



LIGONIER MINISTRIES

*Renew your Mind.*

POST OFFICE BOX 547500, ORLANDO, FL 32854  
TOLL FREE: 1 800-435-4343 FAX: 407-333-4233  
WWW.LIGONIER.ORG

Dear Potential Volunteer,

I want to thank you for your expressed interest in volunteering for our Ligonier Conference. Volunteers have always played an essential role in making each and every Ligonier conference run smoothly.

Due to the magnitude of this conference we will need help in several areas. Enclosed you will find a list of positions available along with a brief description of responsibilities. Please review the position descriptions carefully and mark your preferences in numerical order on the Volunteer Agreement form. We attempt to assign you the position of your choice but reserve the right to assign you duties based on our greatest need. Once you are assigned, you are expected to fulfill the requirements of that position throughout the entire conference.

Ligonier Ministries would like to thank you for your labors during the conference by waiving your tuition cost. Remember, since you will be registered as a volunteer, there is no need to register again as a regular attendee. As a volunteer you will still have the opportunity to attend most of the sessions during the conference.

Once you have reviewed the volunteer information, please complete and sign the Volunteer Agreement Form and return it to my attention, fax: 407-804-0774 or postal mail to:

Ligonier Ministries  
400 Technology Park  
Lake Mary, FL 32746-6229

*\*(Incomplete and unsigned Volunteer Agreement Forms will be rejected)*

Volunteer positions will be closed no later than 30 days prior to the Conference start. (Positions may fill before that time.) If you have any questions, please feel free to contact me at 407-333-4244 , ext 1177 or email: [volunteer@ligonier.org](mailto:volunteer@ligonier.org).

If selected as a volunteer, you will receive a letter of acceptance within 15 working days of my receipt of your signed Agreement Form.

God bless,

Volunteer Coordinator

## Volunteer Agreement Form (2010 National Conference)

1. I have read, understand, and agree to the items discussed in the preceding pages regarding my volunteer responsibilities.
  2. I agree to work during the times as required by Ligonier Staff personnel
  3. I am **18** years of age or older.
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***As a representative of Ligonier Ministries, we require you dress accordingly.***

Men: dress trousers, shirt and tie. (Jacket optional).

Women: slacks, skirt, blouse and/or dress.

Pre-Post-conference volunteers should pack "work" clothes separately.

Volunteer selections will be completed 30 days prior to the conference. (Unless filled before then) Please email, mail, or fax in all paperwork to Ligonier Ministries prior to this date for consideration.

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**Rank the following positions in order of preference, as each position is filled, you will be placed in the position of your next choice.**

- \_\_\_\_\_ Pre-Conference/Post Conference (***one combined position***)  
          \*Heavy lifting may be required and you will be needed on both Wed & Sat)  
\_\_\_\_\_ Cashier Assistant  
\_\_\_\_\_ Registration  
\_\_\_\_\_ Usher  
\_\_\_\_\_ Information Booth

**(Please Print: Incomplete and unreadable forms will not be considered for assignment.)**

Mr./Mrs./Ms./Rev./Dr. \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

***I have read and agree to abide by the above conditions.***

Signature: \_\_\_\_\_

Your Home Church \_\_\_\_\_

Pastors Name: \_\_\_\_\_ phone: \_\_\_\_\_

Church Office phone/email: \_\_\_\_\_



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## **Volunteer Positions Available:**

We have combined the “Pre” and “Post” Conference function into a single volunteer position. There will be a total of 6 to 8 hours of physical work involved.

**Volunteers selected for these positions will be expected to perform both the pre-conference “set-up” and the post-conference “tear-down” functions.**

### **Pre-Post Conference:** (One combined position)

The pre-post conference volunteer will assist in the set up of the bookstore.

Responsibilities include covering tables with tablecloths, unpacking boxes, displaying product (books, CD’s, videos), assembling signs, and assisting with other miscellaneous duties as needed. Set-up will be on Wednesday, June 17<sup>th</sup>, 2010, time to be determined.

(Your assignment letter will have definitive times)

Approximately 1 hour after the conference conclusion on Saturday, June 19, 2010 the Ligonier bookstore must be packed up. This post-conference (pack-up) responsibility includes folding up tables, packing up boxes with unsold books, loading boxes onto pallets for shipment, and other miscellaneous cleaning. ***Lifting (50 lbs.) is may be required. Please wear comfortable clothes and shoes.***

### **Cashier Assistant:**

The cashier assistant will work beside a Ligonier employee to help bag products and distribute receipts to help expedite the checkout process in the bookstore.

(Volunteers do not handle cash, credit cards or operate the cash registers.)

### **Registration:**

Registration volunteers will assist attendees who wish to register at the conference.

Responsibilities include ensuring registration forms are complete and legible prior to issuing a nametag.

### **Ushers:**

Ushers Volunteers will be stationed at each entry to the conference meeting room.. Every attendee receives a nametag, which serves as a “ticket” into the conference. Volunteer Ushers are responsible for checking nametags, distributing programs and assist seating people as needed. ***\*Usher volunteers will be needed at their assigned conference door 30 minutes prior to every teaching session.***

### **Information Booth(s)**

We desire to fill these positions with local area volunteers who have detailed knowledge of the conference locality.

**(All times are subject to change)**

**Pre-Post Conference Volunteer Schedule:**

Wednesday, June 16, 2010 and Saturday, June 19, 2010

- Morning – Mid-afternoon
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**Registration Volunteer Schedule:**

Thursday, June 17, 2010 through Saturday, June 19, 2010

Work schedule as determined by Ligonier Supervisor

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**Usher Volunteer Schedule:**

Thursday, June 17, 2010 through Saturday, June 19, 2010

- Volunteer Ushers need be in place one hour before each session begins and remain on position throughout each daily session.

*\*A detailed schedule will be available once volunteers are confirmed.*

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**Cashier Assistant Schedule:**

Thursday, June 17, 2010 through Saturday, June 19, 2010

Work schedule as determined by Ligonier Bookstore Supervisor

- *\*Cashier assistants need report for work in the bookstore every time there is a break between sessions.*
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**Information Booth Volunteer Schedule:**

Thursday, June 17, 2010 through Saturday, June 19, 2010.

Working schedule to be determined by Ligonier Supervisor

- Volunteers need to be in place between sessions and during meal breaks.

Please return the forms to Volunteer Coordinator via fax 407-333-4233,

Email: [volunteer@ligonier.org](mailto:volunteer@ligonier.org) or postal mail to:

Volunteer Coordinator

400 Technology Park

Lake Mary, FL 32746