

# WLSTC Service Rotation Descriptions

## Service Rotation Description for Anniversary Gifts

### *Before the Conference*

Contact conference coordinator ([kris.snyder@wels.net](mailto:kris.snyder@wels.net), 414/527-6854) for a list of teachers celebrating anniversaries. Teachers having finished their 25th and 40th years and those teaching 50+ years are recognized. They can receive the same gift or you can be creative.

Purchase cards, gifts and wrap early for good selection. NPH has a nice store selection of boxed ministry appreciation cards and quality bookmarks to choose from. Wrap gifts, label envelopes and sign the cards from the conference. Some people even do this during the summer months.

The night before (from 6:00-7:00 p.m.) or very early on the morning of (between 6:30-7:00 a.m.) conference place the cards and gifts by the name badges. A handful of helpers make this task more efficient!

### *During the Conference*

Be prepared! Keep a couple of extra cards and wrapped gifts at the courtesy table for anyone who may have been missed.

Hand in any receipts that you have acquired along the way.

Hand in any leftover cards and gifts.

Useful tips: This is a job for 1 or 2 people. It can be done by 2 people in a few hours. Don't wait until the night before conference to do this work. It is too much to accomplish on a school night. Also, don't wait to buy the cards and gifts. The selection will not be as good or perhaps not even be available the week of conference! Stay in contact with the conference coordinator for good information and the best results.

## **Service Rotation Description for Audit**

### *Before the Conference*

In January, assign two faculty members or congregational resources to conduct the audit.

In early February, contact the conference treasurer (name and contact information on the Web site) to set up a date and time for an audit of the books.

Gather:

- 1) prior year's treasurer's report
- 2) bank statements
- 3) cancelled checks
- 4) other financial records

Audit books for receipts and expenses. Assist the treasurer in making sure that the conference records balance with and reflect real receipts and expenses. Make note of any areas that are unclear or could lead to problems.

Contacts:

Tim Zunker, WLSTC treasurer  
Faith, Fond du Lac, 920-923-6313, [tzunker@faithlutheranfdl.org](mailto:tzunker@faithlutheranfdl.org)

Jim Moeller, WLSTC president  
Trinity-St. Luke's, Watertown, 920-206-1844, [jmoeller@tslwels.org](mailto:jmoeller@tslwels.org)

## **Service Rotation Description for Elections**

### *Before the Conference*

The following positions are open for election in 2011:

- ✓ Treasurer
- ✓ Two Male Program Committee Members
- ✓ Two Female Program Committee Members

Incumbents are eligible for re-election.

Discuss among your faculty members who will be responsible for which positions or if you will communicate with each other when you have found someone willing to serve.

You can find job descriptions for all officers and committee members in the WLSTC Constitution found at [www.wlstc.org/about](http://www.wlstc.org/about).

During the spring or early summer call or e-mail members of the conference to ask if they are willing to serve in any of the conference positions. Share with them the duties they would have if elected and the need for the conference to have talented, committed individuals.

We would like to have three candidates for each position. We would like to have a variety of skills, ages, and geographic regions represented.

When volunteers to allow their names to be on the ballot:

1. Thank them for their willingness to serve.
2. Obtain an e-mail address that he/she uses regularly for communication.
3. Ask them to put together a short biography by July 31 for the registration booklet.
4. E-mail names and bios to [kris.snyder@wels.net](mailto:kris.snyder@wels.net).

Contacts:

Jim Moeller, WLSTC president

Trinity-St. Luke's, Watertown, 920-206-1844, [jmoeller@tslwels.org](mailto:jmoeller@tslwels.org)

Kris Snyder, conference coordinator, 414-527-6854, [kris.snyder@wels.net](mailto:kris.snyder@wels.net)

## **Service Rotation Description for Parking Coordinators**

- Organize groups of four people per “shift.”
- Three people supervise WISCO lot and one monitors the Pick and Save lot.
- Assist as needed with general parking.
- Help presenters load and unload as needed (if feasible).
- Place cones in the driveways when parking lot is full.
- Remove cones before the next exit time (Thursday lunch and close, Friday close of conference).

### *Shifts*

First: Thursday before conference (7:00 AM until 8:30 AM)

Second: Thursday after lunch (12:30 PM until 1:30 PM)

Third: Friday before conference (7:30 AM until 8:30 AM)

Contact:

Jim Moeller, WLSTC president

Trinity-St. Luke's, Watertown, 920-206-1844, [jmoeller@tslwels.org](mailto:jmoeller@tslwels.org)

## Service Rotation Description for Refreshment Tables

Tables are located in the cafeteria on the lower level.

The conference coordinator will have bagels, fruit, doughnuts, and cookies delivered to WLHS.

- On the days of conference, arrive early enough to take covers off doughnut boxes and get things organized.
- Lids and empty boxes can be stored temporarily in the kitchen (boxes will be picked up). Garbage cans are available for the packaging.
- Make sure napkins are available (they will be supplied).
- As supplies are depleted, consolidate boxes and keep the tables neat.
- Keep water and soda supplied. They will be stored in the coolers. Talk to Kris Snyder (conference coordinator) about access.
- Soda and water move fast during breaks. You will need to replenish the supply often.
- Cookies are supplied at break time. The process is the same as with the doughnuts.
- Clean up at the end of the day.

Refreshments move quickly so it is suggested that 1-2 people attend the table throughout the conference. Several groups of people could easily do it in shifts, so that no one has to miss too much of the conference.

