

Conference Spring Gathering Planning Guide and Assignment Worksheet

To be shared with Conference Unit Leaders and SWO Board Mentor(s)

GATHERING DATE: _____ TIME: _____

PLACE: _____ REG COST: \$ _____

THEME: _____

THEME VERSE: _____

MUSIC/SONG LEADER: _____

THEME SONG: _____

MISTRESS OF CEREMONY (usually Conference Coordinator(s)) _____

MIXER/ICE BREAKER (IF DESIRED): _____

DEVOTIONS (TIME 10-15 MIN): _____

OUTREACH PROJECT SPEAKER: _____

OUTREACH PROJECT(S) _____

BUSINESS MEETING: _____

(SYNOD BOARD MEMBER or Conference Leaders)

Election/Installation of Conference Leaders _____

(There is a script for Installation available on the Synod Women's website, on the Conference Resources page)

'LOVE' Offerings _____

LUNCH (usually responsibility of the host church) _____

KEYNOTE SPEAKER: _____

WORSHIP/COMMUNION: _____

Bulletins _____

Song Leader/Music _____

Ushers _____

Presiding Minister _____

Conference Spring Gathering Planning Guide and Assignment Worksheet

Worship Offering Designation (50% to churchwide Women of the ELCA; other 50% to the outreach project or charitable institution determined by Conference Planning Team) _____

CONFERENCE CHURCH UNIT OBLIGATIONS

REGISTRATION/PACKET/EVALUATIONS: _____

(There is an evaluation form available on the Synod Women's website on the Conference Resources page)

TABLE DECORATIONS & TABLE GRACE: _____

MORNING CONTINENTAL BREAKFAST: _____

OUTREACH PROJECT: _____

LUNCH (host church): _____

FLYER/PUBLICITY: _____

All publicity and worship bulletin should include the statement that our Grand Canyon Synod Women's events are fragrance free. We ask that women do not wear perfume or cologne, or use scented hand lotion or scented essential oils when attending our events.

NOTES:

Registration fee should cover your anticipated expenses, including lunch. We encourage you to write a Thrivent Action Team Grant to help offset event expenses, and/or to support your in-kind or outreach project gifting.

All checks (registration/offerings) should be made payable to Women of the ELCA – GCS. We encourage you to consider on-site, walk-in last-minute registration as well. If you desire to have on-line registration for your event, please contact the SWO President at president@grandcanyonwomen.org. There is a small fee associated with each online registration and it will be part of your event expenses. The fee is \$.99 per registration plus 2.9% of the registration fee. The SWO Treasurer will expense this back to your event's financial report.

Wifi access (know the password!) allows for immediate posting of photos/news from your event to our FB page. The SWO Board President/V-Pres/Treas will use a PayPal application on their smart phones for the purpose of taking CC payments for any t-shirt sales, accepting offerings by CC, or registration fee by CC on-site.

Include somewhere in the program bulletin or at the beginning of your event a joint reading of the Purpose Statement of Women of the ELCA. You can find this Statement on our SWO website's Conference Resources page.

Contact the SWO Treasurer in advance for any honorariums or expense checks needing to be paid on the day of your event. Otherwise, those checks will be issued by the SWO Treasurer following your event.

Suggest a Planning Committee Meeting for 30 minutes immediately following Spring Gathering for initial planning for your next event. The goal is to close the event with a location and a potential date for the next event.

NEXT SPRING GATHERING LOCATION/DATE _____