine which signs need to be provided by the Courtesy Committee. See the Sign List in the References section of this handbook.
Volunteer Check-in
Have one person stationed to check in all volunteers to ensure they all arrive and to provide answers to questions they may have. You may want to write a recap of duties for each type of assignment in case someone was not able to attend the pre-convention meeting and training session. The convention planner will let the Courtesy Committee chair know where to secure personal items during shifts.

Workshop Monitors and Introducers
Volunteers must be stationed at each workshop door to ensure only those holding a workshop ticket for a particular session can enter due to a limited number of chairs. Ticket samples will be provided to door monitors by the convention planner. The workshop monitors also may elect to introduce the speaker, and the convention planner will provide a short script for this purpose. During the presentations monitors should assist with seating and adjusting the lights for audiovisual presentations. Monitors should contact the convention planner with any concerns, such as problems with audiovisual, etc. After the monitors collect the workshop tickets they should turn them in to Central Office.

Helpful Hint

➤ Extra long paint stir sticks work well for the poles used to hold the meal guides’ signs.
Decorations Committee Responsibilities

General
The Decorations Committee is responsible for bringing the convention and convention theme to life through decorations.

Number of Committee Members Suggested Chair plus two members
Suggested Subcommittees Theme Banner
Volunteers Needed Varies

Major Deadlines
- 18 months prior: Provide theme banner designs

Foyer Decorations
In most facilities there is a general area that LWMS will use during the course of the convention, and traditionally congregational banners have been displayed throughout this area. You may use the Congregational Banner Solicitation Letter found in the Samples section of this handbook. All decorations planned for public space must be approved by the facility and should be submitted in detail to the convention planner for this purpose. It is helpful to discuss these ideas during a walk-through with the convention services contact at the facility, and this meeting can be arranged by the convention planner. Facilities usually will not allow anything to be affixed to the walls; however, the convention services contact may have suggestions for hanging the banners. It is also not unusual for the facility to deny any requests for group decorations in the main lobby. The convention planner can provide a floor plan of the facility to assist in your planning.

General Session Stage Decorations
Along with the theme banner (refer to that heading below), the general session stage décor has traditionally included flowers. The hosting circuit makes the decisions for all stage decorations and the types of flowers used. Some convention centers supply artificial floral arrangements free of charge. The president can advise if any flowers will be donated, and the convention planner can help determine if the facility has any decorations (planters, etc.) that might be borrowed. It is important to discuss all general session decorations with the convention planner as there are many logistical concerns which need to be met. The convention planner can provide a floor plan of the general session room and stage to assist in your planning. All stage decorations must be in place by 3:00 PM Thursday afternoon unless otherwise coordinated with the convention planner.

Meal Table Decorations
Decorations for the meal tables, if provided, should be mission-oriented in nature. Use of the convention theme is encouraged. The convention planner can outline any restrictions for these decorations. Remember to devise a plan to give away the table decorations. If you make different decorations for the banquet, you may need to consider giving away the original decorations at the Saturday lunch and the banquet centerpieces on Saturday evening. Also keep in mind that storage might be limited at the facility so be sure to discuss delivery and details with the convention planner.
Photo Opportunity Sites
Suggested, but not required, are areas decorated with the theme where attendees and groups can take photographs. Size and location of any displays need to be approved by the facility and should be submitted in detail to the convention planner for this purpose. When determining these sites, keep in mind traffic flow. Displays must be located in places that will be noticeable, but will not block traffic when in use.

Theme Banner
The Decorations Committee or their appointed subcommittee will design, construct, and hang the theme banner in the general session room. You may use the Congregational Volunteer Form found in the Samples section of this handbook to solicit theme banner ideas. A colored theme banner design must be submitted to the convention co-chairs and then to the board of directors 18 months prior to the convention. The board of directors will approve the final theme banner. A black and white design for promotional use must be included. The banner should highlight the convention theme or use Christian symbolism. Keep the design simple so it can be seen from a distance.

Once the design is approved, discuss the banner size with the convention planner so the entire stage set can be designed before work begins on the banner. Other items, such as the main audiovisual screen, lectern, and altar, need to be worked into the stage set design along with the banner so that the entire banner is visible. You can also consider a banner on either side of the stage or a series of banners in the room. Construction of the banner is at your discretion. In recent years some banners have been made by gluing felt on broadcloth, while others were quilted, appliquéd, screen printed, or had a painted design.

Helpful Hints
➢ Please note that decorations in addition to the theme banner and stage decorations are optional. The categories listed here are decorations traditionally placed, but they are not required. You are also not limited to these categories.
➢ The facility and the board of directors have the final approval on what will be allowed, so it is important to outline all the planned decorations for the convention planner well in advance of starting your creations. The concerns will be more for logistics than what the decoration will look like. Location, size, and other details need to be outlined for consideration. The convention planner can assist in working through potential areas of concern.
➢ Try to think of a way to give away the table centerpieces without the use of a microphone just in case one is not available in the meal room.

Decorations are a great way to get more people involved and excited about the convention. Making decorations is a good way to engage additional volunteers and it provides many fellowship opportunities for the host circuit(s).
Display Committee Responsibilities

General
The Display Committee is responsible for the display room(s) at the convention site, as well as ensuring that all the displays relate to and agree with the LWMS mission statement—LWMS is women dedicated to serving Jesus by increasing awareness of, interest in, and support of the mission outreach of the Wisconsin Evangelical Lutheran Synod (WELS).

If mission groups are permitted to sell items from their mission field at the convention, a separate mission sales room will be established and door monitors will be needed. The board will notify the committee by April 30 if this room will be needed.

Number of Committee Members Suggested Chair plus one member
Suggested Subcommittees Door Monitors
Volunteers Needed Six to 12

Major Deadlines
➢ March 1: Congregational display list due to board of directors

Display Area and Floor Plan
The board of directors will determine the display room/area of the facility. The convention planner will then provide a floor plan to maximize the number of display tables that can be used.

Display Assignments
The president and the convention planner are responsible for assigning each display to a particular table on the floor plan. It is suggested that world mission fields be grouped together, home mission fields be grouped together, and all other fields assigned as necessary to fill the tables. Consider where the electrical outlets are in relation to which tables require electricity, and group together those requiring electricity so fewer power drops need to be ordered.

Display Costs
Depending on the facility, LWMS may be charged a fee for each table that is set up in the display area. In some cases this fee will need to be charged to the entity requesting the display; however, LWMS will cover any table fees for displays made by congregations. The convention planner will advise of any costs associated with displays. If LWMS is charged per table, the Display Committee chair should confirm the number of tables the facility sets up for the displays and provide that number to the convention planner.

Display Hours
The president will determine the schedule for setup, teardown, and the hours the display area will be open.

Display Recruitment and Selection
A year or more before the convention, the Display Committee should ask each congregation in their circuit to sign up for a display topic and ask them to appoint a congregational committee to begin work on designing and organizing their display. Encourage them to study the mission field that has been assigned to them and to be innovative in coming up with display ideas. Details are found in the Congregational Convention Display
Guidelines in the Guidelines section of this handbook and the Congregational Convention Display Form in the Samples section of this handbook.

To help congregations with this task, you should copy and distribute the Congregational Convention Display Guidelines and Form with a cover letter to introduce yourselves, generate enthusiasm, and provide the following information specific to the convention facility. Please note that this information will be provided to you by the convention planner:

- The size of each display table
- The color of tablecloth
- Whether or not the tables will be skirted
- Any general facility rules
- Cost per electrical outlet, if any
- Any home mission fields in your area (see Home Mission Field Selection)

Mission Display Kits
Mission display kits are available through WELS Missions Promotions. These kits can be reserved through the WELS website at https://missionsdisplaykits.wels.net/. The kits are available for many mission fields and make a great start to any display.

World Mission Field Selection
Contact Central Office at centraloffice@lwms.org for an approved list of world mission fields. World mission field displays are made by congregations in the hosting circuit. All fields do not have to be represented, but no other world mission fields are to be considered without written application to the board of directors. Displays of the fields of the convention speakers have priority. Ask the convention co-chairs or the president for the names of the convention speakers and the mission fields they represent.

Home Mission Field Selection
Displays made by the congregations can also represent home mission fields, especially new mission areas. (Canada, Antigua, and St. Lucia are considered home mission fields.) We encourage you to select fields represented by the home mission convention speakers. The Display Committee chair can also contact the Board for Home Missions to determine the home missions in your district. All home mission display choices must go to the board of directors for approval to ensure the fields fit the LWMS mission statement. It should be noted that while many areas have local efforts of outreach, priority will be given to official WELS home mission fields.

Other Display Topics
Once the number and scope of mission displays being made by the congregations is determined, the number of display tables remaining for other displays, such as local outreach efforts or parasynodical displays, etc., can be determined. Groups requesting display information should be referred to CO. The board of directors will review these requests and determine which take priority for the remaining tables. The selection is done on a priority basis as opposed to a first come, first served basis. A March 15 deadline is set to submit requests, and a decision is generally made in April to allow displayers time to make travel arrangements.

Display Setup
The convention planner will coordinate with the facility and the Display Committee the best entrance and procedures for move-in, as well as if carts are available to assist with moving
display items. The Display Committee will need to determine any special needs in this regard and communicate the move-in times and procedure to all displayers.

The Display Committee should prepare a floor plan for each display person highlighting their table assignment. This can be e-mailed in advance but hard copies should be available if needed. The Display Committee should mark each table with the name and/or number on the corresponding floor plan. Congregations are responsible for all tools and supplies necessary to set up displays, although a modest stock of supplies should be kept on hand. Display Committee members should monitor the setup and make sure no facility rules are broken, such as no taping of items to walls. The convention planner will discuss any facility rules with the Display Committee prior to setup.

Once the setup is completed, the Display Committee should ensure the area is clean and ready for opening. The convention planner will assist in requesting vacuuming, removal of boxes, and other such requests as needed from the facility.

**Door Monitors**

It is suggested that one or two people monitor the entrance to the display area during open hours.

**Electricity**

Depending on the facility, there may be a cost to use electrical outlets. The convention planner will determine any costs and advise the Display Committee of the facility rules. She will also help determine any costs which need to be passed along to those with electrical needs. If extension cords are required, the Display Committee should ensure those needing electricity bring the appropriate, heavy-duty, fire marshal-approved cords.

