

## 2003 Lutheran World Federation Assembly VOLUNTEER APPLICATION

The Assembly Local Committee is preparing for the upcoming Lutheran World Federation Assembly to be held in Winnipeg from July 21–31, 2003. Volunteers will be needed to help host this event. If you are interested in volunteering your time and talents, please complete both pages of this form.

Surname: \_\_\_\_\_ First name: \_\_\_\_\_ Mr / Ms / Rev / Dr \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov/State: \_\_\_\_\_ Postal Code/Zip: \_\_\_\_\_

Telephone # - Home:(\_\_\_\_\_) \_\_\_\_\_ Business:(\_\_\_\_\_) \_\_\_\_\_

Cell #:(\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Gender: Male /Female Over 18: Yes / No Occupation: \_\_\_\_\_

Valid Driver's License: Yes / No Class: \_\_\_\_\_

Other Languages: French / German / Spanish / Other: \_\_\_\_\_  
(NOTE: Volunteers MUST be fluent in English)

Do you need information about accommodation in Winnipeg during the assembly? Yes / No

Are you an ELCIC member? Yes / No

If yes, City: \_\_\_\_\_ Congregation: \_\_\_\_\_

If no, my faith community is \_\_\_\_\_

My Pastor/Priest: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you volunteered at a synodical, national or international event before: Yes / No

If Yes, what did you do? \_\_\_\_\_

Have you already been assigned as a volunteer by a Committee Chairperson? Yes / No

If Yes, Chairperson? \_\_\_\_\_ Committee? \_\_\_\_\_

Please indicate the time periods you are available to work. To facilitate scheduling, preference will be given to those volunteers willing to work a minimum of six 4-hour shifts during the Assembly.

|   | Weekdays                 |                          |                          | Weekends                 |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|   | Morning                  | Afternoon                | Evening                  | Morning                  | Afternoon                | Evening                  |
| Prior to Assembly<br>(present to July 20) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| During Assembly<br>(July 21-31)           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: \_\_\_\_\_

I understand selection of volunteers is the responsibility of the Assembly Local Committee and I will be contacted by a Committee Chairperson with an invitation to serve as a volunteer for the 2003 Lutheran World Federation Assembly. I also understand that volunteers may be required to work a **minimum of six 4-hour shifts** and wear an official volunteer identification.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward this application to:**  
Volunteer Coordinator Ron Heimbecker, email: [volunteers@elcic.ca](mailto:volunteers@elcic.ca), fax 204.984.9185  
or mail to: LWF Volunteers, 302-393 Portage Ave, Winnipeg MB R3B 3H6

From the list of committees shown, please choose committee preferences by order of choice (i.e. 1, 2,3)

|  |  |
|--|--|
| <b>FACILITIES/LOGISTICS</b><br><b>Chairperson: Heidi Wilker</b>  |  |
| <ul style="list-style-type: none"> <li>• General/"Gofers"</li> <li>• Plenary Hall</li> <li>• Stewards</li> <li>• Exhibition Hall</li> <li>• Catering Team</li> <li>• Set up/Take down</li> </ul>   |  |
| <b>HOSPITALITY</b><br><b>Chairperson: Jerry Roehr</b>  |  |
| <b>Ambassadors</b><br><b>Chairperson: Heidi Streu</b>  |  |
| <ul style="list-style-type: none"> <li>• Airport Ambassadors</li> <li>• Hotel Ambassadors</li> <li>• Convention Centre Ambassadors</li> </ul>  |  |
| <b>Security</b><br><b>Chairperson: Chuck Lecuyer</b>   |  |
| <ul style="list-style-type: none"> <li>• Hotels</li> <li>• Convention Centre</li> <li>• Worship Venues</li> </ul>  |  |
| <b>Transportation</b><br><b>Chairperson: Brian Lorch</b>   |  |
| <ul style="list-style-type: none"> <li>• Dispatcher Luggage Porter</li> <li>• Shuttle Driver</li> <li>• Shuttle Bus Marshall</li> <li>• Courtesy Driver</li> </ul>   |  |
| <b>WORSHIP</b><br><b>Chairperson: Paul Johnson</b>   |  |
| <ul style="list-style-type: none"> <li>• Floral Displays</li> <li>• Meditation Room</li> <li>• Security (personal belongings)</li> <li>• Liturgical vestments</li> <li>• Eucharistic ware</li> <li>• Ushers</li> <li>• Choir members</li> <li>• Communion Servers</li> </ul> |  |