Contact:

Kris Snyder, conference coordinator, 414-527-6854, [kris.snyder@wels.net](mailto:kris.snyder@wels.net)

## **Service Rotation Description for Set-up**

### ***Before the Conference***

Make sure that many of your faculty members are available for set-up at WLHS on the Wednesday prior to teachers' conference. The principal will be responsible for excusing you due to other duties. In 2011 we would like to try scheduling groups for one-hour shifts from 4:30-5:30, 5:00-6:00, and 5:30-6:30. Principals, please contact Kris Snyder (see below) to work out the best shift for your school.

### ***Wednesday Prior to Conference***

Gather in the lobby outside of the main gym.

A member of the Executive Committee and/or conference coordinator Kris Snyder will assist you in organizing staff to do the following:

1. Moving chairs from the cafeteria to appropriate classrooms.
2. Placing signs outside of classrooms where sectionals will be held.
3. Setting up courtesy tables.
4. Stuffing and setting out name badges.
5. Making sure each room has the proper audio-visual equipment.
6. Stocking water and soda for the morning.

Resource person:

Kris Snyder, conference coordinator, 414-527-6854, [kris.snyder@wels.net](mailto:kris.snyder@wels.net)

## **Service Rotation Description for Take Down**

### ***Before the Conference***

Make sure that many of your faculty members are available for take down at 1:30 PM on the Friday of teachers' conference. A group of 10-12 people will make this a one-hour job.

### ***Friday following Conference***

Gather in the lobby by courtesy table.

A member of the Executive Committee and/or conference coordinator Kris Snyder will assist you in organizing staff to do the following:

1. Remove signs outside of classrooms where sectionals were held.
2. Return audio-visual equipment to its origin.
3. Move chairs from the classrooms back to the cafeteria.
4. Take down courtesy tables.
5. Put away general conference information.
6. Return the cafeteria, library, or gymnasiums to preconference condition.
7. Remove no parking signs where necessary.
8. Clean up the auditorium.

Resource person:

Kris Snyder, conference coordinator, 414-527-6854, [kris.snyder@wels.net](mailto:kris.snyder@wels.net)

## **Service Rotation Description for Thank You Cards**

### ***Before the Conference***

Choose one or two faculty members to spearhead this activity. Each school assigned to this rotation should make or purchase 50 thank-you cards for delivery to presenters and others responsible for assisting in making the conference a success. Write a generic message of appreciation in each card.

Purchase cards early for good selection. NPH has a nice store selection of boxed ministry appreciation cards. Some people even do this during the summer months.

### ***During the Conference***

Be prepared! Keep extra cards at the courtesy table for anyone who may have been missed.

Hand in any receipts that you have acquired along the way.

Hand in any leftover cards for the next year's crew to work with.

### ***Useful tips***

This is a job for 1 or 2 people. It can be done by 2 people in a few hours. Don't wait until the night before conference to do this work. It is too much to accomplish on a school night.

Resource person:

Kris Snyder, conference coordinator, 414-527-6854, [kris.snyder@wels.net](mailto:kris.snyder@wels.net)

## **Service Rotation Description for Banners and Flowers**

### ***BANNERS***

Timetable: We know the theme almost a year in advance so it is best to work on that right away. It is probably best to contact your people right away, then have the due date be mid-Sept. Then there will be plenty of time just in case something happens.

Manpower: One person in charge of finding someone/s to make the banner.

Make a conference banner which supports the theme or passage for the year. The size should be 3'x5'. That is just a guideline, make it work for you. It should have a cord for hanging. You also need to bring a banner stand to display it on the stage.

If you have a banner already made that works it is okay to use that also. There is no reason we can't borrow something already made.

It is the duty of this committee to have this banner displayed on stage one hour before the conference begins and taken down after the closing service.

If a new banner is made, the supplies will be paid for by the conference treasurer. After the conference the banner can be given back to the congregation who made the banner or donated to a small mission church.

### ***FLOWERS***

Timetable: The flowers should be ordered 3 weeks before the conference.

Manpower: One person to order.

Order 2 large flower arrangements for the stage in the \$100-\$150 price range. They can be delivered to WLHS on Wednesday before the conference. They can go to the main office until the time of setup. After the conference the flowers could be taken to a nursing home, Synod Office etc. One goes to the office of WLHS.

At the beginning of conference make sure the flowers have been put on the stage.

Turn in the bill to the conference treasurer.

Contacts:

Jim Moeller, WLSTC president

Triniy-St. Luke's, Watertown, 920-206-1844, [jmoeller@tslwels.org](mailto:jmoeller@tslwels.org)

Kris Snyder, conference coordinator, 414-527-6854, [kris.snyder@wels.net](mailto:kris.snyder@wels.net)

## **Service Rotation Description for Ushers**

Timetable: In summer or early fall, make arrangements with faculty members to recruit additional help for conference.

Manpower: One person in charge to coordinate 14 to 26 ushers to collect offerings and pass out any materials needing distribution during the conference (we will keep this to a minimum). Ushers should also be assigned to collect overflow offering in the choir room adjacent to the auditorium and the cafeteria downstairs.

The variation in the number of people needed comes from the coordinators ability to find help and the decision on whether 2 or 4 ushers will work each of the larger sections working from the front and the back to save time or covering a whole section with just two ushers.

Ushers will then use the Conference Room at Wisconsin Lutheran High School to count the money and give the money to the conference coordinator.

Contact person:

Contact:

Jim Moeller, WLSTC president

Trinity-St. Luke's, Watertown, 920-206-1844, [jmoeller@tslwels.org](mailto:jmoeller@tslwels.org)