**Move-out**

The convention planner will advise as to the time the display room must be cleared of all display items. It is the responsibility of the Display Committee to communicate this to all display persons. The convention planner will assist in coordinating the move-out with the Display Committee chair.

**Message A Missionary**

The Message A Missionary area is a relaxing place provided at each convention where attendees may sit to pray and write notes to our missionaries and their families, nurses, volunteers, and staff ministers in the home and world mission fields. The Spiritual Growth-Mission Awareness Committee will contact the Display Committee chair and together with the convention planner they will choose an appropriate area at the convention site to set up the Message A Missionary area. At least three tables should be set up, along with a few chairs.

The Spiritual Growth-Mission Awareness Committee is responsible for the table signage and will make sure there are Bibles and materials available for writing. They will also provide lists with names of our home and world missionaries. The vice president will collect the prayers and mail them out after the convention.

**Security**

The Display Committee is responsible for arranging security of the display room. The convention planner will assist in arranging for the room to be locked, if possible, during non-viewing hours and instruct the Display Committee on the procedure for this. Depending on
the facility, the displays may be in an open space instead of in an enclosed room. In this situation, the Display Committee will need to schedule monitors to assist with the security during the day and schedule a time to meet those who need any valuables locked up overnight. The convention planner will work with the Display Committee to determine the extent of security necessary.

**Soliciting Funds and Selling of Items**
Soliciting funds or selling any items in the display area is strictly prohibited. Sales are permitted in the mission sales room.
Publicity Committee Responsibilities

General
The Publicity Committee is responsible for publicizing the convention within WELS and also to the local community. The board of directors will contact Forward in Christ and wels.net.

Number of Committee Members Suggested Chair plus one member

Major Deadlines
- April 1: Submit invitational bulletin insert and poster to convention co-chairs
- August 1: Send approved bulletin inserts and poster to Central Office for posting

Approvals
The Publicity Committee submits copies of all letters, fliers, inserts, and updates to the convention co-chairs, who then submit all publicity items to the board of directors for approval prior to distribution.

Bulletin Insert
A one-half page bulletin insert should be created for distribution to all WELS congregations. This insert should be done in PDF and sent to CO for posting to the LWMS website and wels.net.

Congregational Contacts
The Publicity Committee chair should recruit a volunteer from each hosting circuit congregation to serve as the publicity contact woman for that congregation. This volunteer will assist the Publicity Committee chair with mailings by copying and distributing convention updates within her congregation. Establish these volunteers early and maintain a list of their names and contact information.

Local Area Correspondence
Keep the local LWMS groups and non-member congregations informed of what is happening by preparing frequent reports. Use fliers, posters, or bulletin inserts to encourage every woman in each congregation to attend the convention. All promotional materials are sent to each congregation’s publicity contact woman, who will be responsible for copying the materials and distributing them to her congregation.

Local Media
Prepare and coordinate all publicity for newspapers, radio, and television. Request information about the reputation and reliability of the local media coverage. You may want to call or visit the paper, radio, or television stations. This personal contact may avoid any misunderstandings and you may receive better coverage. Most towns or cities broadcast weekly events and interview local people who are involved in these events. Contact any media person who expressed an interest in covering the convention.

Newspapers
Large city newspapers will give the convention less coverage than small town papers. Be aware that any articles you submit will be edited. An example of a news release is found in the Samples section of this handbook.
Scrapbook Assistance
Appoint a member in each area of the circuit(s) to clip news articles and send them to the Publicity Committee chair. She will send them to the convention co-chairs for the convention scrapbook.

Synod-wide Publicity
Prepare an invitation and announcement in poster format about the upcoming convention and submit these to the convention co-chairs who will forward these to the board of directors for review at their spring or convention meeting. Examples of these are included in the Samples section of this handbook. After approval, items should be sent to Central Office for posting on the LWMS website.

Helpful Hints

➢ Good publicity helps make a successful convention. Get the word out!
➢ Be innovative and creative. Use clip art, the LWMS logo, brightly colored paper, etc.
Registration Committee Responsibilities

General
The Registration Committee is responsible for receiving and assembling all registration materials as well as distributing these materials at the convention.

Number of Committee Members Suggested Chair plus two members
Volunteers Needed 20-40 people

Major Deadlines
- April 1: Count number of name tag holders in your possession and report it to Central Office so they can order any more that are needed
- June 1: Receive convention materials and schedule bag/binder assembly

Binder Printed Materials
The board of directors is responsible for the printing of materials. They will have the binders shipped to the Registration Committee using the address provided to the convention planner.

Binders and Tote Bags Ordering and Receiving
Binders and tote bags are ordered by CO and will be sent to an address provided by the Registration Committee. A large storage area is needed, advisably in the same location where assembly will take place. Please advise the convention co-chairs of the name, address, e-mail address, and telephone number of the recipient of these materials so the shipments can be coordinated. Please note these are large, heavy boxes; they will not fit in a car trunk.

Material Transportation
All registration materials (name tag holders, binders, and tote bags) need to be delivered to the convention registration area of the facility by 10:00 AM Thursday morning. Plans for delivery should be discussed with the convention planner who will coordinate the load-in with the facility. The Registration Committee is responsible for transporting the materials from the approved entrance or loading dock to the registration area itself. The convention planner will advise if handcarts or other equipment are available for your use, but please ensure you have enough able-bodied volunteers scheduled for this task.

Name Tag Holders
The Registration Committee chair should make arrangements to take possession of name tag holders at the end of the previous convention. The holders need to be sorted and counted. Holders which are not suitable for reuse should be thrown away. Advise CO by April 1 of the number of holders available so more can be ordered if necessary. Labeled boxes should be put out on Saturday of convention for people to deposit name tag holders before they depart. These holders need to be transferred to a representative for the next year’s convention.

Name Tags
Name tags are printed and brought to the Registration Committee by CO staff. They are kept in alphabetical order in boxes and will be inserted into the holders by the attendees themselves.
On-site Registration and Registration Problems
CO staff will handle on-site registrations and problems from the CO booth. The Central Office booth will be staffed whenever possible during the convention. The staff will provide registration forms and name tags for new registrants or for those who have lost their name tags.

During times when the CO booth is not staffed, registration volunteers will be asked to accept registration forms and payment. CO will collect these forms and payment upon returning to the registration area and will produce any necessary name tags for the new registrants. The new registrants should be given the convention binder at the time of registration and directed to stop back at the CO booth to obtain their name tag later. They may attend the convention sessions. CO will post their hours of operation prior to the start of the convention.

Registration Area Organization
CO will give the Registration Committee chair a breakdown of somewhat equal sections a few weeks prior to convention. There are normally eight sections (A-B, C-F, G-I, J-K, L-M, N-R, S, and T-Z). The convention planner will provide signs for the registration lines. There should be a separate station for on-site registrations, changes, and problems. Items for the registration tables should include:
- Registration lists (provided by Central Office)
- Boxes of envelopes containing name tags and tickets (provided by Central Office)
- Tote bags containing binders and other approved items
- Appropriate signage (coordinated with the convention planner)
- Empty name tag holders
- Rulers
- Pens

Registration Hours
Registration usually opens Thursday afternoon. You may suggest a scheduled start time to the president, but ultimately she makes this decision. Once registration hours are determined, act early to schedule people to work at the registration tables. Keep in mind that Thursday afternoon and Friday morning hours will be hectic. We suggest filling those hours with people who are not easily flustered.

Registration List
The Registration Committee chair will receive registration lists for each section from CO on-site.

Registration Staffing and Procedure
The registration tables need to be fully staffed during all open hours Thursday and Friday. It is suggested that at least two ladies attend each box of registration envelopes. On Saturday only one person is usually needed at registration during open hours to handle questions and latecomers. Those manning the registration tables should perform the following duties:
- Greet registrants
- Ask person’s name
- Find registration envelope
- Ask registrant to check information to be sure it is correct (spellings, meals, status as delegate/alternate, etc.)
- Check off name on registration list
If information is correct, give registrant her name tag, a name tag holder, and a tote bag and send her on her way.
If information is incorrect, give registrant her name tag and a tote bag and send her to the CO booth.
Late registrations and/or problems will be handled by Central Office staff as outlined under On-site Registrations and Registration Problems.
Unclaimed name tags are to be turned in to CO with an equal number of convention binders. Please give only one convention binder to each registrant. Do not hand out binders for friends who are not in attendance. Extra binders will be returned to CO for distribution.

Signage
The Registration Committee should work with the convention planner to determine what signs are necessary, what signs the LWMS already has to display, and who will provide the remaining signs. To assist in this task, examine the sign list under the References section of this handbook.

Tickets
Tickets for workshops and meals will be generated by CO staff as part of the registration process. They will be included in the name tag envelopes given out at the registration tables.

Tote Bag Items
All items you want to place in the tote bags must be approved by the board of directors. Items commonly included in the tote bags (but at the discretion and cost of the Registration Committee) are tissues, pens, and paper.

WELS Foundation Pens, Pencils, and Paper
WELS Foundation pens, pencils, and/or pads of paper are usually available at no cost. Contact the WELS Foundation at 414-256-3251 or 1-800-752-8940 for more information.

Who Must Register
Anyone, including spouses and children over the age of two, who wants to attend convention sessions on Friday and/or Saturday must register. This includes all members of the hosting circuit, such as the various convention committee members, volunteers, nurses, and all other workers. Individuals are also responsible for their own lodging.

Thursday night and Sunday morning worship services are open to everyone; no registration is needed for those attending only those services.

Helpful Hint
Consider a way to mark tote bags with registrant names. This can be done in many ways, such as by passing out luggage tags to attach to them or simply by having markers available at registration.
Tours and Transportation Committee Responsibilities

General
This committee is responsible for analyzing the components of transporting guests to and from the convention site, gathering tour information, and offering an optional tour or tours before the convention.

Number of Committee Members Suggested Chair plus two to three members

Major Deadlines
- October 15: Write an optional tour promotional paragraph with sign-up information for the LWMS newsletter
- February 1: Have driving directions ready. Contact the convention planner for parking information and airport ground transportation options
- March 15: Coordinate with the convention planner where the hotel bus entrance, signage, and check-in desk will be

Driving Directions
This information should be sent to the convention planner and will be included in the registration confirmations sent by CO. Written directions from all major arteries leading to the convention facility should be accompanied by one map of the general area and one more centralized map showing the facility location, parking, and helpful landmarks. The maps must be black and white and copy-ready for reproduction.

