

Conference Gathering Planning and Assignment Worksheet

CONFERENCE SPRING GATHERING PLANNING GUIDE

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

GATHERING DATE: _____ TIME: _____

PLACE: _____ COST: \$ _____

THEME: _____

THEME VERSE: _____

MUSIC/SONG LEADER: _____

THEME SONG: _____

MISTRESS OF CEREMONY: _____

(USUALLY CONFERENCE COORDINATORS)

MIXER/ICE BREAKER (IF DESIRED): _____

DEVOTIONS (TIME 10-15 MIN): _____

OUTREACH PROJECT SPEAKER: _____

OUTREACH PROJECT(S) Offering _____

BUSINESS MEETING: _____

(SYNOD BOARD MEMBER OR CO-ORDINATORS)

Election/Installation of Conference Officers _____

Unit 'LOVE' Offerings _____

*LUNCH: _____

KEYNOTE SPEAKER: _____

*WORSHIP/COMMUNION: _____

Bulletins _____

Song Leader/Music _____

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(over)

Ushers _____

Pastor _____

Worship Offering Designation _____

CONFERENCE CHURCH UNIT OBLIGATIONS

REGISTRATION/PACKET/EVALUATIONS: _____

TABLE DECORATIONS & TABLE GRACE: _____

MORNING CONTINENTAL BREAKFAST: _____

OUTREACH PROJECT: _____

KEYNOTE SPEAKER: _____

LUNCH (host church): _____

PUBLICITY: _____

*usually responsibility of the host church

NOTES:

Suggest a Planning Committee Meeting for 30 minutes immediately following Spring Gathering for your next event.

October 2017