|   |  |
|---|--|
| <b>COMMUNICATION</b><br><b>Chairperson: Kenn Ward</b>   |  |
| <ul style="list-style-type: none"> <li>• "Gofers"</li> <li>• Press Room Security</li> <li>• Host/Hostess</li> <li>• Signage</li> <li>• Documentation</li> <li>• Print Shop</li> </ul> |  |
| <b>OMBUDSMAN</b><br><b>Chairperson: Fikre Tsehai</b>  |  |
| <ul style="list-style-type: none"> <li>• Visas</li> <li>• Customs Assistants</li> </ul>   |  |
| <b>TOURISM</b><br><b>Chairperson: Agnes Smith</b>   |  |
| <ul style="list-style-type: none"> <li>• Tourism Desk Hosts</li> <li>• Tour Escorts</li> <li>• Tour Interpreters</li> </ul>   |  |
| <b>REGISTRATION</b><br><b>Chairperson: Toni Walker</b>  |  |
| <ul style="list-style-type: none"> <li>• Administration</li> <li>• Regional desks</li> <li>• Hotel Room Management</li> </ul>   |  |
| <b>INFORMATION TECHNOLOGY</b><br><b>Chairperson: Jim Halmarson</b>  |  |
| <ul style="list-style-type: none"> <li>• Set up</li> <li>• Technical Assistance</li> <li>• Internet Café</li> </ul>   |  |
| <b>FINANCE</b><br><b>Chairperson: Doreen Lecuyer</b>  |  |
| <ul style="list-style-type: none"> <li>• Offering Counters</li> <li>• Expense Forms</li> <li>• LWF Finance Office Support</li> </ul>  |  |
| <b>VOLUNTEERS</b><br><b>Chairperson: Ron Heimbecker</b>   |  |
| <ul style="list-style-type: none"> <li>• Volunteer Applications</li> <li>• Volunteer Scheduling</li> <li>• Volunteer Orientation</li> </ul>   |  |

Related Skills and Abilities: \_\_\_\_\_

\_\_\_\_\_

Dear Volunteer:

## **Volunteer Requirements**

### **What is expected from volunteers....**

- ✓ To attend an orientation session (April 3, 2003 or immediately before the assembly).
- ✓ To be able to volunteer a minimum of six 4-hour shifts on site.
- ✓ To be available for interviews, training and duties as assigned.
- ✓ To wear official Assembly volunteer identification as provided.
- ✓ To provide their own transportation, accommodations and meals.
- ✓ To be responsible for their own medical and travel insurance.
- ✓ To be fluent in English.
- ✓ Some volunteer assignments require the volunteers to be 18 years of age by July 1, 2003 or to have a valid driver's license.

## **Volunteer Expectations**

### **Volunteers can expect....**

- ✓ To be informed of volunteer opportunities.
- ✓ To be notified in advance of details, times and location of volunteer assignment.
- ✓ To be assigned a suitable volunteer opportunity that complements your talents and gifts.
- ✓ To be informed of available billeting opportunities.
- ✓ To be treated with respect as a team member.
- ✓ To learn more about the Lutheran World Federation as a global communion of Lutherans
- ✓ To be part of a Christian team ministry.
- ✓ To grow in understanding and faith!

**Thank you for your interest in becoming  
A 2003 Lutheran World Federation Assembly Volunteer!**