Local Information, Maps, and Brochures
Information on local restaurants, area attractions, transportation around town, and safety issues, etc., should be made available to the attendees after they arrive at the convention facility. The local convention bureau is a good source for securing this information, usually at no cost. The convention bureau may also provide a representative to staff an information desk during some or all of convention to answer individual’s questions. Other sources of information include shopping malls, downtown business associations, state tourism boards, and individual establishments which may offer coupons to encourage tourism. Please remember that any items you may want to include in the tote bags need approval by the board of directors, and any necessary tables, chairs, and other equipment needed should be outlined to the convention planner.

Optional Tours
This information needs to be provided for inclusion in the convention newsletter and in the convention schedule. It is not required for you to provide an optional tour, but if you do, all costs associated with it are the ultimate responsibility of the host circuit. It is highly suggested that you receive bids from local tour companies who will have professional resources and insurance. Here is a list of items to discuss with them which will help you decide what type of tour to offer and which company to hire:
- A tour can be offered Thursday between 9:00 AM and 3:00 PM (rehearsals begin at 3:00 PM) and/or on Sunday after 12:00 noon. Consider the travel distance to the attraction and the time attendees will have to spend there.
- The per person fee charged by a tour company should include transportation, guide, all admissions, taxes, and gratuities. It is also wise to have the contract state that all charges have been outlined in the contract.
Fees are based on a minimum number of participants which also takes into consideration the size of the vehicle. You should ask that the pricing be based on more than one minimum and have the option to select which minimum best fits the number of participants one month out. This may save you money in the end.

Determine the last date to cancel without any penalty should enough tickets to cover the minimum numbers not be sold.

When determining the fee to charge individuals, be sure to charge enough to cover the lowest minimum outlined in the contract. This will help avoid the need to cancel the tour. Also consider adding a small increase to cover confirming any ticket sales (postage, envelopes, and ticket printing).

Helpful Hints

One committee person should focus on ticket sales and on keeping in communication with the tour company on numbers and cutoff dates. This person’s address and telephone number will be published in the convention newsletter.

It should be stated in the convention newsletter that tickets will be sent out so you can be alerted if someone doesn’t receive their tickets.

Clearly outline where the participants should meet for the tour and what day and time they need to be there.

Be sure to discuss any table, chair, and signage needs with the convention planner.

Be sure to establish a refund policy, as you will have requests for this.

The convention planner can answer any questions you have and will review the tour company contract before you sign it.
Worship Committee Responsibilities

General
The Worship Committee will work closely with the two LWMS board pastors to select and coordinate the Scripture readings and hymns for the devotions and the opening and closing worship services.

Number of Committee Members Suggested Chair plus three members
Volunteers Needed 20 people

Major Deadlines
- March 1: Submit choral selections to board pastor so he can apply for permission to use
- April 1: Provide item numbers of choral selections to Central Office and where they can be purchased

Accompanist
The circuit is responsible for finding individuals to play the organ and/or piano for the worship services and devotions and to accompany the choir.

Altar and Paraments
The Worship Committee should arrange to have an altar and all the altarware, including red paraments (paraments are optional) for the altar and lectern, a cross for the altar, and flower arrangements (coordinated with the Decorations Committee). The convention planner will provide information on the size of the stage and other staging needs which must be considered. She will also order any equipment from the facility, such as lectern and chairs. Be sure to discuss staging needs with the convention planner before making any final decisions on altar size and decorations to be certain other needs don’t conflict with your preparations.

Choir
This committee will select a choir director for the mass choir who will, in turn, select the choral numbers and submit them by March 1 for permission to use. The choir selections for the entire convention should be limited to three or four short, simple numbers because there is not enough time to practice difficult choir music at a convention. CO will order the music and mail it to choir members before the convention. The number of choir members, along with their names, will be available from CO after the May 1 deadline.

Communion and Communion Pastors
The convention planner will provide a floor plan of the general assembly room to the Worship Committee chair. She will discuss with the pastoral advisors a plan for distributing communion to the attendees as efficiently as possible. The pastors will decide where to best place the tables and receptacles for used cups. The Worship Committee will provide the wine, wafers, cups, funnels, and used cup receptacles. Check with the convention co-chairs, as they may have been given some of these items from the previous convention. Once the plan is finalized, the Worship Committee needs to arrange for a sufficient number of pastors to serve communion so there will be two pastors per communion table. It is suggested that all pastors wear white robes. It is also important to map out the plan for the ushers and schedule a rehearsal time with them. The convention planner will arrange for all
equipment needs, as well as a location for storing and preparing communion items.

**Music and Instrumentalists**
The Worship Committee is welcome to consider beautifying the services with additional music such as preludes and postludes for organ, instrumental accompaniments, handbell choirs, or other types of non-choral music. Please consider the length of the selections when formatting the worship service. Non-choral music costs are not reimbursed by the board of directors, and selections may be altered or omitted at the discretion of the board. It is important to outline all staging and amplification needs to the convention planner so proper arrangements can be made.

**Music Copyrights**
All music selected must be submitted to the convention co-chairs, as well as to the LWMS board pastor who serves as the copyright liaison, by March 1. The hymns for the services should be selected no later than the board of directors spring meeting. The board of directors is responsible for obtaining permission to use copyrighted music; therefore it is essential that the appropriate information be provided in a timely manner. Any music for which copying permission cannot be obtained cannot be used. Please refer to the Music Copyright Guidelines in the Guidelines section of this handbook.

**Offering**
The Worship Committee is responsible for collecting and counting the worship service offerings. The convention treasurer will assist in this area and the LWMS treasurer will be present. Refer to the Offering Counting Guidelines in the Guidelines section and the Offering Counter Sign-up Sample Letter in the Samples section of this handbook.

Offering plate covers are passed from year to year. The covers fit over a gallon ice cream bucket. In order to secure enough buckets, an official ice cream consumer should be appointed.

**Organ**
The Worship Committee is responsible for obtaining written bids for an organ if the facility does not provide one. Most organ rentals require a contract. All bids should go to the convention co-chairs who will send the information to the convention planner for review with the board of directors. The convention planner will finalize the contract for signing by the president and will arrange for the delivery and pickup and all logistics associated with this rental.

**Piano and Tuning**
The convention planner will determine if there is a suitable piano at the facility for use at the convention and any rental fees. Should there be a preferred tuner in the local area, please advise the convention planner. The Worship Committee can elect to bring an electric keyboard and will be responsible for electrical costs (if any), and amplification. They must coordinate this choice with the convention planner.

**Signer for the Hearing-impaired**
After the May 1 registration deadline, CO will know if a signer is needed. If so, CO/board of directors will secure a person to provide this service, as well as a music stand and light for his or her use. The convention planner will provide reserved seating in front for the hearing-impaired and the signer. The signer’s expenses are handled by the board of directors.
**Ushers**
This committee will schedule ushers for the Thursday night communion service and the Sunday morning worship service. The exact number of ushers needed should be discussed with the pastoral advisors after the floor plan and communion plan have been finalized. Two ushers per seating section is recommended.

**Duties**
- Pass out worship folders to people who do not have a convention binder
- Assist people in finding a seat, especially once the room appears full
- Collect the offering and take it to the designated counting location
- Direct those communing to the appropriate table and back to their seats
- Provide a count of those attending the services
- Complete the Worship Service Attendance and Offering Report Form after both the opening and closing services and give them to the president (Head usher)
- Monitor crowd for emergencies and know emergency procedures, which should be outlined to the convention co-chairs in advance of the convention
- Be provided with a diagram of the seating in advance and be given specific duties. The pastoral advisors will assist in conducting a rehearsal. The following routing has been successful in past years, although it should to be reviewed in relation to the floor plan:
  - Usher one row at a time to the table even though the count may not be the same each time
  - Communicants should go up the right and come back on the left. A line of people is always waiting behind the line of those at the table
  - Post ushers at the front to direct traffic flow for each communion table

**Worship Folder**
The Worship Committee is responsible for making sure the pastoral advisors have the following information: the names of the accompanists and instrumentalists, the home congregations and names of the liturgists and devotion leaders, the choir music selections, and other worship-related information.

**Helpful Hints**
- The convention planner will put out appropriate *Reserved* signs on chairs or rows of chairs. Ushers should acquaint themselves with the different reserved seating sections in order to help direct people to the appropriate locations.
- Service folders need to be handed out at the door and not placed on chairs prior to the service.
- Put someone in charge of the offering baskets which should be distributed to the ushers just prior to the offering or placed under chairs in the last rows so they are available when needed. Be sure to alert the ushers of the location of the offering baskets. The basket covers then need to be given to the next hosting circuit after Sunday’s worship service.
REFERENCES
Quick References of General Duties

Pre-convention Publicity
Approval of all materials for publication .................................................. Convention Co-chairs/Board of Directors
Theme and logo suggestions ........................................................................ Convention Co-chairs
Logo development .................................................................................. Board of Directors (graphic designer)
Theme and logo approval ........................................................................ Board of Directors
Convention schedule ................................................................................ Board of Directors
Poster and bulletin insert .......................................................................... Publicity Committee
Website ..................................................................................................... Central Office
Public media/Press releases ....................................................................... Publicity Committee
Invitations ............................................................................................... Publicity Committee/Board of Directors
Internet promotion .................................................................................. Central Office/Board of Directors

Convention Registration
Tote bag ordering ..................................................................................... Central Office
Binder contents ....................................................................................... Board of Directors
Tote bag contents ..................................................................................... Registration Committee/Board of Directors
Tote bag stuffing ...................................................................................... Registration Committee
Registration material transportation to site .............................................. Registration Committee
Registration processing .......................................................................... Central Office
Registration questions and concerns ..................................................... Central Office
Name tag and ticket printing .................................................................... Central Office
Name tag holders ..................................................................................... Registration Committee Chair/Central Office
On-site distribution ................................................................................. Registration Committee
Signage .................................................................................................... Convention Planner
Delegates and alternates ......................................................................... Central Office
Registration counts ................................................................................ Central Office

Facility
Research .................................................................................................... Convention Planner
Selection .................................................................................................. Board of Directors
Contract negotiations ................................................................................ Convention Planner
Liaison for all details ................................................................................ Convention Planner
Signage ..................................................................................................... Convention Planner
All logistical needs .................................................................................. Convention Planner
Sign easels ............................................................................................... Convention Planner
General decorations (congregational banners) ......................................... Decorations Committee
Room reservation questions and concerns ............................................ Convention Planner
Room reservations for speakers and staff ............................................... Convention Planner

Courtesy
Door greeters .......................................................................................... Courtesy Committee
Courtesy desk staffing ............................................................................. Courtesy Committee
Courtesy directional people ...................................................................... Courtesy Committee
Volunteer check-in .................................................................................. Courtesy Committee
Evaluation content and printing .............................................................. Board of Directors
Evaluation collection ................................................................................ Courtesy Committee
Message board ....................................................................................... Courtesy Committee
Business meeting tellers .......................................................................... Courtesy Committee
Displays
Display guidelines and policies ....................................................... Board of Directors
Room floor plans and logistics ........................................................... Convention Planner
Mission display recruitment/assignment ............................................ Display Committee
All other displays .............................................................................. Board of Directors
Table assignment .............................................................................. Board of Directors
Door monitors .................................................................................. Display Committee
Move-in/Move-out supervision ........................................................... Display Committee
Message A Missionary ...................................................................... Board of Directors

General Sessions
Speaker suggestions ............................................................................. Convention Co-chairs
Speaker selection and honorariums ..................................................... Board of Directors
Audiovisual ordering ........................................................................... Board of Directors
Audiovisual payment ........................................................................... Board of Directors
Scriptwriting ....................................................................................... President
Ushers .................................................................................................. Worship Committee
Stage decorations including banner ..................................................... Decorations Committee
Stage setup ......................................................................................... Decorations Committee/Convention Planner
Altar and paraments .......................................................................... Worship Committee
Reserved seating ................................................................................ Convention Planner

Worship Services and Devotions
Approval of all elements and participants ......................................... Board of Directors
Flag transportation .............................................................................. Board of Directors
Flag procession .................................................................................. Board of Directors/Central Office
Communion ......................................................................................... Worship Committee/Board of Directors
Communion pastors ............................................................................ Worship Committee
Official welcome ................................................................................ Convention Co-chairs
Accompanist ..................................................................................... Worship Committee
Choir director ...................................................................................... Worship Committee
Music selection ..................................................................................... Worship Committee/Board of Directors
Music use permission ........................................................................... Board of Directors
Liturgist and preacher invitations ....................................................... Board of Directors
Ushers .................................................................................................. Worship Committee
Offering (collection, counting, and all logistics) ........................................ Worship Committee
Organ rental research ........................................................................... Worship Committee
Organ contracting, logistics, and payment ........................................... Convention Planner/Board of Directors
Piano and tuning .................................................................................. Convention Planner/Convention Planner
Floor plan ............................................................................................ Convention Planner
Logistics ................................................................................................. Convention Planner
Worship folder contents and printing .................................................. Board of Directors
Attendance .......................................................................................... Worship Committee

Meal Functions
Table decorations .................................................................................... Decorations Committee
Menu suggestions .................................................................................. Convention Co-chairs
Menu negotiations ................................................................................ Convention Planner
Ticket distribution ................................................................................ Central Office
Door monitors ....................................................................................... Courtesy Committee
Meal guides ............................................................................................... Courtesy Committee

**Banquet and Entertainment**
Table decorations .................................................................................... Decorations Committee
Menu suggestions ................................................................................... Convention Co-chairs
Menu negotiations .................................................................................. Convention Planner
Menu approval ....................................................................................... Board of Directors
Invitational skit (at convention year prior) .............................................. Convention Co-chairs
Banquet entertainment .......................................................................... Convention Co-chairs
Banquet emcee ...................................................................................... Convention Co-chairs
Reserved seating ................................................................................... Convention Planner
Staging requirements ............................................................................... Convention Planner
Ticket distribution .................................................................................. Central Office

**Workshops**
Topics and speakers ............................................................................... Board of Directors
Tickets ........................................................................................................ Central Office
Logistics .................................................................................................... Convention Planner
Audiovisual ............................................................................................. Convention Co-chairs/Convention Planner
Door monitors/Introducers ..................................................................... Courtesy Committee
Introduction scripts ................................................................................ Convention Planner
Signage ....................................................................................................... Convention Planner

**Miscellaneous**
Mini-convention ..................................................................................... Convention Co-chairs
Ballot counters (recruiting) .................................................................... Convention Co-chairs
Ballot counting (overseeing) ................................................................... Board of Directors
Official photographer, guidelines, and payment ..................................... Board of Directors
Scrapbook ................................................................................................. Convention Co-chairs
Post-convention follow-up ...................................................................... Convention Co-chairs
First aid, nurses, and supplies ................................................................. Courtesy Committee
Local information, maps and brochures, convention bureau representative ........ Tours and Transportation Committee
Driving directions ................................................................................... Tours and Transportation Committee
Parking ...................................................................................................... Convention Planner
Airport ground transportation options ..................................................... Convention Planner
Optional tours .......................................................................................... Tours and Transportation Committee
Hearing-impaired signer .......................................................................... Board of Directors
Childcare for mission presenters’ children .............................................. Convention Co-chairs
Calendar Deadlines

Convention co-chairs will receive information from their convention committee chairs and in turn will submit information as specified to the president, providing copies to the president-elect and convention planner. All information submitted must be ready for distribution and/or use in LWMS mailings and other communications. It is important this schedule is kept.

36 to 48 months before the convention  Due date ______
- Board of directors acknowledges invitations for future conventions pending securing a suitable facility

24 to 30 months before the convention  Due date ______
- Convention site is visited by convention planner, Central Office, and a board member.
- Convention co-chairs are selected. Please send names and contact information to president@lwms.org and presidentelect@lwms.org.
- Convention committee chairs are selected. Please send names and contact information to the president and president-elect.

24 months before the convention  Due date ______
- Convention site is confirmed by board of directors and the contract is signed.
- Submit three convention theme suggestions to the president and president-elect who will review them with the board of directors at the August board meeting and will notify the convention co-chairs of their decision

18 months before the convention  Due date ______.
- Submit a colored theme banner design to the president and president-elect
- Submit a script for the skit inviting attendees to the next convention to the board of directors for approval
- Receive, review, and rank logo suggestions provided by Board of Directors

14 months before the convention  Due date ______
- Plan a display to set up at the current convention to interest people in attending next year’s convention and discuss logistical needs with the convention planner
- Prepare an invitation to be presented at the current convention. The convention co-chairs should make the presentation or assign people to do it.
- Provide Central Office with information needed for the convention website

12 months before the convention  Due date ______
- Submit to the president and president-elect the publicity items to be sent to all circuit presidents before the fall rallies
- Convention co-chairs and committee chairs begin meeting on a regular basis

August 1
- Send to the president, president-elect, and convention planner:
  - Names, addresses, and phone numbers of committee chairs
  - At least two quotes on arrangements and costs for the rental of an organ. The board of directors will make the final decision and sign the written contract.
  - Maps of the area with complete directions to the convention facility
  - Information about the area where the convention will be held
October/November

- The convention co-chairs, convention committee chairs, and committee members will meet with the board of directors and the convention planner for a tour of the convention facilities and review each part of the convention.

March 1

- Send choir music to pastoral advisor copyright liaison and board of directors for approval.

April 1

- Send to the president, president-elect, and convention planner:
  - Updated list of committee chairs, listing each one’s home congregation.
  - Names of circuit(s) and current circuit officers involved in the convention planning.
  - Names of all people to be acknowledged on convention binder thank-you page.

- Board of directors/convention planner:
  - After confirming with the mission office at synod which country flags should be used in the flag procession, they will confirm with the convention co-chairs the number of flag bearers needed and who the narrator(s) will be.
  - Discuss convention diagram for seating (provided by convention planner) for hearing-impaired, choir, delegates, alternates, and stage area.
  - Request any need for reserved seating arrangements for meals.
  - Inform Central Office how many usable name tag holders are in your possession from the previous convention.

May 1

- Send a list of names and e-mails of local flag bearers to the spiritual growth-mission awareness board member.
- Send president-elect list of names and e-mails of 30 ballot counters.
- Schedule a tote bag assembly day for June and inform the board and Central Office.

June 1

- Prepare a scripted convention welcome for Thursday evening after the worship service.
- Prepare script for Friday evening entertainment, if applicable, and Saturday evening entertainment.
<table>
<thead>
<tr>
<th>Year</th>
<th>Convention Theme</th>
<th>Location</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>1964</td>
<td>Oriental Harvest</td>
<td>Winona</td>
<td>MN</td>
</tr>
<tr>
<td>1965</td>
<td>Thy Neighbor Next Door</td>
<td>Madison</td>
<td>WI</td>
</tr>
<tr>
<td>1966</td>
<td>Eat This Roll</td>
<td>Stevensville</td>
<td>MI</td>
</tr>
<tr>
<td>1967</td>
<td>That the Blind May See</td>
<td>North St. Paul</td>
<td>MN</td>
</tr>
<tr>
<td>1968</td>
<td>Reaching Out</td>
<td>Watertown</td>
<td>WI</td>
</tr>
<tr>
<td>1969</td>
<td>Lifting the Cross</td>
<td>Benton Harbor</td>
<td>MI</td>
</tr>
<tr>
<td>1970</td>
<td>Build Ye the Kingdom</td>
<td>Lake City</td>
<td>MN</td>
</tr>
<tr>
<td>1971</td>
<td>Serve to Save</td>
<td>Beaver Dam</td>
<td>WI</td>
</tr>
<tr>
<td>1972</td>
<td>To Tell the Love of Jesus</td>
<td>Westland</td>
<td>MI</td>
</tr>
<tr>
<td>1973</td>
<td>Rejoicing Together</td>
<td>Winona</td>
<td>MN</td>
</tr>
<tr>
<td>1974</td>
<td>Spread, Oh Spread, Thou Mighty Word</td>
<td>Appleton</td>
<td>WI</td>
</tr>
<tr>
<td>1975</td>
<td>Grace to Serve</td>
<td>New Ulm</td>
<td>MN</td>
</tr>
<tr>
<td>1976</td>
<td>One in Service the World Around</td>
<td>Watertown</td>
<td>WI</td>
</tr>
<tr>
<td>1977</td>
<td>How Beautiful Upon the Mountains</td>
<td>Estes Park</td>
<td>CO</td>
</tr>
<tr>
<td>1978</td>
<td>Our God, Our Help in Ages Past, Our Hope for Years to Come</td>
<td>Rock Island</td>
<td>IL</td>
</tr>
<tr>
<td>1979</td>
<td>They Went Everywhere Preaching the Word</td>
<td>Milwaukee</td>
<td>WI</td>
</tr>
<tr>
<td>1980</td>
<td>God’s Word Is Our Great Heritage</td>
<td>Wheaton</td>
<td>IL</td>
</tr>
<tr>
<td>1981</td>
<td>The Desert Shall Rejoice and Blossom as the Rose</td>
<td>Phoenix</td>
<td>AZ</td>
</tr>
<tr>
<td>1982</td>
<td>Come to the Waters</td>
<td>St. Paul</td>
<td>MN</td>
</tr>
<tr>
<td>1983</td>
<td>Go for Christ as You Grow in Christ</td>
<td>Saginaw</td>
<td>MI</td>
</tr>
<tr>
<td>1984</td>
<td>Sharing Our Joy in the Lord</td>
<td>Holland</td>
<td>MI</td>
</tr>
<tr>
<td>1985</td>
<td>Jesus — the Gateway to Heaven</td>
<td>St. Louis</td>
<td>MO</td>
</tr>
<tr>
<td>1986</td>
<td>Light the World with the Message of Love</td>
<td>Appleton</td>
<td>WI</td>
</tr>
<tr>
<td>1987</td>
<td>Lord, Send Forth Your Word and Heal Them</td>
<td>Rochester</td>
<td>MN</td>
</tr>
<tr>
<td>1988</td>
<td>Wafting Winds, Rolling Waters, and His Story</td>
<td>Kenosha</td>
<td>WI</td>
</tr>
<tr>
<td>1989</td>
<td>A Silver Celebration of Sowing Seeds in Fallow Fields</td>
<td>Bismarck</td>
<td>ND</td>
</tr>
<tr>
<td>1990</td>
<td>Let the Voice of Hope Be Heard</td>
<td>Oconomowoc</td>
<td>WI</td>
</tr>
<tr>
<td>1991</td>
<td>Grace — The Heart of It All</td>
<td>Toledo</td>
<td>OH</td>
</tr>
<tr>
<td>1992</td>
<td>Jesus Shall Reign where’er the Sun</td>
<td>Kissimmee</td>
<td>FL</td>
</tr>
<tr>
<td>1993</td>
<td>Praise the Lord of the Living Harvest</td>
<td>Sioux City</td>
<td>IA</td>
</tr>
<tr>
<td>1994</td>
<td>How Will They Know Him unless We Tell Them</td>
<td>Milwaukee</td>
<td>WI</td>
</tr>
<tr>
<td>1995</td>
<td>Our Heritage, God’s Gift of Grace</td>
<td>Arlington</td>
<td>VA</td>
</tr>
<tr>
<td>1996</td>
<td>Be Fishers of Men</td>
<td>Green Bay</td>
<td>WI</td>
</tr>
<tr>
<td>1997</td>
<td>Send out the Light and the Truth</td>
<td>Duluth</td>
<td>MN</td>
</tr>
<tr>
<td>1998</td>
<td>Deep in the Heart of Jesus</td>
<td>Dallas</td>
<td>TX</td>
</tr>
<tr>
<td>1999</td>
<td>Soar with His Word</td>
<td>La Crosse</td>
<td>WI</td>
</tr>
<tr>
<td>2000</td>
<td>Make a Joyful Noise unto the Lord</td>
<td>Nashville</td>
<td>TN</td>
</tr>
<tr>
<td>2001</td>
<td>Set Our Hearts on Fire</td>
<td>Chicago</td>
<td>IL</td>
</tr>
<tr>
<td>2002</td>
<td>Jesus — Our Oasis in the Desert</td>
<td>Las Vegas</td>
<td>NV</td>
</tr>
<tr>
<td>2003</td>
<td>The SON Never Sets</td>
<td>Madison</td>
<td>WI</td>
</tr>
<tr>
<td>2004</td>
<td>Fields Ripe for Harvest</td>
<td>Sioux Falls</td>
<td>SD</td>
</tr>
<tr>
<td>2005</td>
<td>All Seasons with Jesus</td>
<td>Bloomington</td>
<td>MN</td>
</tr>
<tr>
<td>2006</td>
<td>Shout Jesus from the Mountaintops</td>
<td>Tacoma</td>
<td>WA</td>
</tr>
<tr>
<td>2007</td>
<td>I Have Engraved You on the Palms of My Hands</td>
<td>Detroit</td>
<td>MI</td>
</tr>
<tr>
<td>2008</td>
<td>Tell the Glory of His Kingdom</td>
<td>Tucson</td>
<td>AZ</td>
</tr>
<tr>
<td>2009</td>
<td>Missions with an Altitude</td>
<td>Denver</td>
<td>CO</td>
</tr>
<tr>
<td>2010</td>
<td>Show Me Your Ways, O Lord</td>
<td>St. Louis</td>
<td>MO</td>
</tr>
<tr>
<td>Year</td>
<td>Theme</td>
<td>Location</td>
<td>State</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>2011</td>
<td>The Great Commission on a Great Lake</td>
<td>Milwaukee</td>
<td>WI</td>
</tr>
<tr>
<td>2012</td>
<td>Our God Reigns</td>
<td>Winston-Salem</td>
<td>NC</td>
</tr>
<tr>
<td>2013</td>
<td>Like a Tree Planted by Streams of Water</td>
<td>La Crosse</td>
<td>WI</td>
</tr>
<tr>
<td>2014</td>
<td>You Will Be My Witnesses</td>
<td>Dallas</td>
<td>TX</td>
</tr>
<tr>
<td>2015</td>
<td>Lift High the Cross in the Hills</td>
<td>Rapid City</td>
<td>SD</td>
</tr>
<tr>
<td>2016</td>
<td>Christ Alone, our Cornerstone</td>
<td>St. Charles</td>
<td>IL</td>
</tr>
<tr>
<td>2017</td>
<td>Around the World with Missions</td>
<td>Orlando</td>
<td>FL</td>
</tr>
<tr>
<td>2018</td>
<td>Speak, O Lord from the Valley to the World</td>
<td>Green Bay</td>
<td>WI</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Sign List

Below is a list of the signs which may be needed at the convention. A final sign list will be compiled by the convention planner and discussed with the convention co-chairs. All committee chairs should submit their sign needs to the convention planner no later than March 15.

Once the final sign list is compiled, the convention planner will determine if the sign already exists or if it needs to be made, and if so, who should make it.

- Directionals (to registration, general session, workshops, meal functions)
- Courtesy Desk (x2)
- First Aid Station
- Central Office
- Registration
- Registration line designations (A-B, C-F, etc.)
- On-site Registration
- Displays
- Ballot Counting
- Tour Desk
- Miscellaneous group meetings
- Workshops (one for each workshop)
- Banquet Ticket Sales
- Workshop Ticket Exchange
- Message Board

This seat reserved for:

- Board of directors
- Pastors who are conducting services
- Hearing-impaired
- Delegates and alternates (business meeting only)
- Choir
- Missionaries and their families at the Saturday morning session where they are introduced
- Speakers at the session during which they are speaking
- Signers
GUIDELINES
Congregational Convention Display Guidelines

Mission displays are a popular part of the convention and a great way for congregations in the hosting circuit to get involved in the spirit of LWMS. These guidelines will explain what is involved in creating a display.

LWMS Mission Statement
LWMS is women dedicated to serving Jesus by increasing awareness of, interest in, and support of the mission outreach of the Wisconsin Evangelical Lutheran Synod (WELS).

Step #1 Select a Mission Field for Display
Congregations may choose a world mission or a home mission field for their display. Contact Central Office to get an updated list of world mission fields. All fields do not have to be represented, but no other world mission fields are to be considered without written application to the board of directors. Displays representing the fields of convention speakers receive priority. Ask Central Office or the president for names of the convention speakers.

Home mission fields, including Canada, Antigua, Grenada, and St. Lucia, can all be considered, but we encourage you to select fields represented by the home mission convention speakers. The Display Committee chair can also contact the Board for Home Missions to determine the home missions in your district. Home mission field displays can also represent any new area of home mission work. All home mission display choices must go to the Display Committee chair who will submit them to the board of directors for approval. It should be noted that while many areas have local efforts of outreach, priority will go to official WELS home mission fields.

Coordinating the assignment of mission fields is the responsibility of the Display Committee chair. Congregations should make requests to her by completing the Congregation Convention Display Form, which can be found in the Samples section of this handbook.

Step #2 Create the Mission Display
Once the Display Committee chair has approved a chosen mission field for a display, it is important to design and organize the display early. Researching for the mission display can be very interesting and is a good project for all ages in a congregation. Here are some resources for obtaining information: the synod website (www.wels.net), synod offices, former and current missionaries, or Kingdom Workers. WELS Missions Promotions has a Mission Information Center with display kits available for use. These can provide additional mission information and materials. Check their website http://missionsdisplaykits.wels.net.

Here are things to keep in mind:

- The size of each display table is usually 6' x 30” with a white table cloth and skirting. There is usually a cost for an electrical outlet which will likely be passed along to those requiring it. Be sure to check on these potential costs with the Display Committee chair as you are considering it.

- Each display group must provide their own support system or the display should be freestanding. Facilities rarely allow anything that might cause damage such as taping something to a wall. The Display Committee chair works with the convention planner to provide solutions to any problems or concerns a congregation might have.
A Suggested Way of Making a Display Board

1. Decide on the size of board that you will need according to the material available and the size of the display area. The size of each display table is usually 6’ x 30”.

2. Possible materials to use are plywood, corkboard, heavy-duty cardboard, or pegboard. You might want to cover the board with material, felt, wallpaper, or gift wrap to make it more attractive.

3. Cut the board into three pieces and attach them together with paper, tape, or fabric hinges. You can attach all your pictures beforehand. Then just fold the board together and it will be ready to set up. The board also will be freestanding because of the support of the two hinged sides. See the drawing below.

![Drawing of a display board with hinges]

Step #3 Setting Up Your Display

We encourage you to set up your display for pre-convention viewing at your own church, circuit rallies, and other places or events. This creates interest in missions and the LWMS annual convention. Taking a picture of the display will help in setting it up at the convention. Those who assembled the display are encouraged to station themselves nearby to answer questions. Please note that a convention registration is required for all people who staff a display.

The Display Committee chair will outline the information you need for arrival time, unloading, setting up, and tearing down the display a few weeks prior to the convention. You are responsible for all tools and supplies necessary to set up displays. Don’t forget, you may need a heavy-duty extension cord.

Special Notes Regarding Displays

The Display Committee is only permitted to have displays that are direct mission efforts of the WELS Home and World Mission Offices. Any others attempting to secure a display at the convention should be directed to the LWMS Central Office between January 1 and March 15 to obtain an application.
There are no sales or requests for donations allowed in the mission display room. Order forms may be handed out. The board may allow certain mission groups a special time to sell mission-related items. Those sales will not be in the display area. The groups must fill out an application and receive prior approval.

After the convention, don’t forget to return all materials to their proper sources.
When training volunteers for the convention, please include the following points along with anything you have to include that is specific to the convention site. The convention planner may also outline additional duties specific to your convention.

**Stations**
The convention planner can provide you with a floor plan of the facility that shows where registration will be set up along with courtesy tables, the CO booth, and other key areas. It is highly suggested that you mark these floor plans with the stations for volunteers. If you mark them with numbers, you can then compile a list of volunteers with their duty time and station numbers, as well as the duties they are to perform at that station. This information should be copied for all volunteers with extra copies kept at the volunteer check-in station.

**Volunteer Check-in Station**
It is essential that you have one central location for volunteers to check in when they arrive for duty. You can schedule check-in during certain hours so that the station does not need to be manned during the entire convention, but you need to know that your volunteers have all arrived and do not have questions about their duties. The convention planner can help arrange an area for this check-in. Please make sure the volunteers know where this will be.

**Duties**
The following lists of duties may not be inclusive lists for your facility, but they will assist in helping you cover the necessary areas of concern. All volunteers should have a comprehensive knowledge of the facility and where the meeting rooms are, so request that all volunteers take an on-site tour the week prior to the convention. Each should be given a floor plan at the tour and be encouraged to take notes.

**Convention Site Entrance Greeters**
- Should be aware of parking information (i.e., how convention attendees get the discounted rate, if applicable). The convention planner can help outline any particulars.
- Should be able to direct attendees to hotel registration
- Should be able to direct attendees to convention registration
- Should be able to direct attendees and guests to the banquet room

**Courtesy People**
- Should know where all meeting rooms, registration, and exits are located
- Should be knowledgeable about whom to call in an emergency

**Directional People**
- Should know where all meeting rooms, registration, and exits are located

**General Session Room Monitors**
- Stay at the entrance to the general sessions and prohibit the admittance of anyone who does not have a convention name tag. Please do not have these people perform duties other than this.
- Be able to direct attendees to convention registration
General Session Seating Assistants
- Help seat people, especially as the room begins to fill up
- Deter people from finding chairs from other areas of the facility and using them in the rear of the room. This area needs to remain clear in case of emergency.

Meal Greeters
- Stay at the entrance to the meals and prohibit the admittance of anyone who does not have a meal ticket. Any child over the age of two must have a ticket for a child's meal which can be purchased at the CO booth. Children under the age of two who enter the meal area must sit on an adult's lap. Please do not have meal greeters perform duties other than this.

Meal Guides
- Direct attendees to fill in tables furthest from the entrance
- Direct guests down the table rows with persons at the end of the row of tables to actually seat the guests at the next available table
- Make sure children less than two years of age do not sit in a chair

Workshop Room Monitors
- Collect tickets at the door for the workshop and ensure the person entering has the correct ticket. Otherwise direct them to the location of their workshop.
- Count the number of attendees in the session, as well as the number of tickets collected, and complete the count form. Keep the collected tickets and the form in a bag supplied by the convention planner and turn the bag in to the CO booth.
- *(optional)* Introduce the speaker at the start of the session by reading a short paragraph written and supplied by the convention planner
Copyrighted Music Guidelines

Copyright infringement is a serious matter and one that could have severe legal ramifications. Yet since it is not what the average person deals with on a regular basis, it is something that is often overlooked in the music selection process.

More often than not we are presented with music for inclusion at the convention which we cannot use. For example, one such situation has been the recurring use of the melody to *Edelweiss* put to words other than for what it was written. The *Edelweiss* copyright states that other words are not to be put to that melody. The permission has been sought in the past by many, but never given.

The board of directors has implemented a process to do everything possible to avert any incidents of this nature. One of the pastoral advisors is designated as the convention copyright liaison responsible for obtaining permission for all convention music.

These are areas where music can and has been sung at or used in a convention:

- Worship services
- Choir performances
- Breaks
- Devotion settings
- Workshops
- Bible studies
- Meal prayers

All music to be used in any of these settings must be referred to the copyright liaison no later than March 1 of the convention year. This includes any song/hymn from any source, including our own worship hymnals, that will have text or tune printed in a bulletin, reproduced for the choir, inserted in a folder, signed for the deaf, or projected on a screen. Please advise everyone on all committees they are not to make any copies of anything that will be put to music until contact has been made with the copyright liaison, no matter how inconsequential it may seem.

It is likely that the copyright information is included on the bottom of the first page of the music. When providing the music list to the copyright liaison, please include:

- Title of selection
- Composer/lyricist
- Source and page number, if known
- Current copyright holder, oftentimes a publishing company

The choir director or Worship Committee chair will need to provide the above information to the copyright liaison by March 1 of the convention year for all sheet music purchased.
Offering Counting Guidelines

Six people will count the money after the opening and closing worship services. The convention planner will assist in arranging a secure room for counting, as well as any necessary security inside the facility. The person in charge of counting should discuss all logistics with the convention planner so that proper arrangements can be made. The treasurer will assist with this process.

Useful Equipment
- Two or more ten-key printing calculators (with extra tape), preferably electric. If battery operated, have extra batteries on hand.
- 9" x 10" padded envelopes
- Money bands
- Change wrappers
- Endorsement stamp. The treasurer will provide this.
- Bill counter. See if one can be borrowed from a local church or a bank.

Counting Process
- Empty offering baskets
- Separate the cash from the checks
- Sort bills by denomination, unfold, straighten corners, and arrange faceup
- Bundle bills with money bands, counting each bundle twice before banding
- Band twenties to equal $500 bundles
- Band tens to equal $500 bundles
- Band fives to equal $100 bundles
- Band ones to equal $50 bundles
- Enter amounts in one calculator as bundles are turned in
- Count loose bills that do not fit into above bundles and enter amount in the calculator
- Count change and rolls and enter the amount in the calculator. Run twice and compare tapes.
- Stamp checks with deposit stamp and enter amounts in the second calculator. Run it twice and compare tapes.
- Combine calculator tapes — quantities of above bundles, loose bills, coins, and checks

Cash
The treasurer will advise if the hotel will take a cash deposit to be applied to the convention master account at the hotel. If they will accept this, the treasurer will arrange the procedure to accomplish this. The person in charge of counting will be on hand to accept the receipt for the cash to make sure it matches the accounting totals. The treasurer is responsible for crediting the proper total into the mission offering fund.

Checks
After the Sunday morning service offering has been counted, the endorsed checks are given to the treasurer, who will deposit them into the LWMS account.
Photographer Guidelines

- The communications coordinator will select a capable convention photographer to take digital photographs. The convention co-chairs may be requested to help with the selection.

- All costs regarding the board-approved photographer are covered by the board of directors and include postage for mailing after convention, meals, lodging for three nights, honorarium, and any other preapproved expenses.

- The photographer will be reminded that no flash photography is allowed during any of the worship services or devotions.

- It is suggested that the photographer have an assistant to record pertinent information.

- Central Office will provide the photographer with a 32 GB SD memory card for each day of the convention.

- The memory card should be returned to Central Office at the end of each day during the convention.

- Central Office will create four copies of the photos for distribution as follows:
  - Central Office for filing
  - Board president
  - Communications Committee
  - Host circuit(s) for scrapbook use

List of Requested Photographs

Special Requests
- Closeup posed pictures of missionaries and their families (apart from stage shots) in addition to other candid pictures
- Candid shots of women greeting each other, talking with missionaries
- A favorite shot that in your opinion sums up the convention

Thursday
- Convention co-chairs and committee chairs
- Outdoor shots of the convention headquarters
- Candid shots of registration and other activities
- Convention auditorium from back to front including the stage area
- Theme banner
- Choir rehearsal
- Flag rehearsal
- Opening worship service
- Flag processional
- Service leaders (speaker and liturgist)
- Organists and special musicians
- Convention choirs and directors
- Signers for the deaf, if applicable
Friday
- Candid shots of registration, mealtime, and other activities
- Opening and closing devotion leaders
- Business meeting, including special committee and officer reports
- Bible studies
- Featured speakers (home and world missionaries)
- Moments with Our Missionaries speakers
- Workshops (all presenters)
- Mission displays
- Break activities
- Special music and musicians

Saturday
- Opening and closing devotion leaders
- Roll call and business meeting recap
- Introduction of current and newly-elected officers
- Recognition of past officers
- Introduction of Home and World Missions Administrators
- Mission box offering checks being presented to the Home and World Missions Administrators
- Kids c.a.r.e. offering check being presented to recipient
- Missionaries who come on stage
- Main speakers
- Workshops
- Meet the Missionaries – home and world missionaries and their wives and families in attendance at the convention
- Banners and display room
- Special speakers
- Special music/hymn singing
- Saturday night banquet and entertainment (host, board of directors, the next year’s convention committee)

Sunday
- Installation of new officers
- Gavel exchange from the outgoing president to the new president, if applicable
- The new president, if applicable
- Current and newly-elected board of directors
- Closing worship service
- Service leaders (speaker and liturgist)
- Flag presentation ceremony
- Goodbyes, packing up, and leaving
Scrapbook Guidelines

Making a convention scrapbook is the responsibility of the convention co-chairs. They may do it themselves or assign it to others. Central Office will send the convention co-chairs a set of convention pictures as soon as possible. Decorate the outside of the scrapbook to reflect the convention theme, theme banquet, or geographic location of the convention. The scrapbook is to be sent to Central Office. Circuits may want to make a second copy to be kept in the circuit.

Please try to include the following:

- Stickers, brochures, invitations, or similar items used at the previous convention for promotion of your convention
- Poster announcing the convention
- Newspaper clippings announcing the convention
- Convention favor
- Convention and business meeting agendas
- Workshop handouts
- Reports of the president, treasurer, and Spiritual Growth-Mission Awareness Committee
- List of the convention committee chairwomen
- List of hosting circuit’s officers
- Saturday night program
- Newspaper clippings on the convention

Include the following photographs:

- Convention co-chairs and committee chairs
- Outdoor shots of the convention headquarters
- Convention auditorium from back to front, including the stage area
- Theme banner
- Flag ceremony
- All devotion speakers, mission speakers, preachers, and liturgists
- Friday night speakers or program
- Convention choirs and directors
- Organists and special musicians
- Current president
- Current and newly-elected board of directors
- Spiritual Growth-Mission Awareness Committee presentations and workshops
- Home and world missionaries and their wives and families in attendance
- Mission checks being presented to the Home and World Missions Administrators and kids c.a.r.e. recipient
- Signers for the deaf
- Passing of the gavel from the outgoing president to the new president, if applicable
- New president
- Saturday night program and entertainment
- Banners and displays
- Candid shots of registration, meals, and other activities
- Ballot counters
- Your favorite shot that sums up the convention
Central Office will set up a convention website as a subsite to the LWMS Finalweb site. The hosting circuit(s) should find a volunteer to provide content about the convention to Central Office. If someone in the hosting circuit is proficient in Finalweb and would like to help with posting, please let Central Office know.

The following information will be included on the convention website:

<table>
<thead>
<tr>
<th>Page Name</th>
<th>LWMS Responsibility</th>
<th>Circuit Responsibility</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>Basic information such as the logo, theme, location, and dates of the convention</td>
<td>Photos (if available), contact information for co-chairs and volunteer coordinators</td>
<td>May 1</td>
</tr>
<tr>
<td>Convention Theme</td>
<td>Logo</td>
<td>Any explanation of the theme</td>
<td>May 1</td>
</tr>
<tr>
<td>Location</td>
<td>Google map of convention location</td>
<td>Location, photos, links to area attractions</td>
<td>November 1</td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
<td>Publicity materials that can be printed from the Internet, such as posters or bulletin inserts</td>
<td>As soon as available, but no later than November 1</td>
</tr>
<tr>
<td>Registration</td>
<td>Registration newsletter and form</td>
<td></td>
<td>November 1</td>
</tr>
<tr>
<td>Schedule/Speakers</td>
<td>Daily schedule, list of speakers and workshop presenters</td>
<td></td>
<td>November 1</td>
</tr>
<tr>
<td>Tour Info</td>
<td></td>
<td>Information and registration materials for optional tours</td>
<td>November 1</td>
</tr>
<tr>
<td>Travel/Lodging/Meals</td>
<td>Hotel and convention center information including address, phone number, room rates, amenities, reservations</td>
<td></td>
<td>November 1</td>
</tr>
<tr>
<td></td>
<td>Airport shuttle, maps, parking information, meal menus</td>
<td></td>
<td>November 1</td>
</tr>
<tr>
<td>Volunteer</td>
<td></td>
<td>Information for those who would like to volunteer, including links to online sign-up sheets.</td>
<td>As soon as available, but no later than January 1</td>
</tr>
</tbody>
</table>

The convention subsite will go live around July 1 of the year prior to the convention, so it is important to send as much information as possible to Central Office by May 1. All hotel information, the registration form and information will be posted the first week of January of the convention year. The board of directors approves all material prior to posting.
SAMPLES
Join the Alpha Circuit for the 44th Annual LWMS Convention
June 21-24, 2007
At the Renaissance Marriott Hotel
Detroit, Michigan

www.lwms2007.org

For more information, please contact
March 2004

Dear LWMS Reporter,

The 42nd Annual LWMS Convention is fast approaching and plans are well under way. As chair of the Congregational Banner Subcommittee, I am asking each congregation of the Minnesota Valley and St. Croix Circuits to provide a banner for display at the convention. Following are the banner guidelines:

1. The banner may focus on the convention theme *All Seasons with Jesus* or on an appropriate theme of your choice.
2. It may be a newly-created banner or a favorite that you’ve made and used previously.
3. Each contributing congregation will need to provide a stand for its banner.
4. The name and location of the congregation must be on the banner (back or front).
5. The banner can be any size appropriate for hanging in church and to fit your banner stand.
6. Your congregation is responsible for getting the banner to the convention site or to a committee member prior to the convention and for picking it up at the close of the convention.

If you have questions or concerns, please feel free to contact me. Please complete the following form and return it to me by July 1, 2004.

United to Serve Jesus,

Mary Smith, Chair
12345 Williams Parkway
St. Paul, MN 55106
(555) 555-5555 or mksmith@gmail.com

_____ Yes, our congregation will provide a banner and stand.

_____ No, our congregation is not able to provide a banner.

<table>
<thead>
<tr>
<th>Congregation</th>
<th>Circuit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Phone (____)</td>
<td></td>
</tr>
<tr>
<td>E-mail</td>
<td></td>
</tr>
</tbody>
</table>
Please fill out this form and return it by January 15, 2004, to the Display Committee chair at abjones@gmail.com. Or mail this form to Abbie Jones, 6789 Miller Road, St. Paul, MN 55106. Call her at (555) 733-3333 if you have any questions.

___ Yes, our congregation, ____________________________, will provide a display.

___ Our congregation, ____________________________, is thinking about providing a display.

___ Our congregation, ____________________________, would like to do a display with another congregation, ____________________________.

___ No, our congregation, ____________________________, is unable to provide a display.

PLEASE SUBMIT YOUR MISSION DISPLAY CHOICES

1) _________________________________________________     ___________________ (Home or World)

2) _________________________________________________     ___________________ (Home or World)

PLEASE PRINT YOUR CONGREGATIONAL CONTACT INFORMATION

Name ______________________________________________________________
Address __________________________________________________________________
City, State, and Zip _____________________________________________________
Phone (___)_________________ E-mail ______________________________

7/17
October 2002

Dear LWMS Reporter,

We want to thank you for all the work you do as an LWMS reporter in your congregation. God’s blessings to you as you carry out your responsibilities.

In 1982 the 19th Annual LWMS Convention was held at Bethel College in St. Paul, and many of you know what a joy it was to be part of that convention either as a volunteer or attendee. By God’s grace we have the opportunity to host another convention. The St. Croix and Minnesota Valley Circuits will be co-hosting the Annual LWMS Convention in St. Paul from June 23-25, 2005. The exact site in the Twin Cities has not been selected at this time. It may seem like a long way off, but we need to recruit the help of all of our congregations to make this a successful convention and we can never start too soon. We are anticipating 1500 or more attendees at the convention so we need help from all of our congregations. As with all LWMS conventions, this is a great opportunity to hear and learn firsthand about the mission work being done by WELS missionaries and the special mission projects that you have helped support through your mission offerings.

We invite you and your congregation to be a part of this convention. Please make copies of the attached form for the women of your congregation in order that they may select the areas where they would like to help. It’s possible that your entire congregation would like to help on a particular project, such as making favors. Please indicate what your congregation would like to do on the form and be sure you list a contact person. Everything must be approved by the board of directors before proceeding.

Responsibilities will also include attending some meetings during the next couple of years. The number of meetings will vary with the project(s) signed up for. Some of the projects may require at least one person from a congregation to attend several meetings. We’ll do our best to keep them to a minimum.

Please complete the attached form and return it to the convention co-chair from your circuit as indicated below. Return the form by January 1, 2003. If you have any questions, please feel free to contact one of the co-chairs. Our prayers are for a successful convention. May we all be…

United to Serve Jesus,

Audrey Brown, Co-chair         Adelaide Green, Co-chair
St. Croix Circuit               Minnesota Valley Circuit
2345 Lacey Lane                5678 Tree Lane Road
Minneapolis, MN 55414          Nicollet, MN 56074
aubrown@gmail.com              adgreen@gmail.com
As many of you know, the 42nd Annual LWMS Convention will be held in the Twin Cities on June 23-26, 2005. The convention site has not been determined at this time. The St. Croix Circuit and the Minnesota Valley Circuit will be co-hosting the convention. Convention co-chairs will be Audrey Brown from St. Croix and Adelaide Green from Minnesota Valley.

We need your assistance. There are a lot of ways you can help either individually or as a congregation. Please check those areas on the attached form where you or your congregation would like to help. We want every congregation in the two circuits to be involved. PLEASE RETURN THE FORM BY JANUARY 1, 2003.

St. Croix Circuit members should return the form to Audrey Brown 2345 Lacey Lane, Minneapolis, MN 55414 or call and leave a message on her voice mail at work (651) 555-5555 or home (507) 555-5555.

Those in the Minnesota Valley Circuit should return the form to Adelaide Green, 5678 Tree Lane Road, Nicollet, MN 56074 or call her at (507) 444-4444.

Areas where help will be needed are listed on the next page. Please check all areas in which you or your congregation are interested in helping. Actual assignments will be made by the co-chairs and convention committee. Please indicate if your entire congregation would like to help in a particular area.
42nd Annual LWMS Convention Committee Chair

I am interested in being the chair for the checked committees. (Check all you may be interested in; you will be contacted before being assigned.)

___ Courtesy  ___ Decorations  ___ Publicity
___ Displays  ___ Registration  ___ Tours and Transportation
___ Worship

There will be many subcommittees under each committee. Some, but not all, of these responsibilities are long-term. Check below if you are interested in serving on any of these committees.

___ Courtesy  ___ Decorations  ___ Publicity
___ Displays  ___ Registration  ___ Tours and Transportation
___ Worship

Volunteers are needed to do the following: (Check all areas in which you are willing to assist.)

___ Register people at convention
___ Help bundle kids c.a.r.e. boxes
___ Make favors (We also need favor ideas – this will be easier after the actual theme is approved.)
___ Serve as a courtesy woman – help in whatever way is needed at the convention
___ Usher at Thursday evening and Sunday morning worship services
___ Help arrange tours before the convention starts
___ Direct the choir
___ Serve as an organist
___ Make table decorations
___ Make banners
___ Put together a mission display
___ Other ________________________________

PLEASE SUBMIT YOUR IDEAS FOR A THEME (include Bible passage reference)
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Name (please print) __________________________________________________
Address ______________________________________________________________
City, State, and Zip ________________________________
Phone (___)________________ E-mail ________________________________
Congregation ___________________________Circuit _________________________
42nd Annual LWMS Convention Courtesy Volunteer

Courtesy women are needed throughout the convention to assist the attendees. Some of the duties will be helping attendees with directions to the meeting rooms, acting as tellers for the business meeting, and serving as seating assistants for the Thursday night and Sunday morning worship services. Over 100 ladies are needed for the four days. Please sign up to be a courtesy woman at the 2005 Annual LWMS Convention! You must register for the convention to participate.

Name __________________________________________________________
Address _________________________________________________________
City, State, Zip ___________________________________________________
Phone __________________________________________________________
E-mail __________________________________________________________
Congregation _____________________________________________________
City, State, Zip ___________________________________________________
Circuit __________________________________________________________

Please check the time(s) you are willing to be scheduled at the 42nd Annual LWMS Convention:

Thursday, June 23
_____ Morning   _____ Afternoon   _____ Evening
_____ Usher for 7:00 PM opening worship service

Friday, June 24
_____ Morning   _____ Afternoon   _____ Evening

Saturday, June 25
_____ Morning   _____ Afternoon   _____ Evening

Sunday, June 26
_____ Morning   _____ Usher for Sunday worship service

The courtesy chair Anastasia Black will contact you in spring of 2005 to finalize the schedule. If you have questions, please contact her at (952) 333-3333 or e-mail her at anblack@gmail.com.

Each one should use whatever gifts he has received to serve others, faithfully administering God’s grace in its various forms. (1 Peter 4:10).

7/17
Offering Counter Sign-up Sample Letter

42nd LWMS Annual Convention Offering Counter

Money counters are needed to count the offerings received at the Thursday evening (June 23, 2005) communion service and the Sunday morning (June 26, 2005) worship service. We will need six women to count after each service. Please sign up to be a money counter at the 42nd Annual LWMS Convention.

Name ________________________________
Address ________________________________
City, State, Zip ________________________________
Phone ________________________________
E-mail ________________________________
Congregation ________________________________
City, State, Zip ________________________________
Circuit ________________________________

Please check one of the following:

_____ Thursday evening, June 23
_____ Sunday morning, June 26
_____ Both

Please mail this form or e-mail the information to the address listed below. If you have any questions, please contact me. I will send you more information when we get closer to convention time.

THANK YOU!

Delaney White, Treasurer
2468 Holly Lane
Woodbury, MN 55125
(651) 222-2222
E-mail: dewhite@gmail.com
Photography Release Form

I understand that pictures taken by me during the course of the Lutheran Women’s Missionary Society (LWMS) convention are the property of LWMS for their use in any publication or media they choose. I do not now, nor will I in the future, claim any rights or privileges to the photographs.

_______________________________
Printed Name

_______________________________
Signature

_______________________________
Date
WOMEN ATTEND CONVENTION
(name of town)

A group of __________ women (or list names) joined over 1000 others last (name of town) weekend to attend the 43rd Annual Lutheran Women’s Missionary Society (LWMS) Convention in Tacoma, Washington. Members from over 900 Wisconsin Evangelical Lutheran Synod (WELS) and Evangelical Lutheran Synod (ELS) congregations meet annually for mission support, spiritual renewal, motivation, and fellowship.

The weekend convention, June 22-25, using the theme Shout Jesus from the Mountaintops, provided opportunities to meet missionaries and hear firsthand about the work being done in _________________________________. Other highlights of the convention included Bible studies, the presentation of over $___________ to WELS home and world mission projects, and a variety of mission displays.

The purpose of LWMS is to increase awareness of, interest in, and support of the mission outreach of WELS through prayers, offerings, and project support. The 2007 convention will be held in ______________________ on ________________.

PHOTOS:
Among those attending from ______________ viewing mission displays are (name and town)

____________________, ______________, and ______________.

Among those attending from ______________ shown with the convention theme (name and town) banner are ______________, ______________, and ______________.
Worship Service Attendance and Offering Report

The Worship Committee is responsible for providing the Thursday evening and Sunday morning worship service attendance counts and offering totals to the president. The head usher is to complete the Worship Service Attendance and Offering Report Form after Thursday evening’s service and give it to the president for announcement on Saturday. The head usher should also complete the Worship Service Attendance and Offering Report Form after Sunday morning’s service and give it to the president.

Prepare five copies of this report for distribution as follows: one for the Worship Committee chair, one for the convention planner, two for the convention co-chairs, and one for the president.

Opening Communion Worship Service

Number attending ________________
Offering Amount $ ________________

Closing Worship Service

Number attending ________________
Offering Amount $ ________________

TOTAL OFFERINGS $ ________________

_________________________________  __________________
Convention Treasurer  Date
OPTIONAL ACTIVITIES
Optional Activities

The activities in this section are not required. They are ideas successfully used by other circuits to enhance previous conventions. They are included as options you may want to explore.

Items in this section:

- Children's workshop from 49th Annual LWMS Convention
- Youth social from 49th Annual LWMS Convention
2012 Annual LWMS Convention Children’s Workshops

My name is Jennifer Rannow and I am a called worker at Lambs of Grace Children’s Center at Grace Lutheran Church in Charlotte, North Carolina. Edie Hintz contacted me about helping with the children’s workshops for the 2012 LWMS convention in Winston-Salem. I was thrilled to be asked to help! Sharing God’s Word with children, especially of early childhood age, is my passion. This was an opportunity for me to use my God-given talents and skills to not only serve Him, but also to make a difference in the way that these families of young children and the children themselves were able to experience the convention.

Planning

I put together three lesson plans with a focus on outreach, evangelism, and missions. All of the lessons focused on going and preaching the Good News. We also made passports for each of the children and focused on three missions during each of the workshops. The children were then encouraged to take their passports with their parents and get their passports stamped at those mission booths. This was to get the children involved and thinking about home and world missions. I brought along materials, such as blocks, crayons, and toys from Lambs of Grace Christian Day School. The costs were very minimal since we borrowed some of the materials and supplies. I also had many things on hand which we used for the lessons. Edie made the copies of the forms, etc. The benefits far outweighed any expenses we had.

Implementing

The three children’s workshops were conducted at the same time as the adult small group sessions on Friday and Saturday mornings and Saturday afternoon. This allowed the parents to attend sessions during the convention. Children from ages one to ten participated in Vacation Bible School-type activities, listened to stories, sang songs, and made crafts. We even had a worker from the Central African Medical Mission make a presentation to them. Adult volunteers taught the lessons.

Benefits

1. The children’s parents were free to attend sessions during the convention without worrying about what to do with their children.
2. The children learned about home and world missions as well as their own evangelism and outreach. They learned how God gives us the charge to “Go and make disciples of all nations.”
3. The children had FUN! They were kept engaged and felt like they had an active role in this convention.
4. By offering these workshops for the children, we engaged the next generation of LWMS participants. It gave those with young children the opportunity to participate as well.
5. It gave the ten volunteers an opportunity to serve. It is important to involve youth of all ages and give them the opportunity to be active in serving.

Ideas for Future Improvements

The children’s workshops should be offered on the registration forms to allow better planning.

It might be nice to offer these workshops during the large assemblies as well, so that parents would not have to step out with fussy children.
It would be great to offer some sort of childcare for younger children. There were missionaries and participants who had children under the age of one who might have been able to attend sessions if we had offered something for the younger children as well.

It would be a great idea to partner with local Lutheran elementary schools and early childhood centers near each convention site to get materials, supplies, and volunteers/teachers.

It would also be good to try to partner with Martin Luther College to get some graduates/students who may be looking for opportunities to serve by planning, organizing, or facilitating these workshops.

**Summary**

In my opinion the children’s workshops were a huge success. The children enjoyed them, it made the convention experience both easier and more enjoyable for the parents, and the children learned about God’s Word and home and world missions. What a wonderful experience this was for me to be able to serve the Lord in this way! This was my first LWMS convention, and I hope to be able to come to many more in the future. I attended with my mother, who has gone to many conventions in the past. I hope that I will be able to attend with my daughter in the future.

I hope that the LWMS Board of Directors will consider offering these children’s workshops in the future. Please do not hesitate to give me a call or contact me via e-mail if you have any questions or if I can help in any way in the future.

God’s blessings to all of you!

*Jennifer Kay Rannow*

jrannow@gmail.com  704-764-7479  
Early Childhood Educator and Trainer  
Lambs of Grace Christian Day School  
Grace Ev. Lutheran Church, Charlotte, North Carolina
Hello President Hieb and LWMS Board of Directors,

Please consider a youth social event for future conventions.

This social was an outreach to the high school and college students attending the convention. The purpose was to help them connect with each other early on during the convention.

What: Free youth social
When: Thursday evening following the opening worship service
Where: Wolfie’s Gourmet Frozen Custard. We also brought in pizza from a neighboring parlor.
Who: High school and college students and four chaperones from the host circuit

How:
- Estimated the number who would attend from student registrations
- Made fliers with a map to have at registration and at the courtesy desk
- Made entry coupons for each person
- Met at courtesy desk following opening worship service
- Walked over to event, collected entry coupons, and returned to hotel lobby after eating
- Recommend that an announcement be made following the worship service for all interested students to come to the courtesy desk
- Was funded by an anonymous donor from the host circuit - $250

There were no organized ice breakers and the students seemed to mix easily and they had FUN! Sixteen students and six adults attended.

I strongly urge repeating this social at future conventions. Our LWMS future is with the youth!

Stephanie Chartrand
Convention Publicity Chair and Youth Social Chaperone, Heritage Circuit
rockygap5@verizon.net
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