80th General Convention | June 30 – July 9, 2021 | Baltimore, MD

Volunteer Supervisor Guide: Condensed Version

Things to Consider in Recruiting and Selecting Supervisors:

Requirements:

- Supervisors are an integral part of a team assigned to support a specific area and should have a minimum of 5 days available to volunteer.
- Supervisors function independently while working with volunteers and therefore must be at least 18 years of age.
- Various positions entail long hours in one place or the ability to cover long distances during the course of a shift. It is recommended that Supervisors be mobile and have good stamina. There are some positions that do not require extensive movement so candidates with limited mobility are most welcome.
- Supervisors must be alert and prepared to effectively address a variety of circumstances that can occur in an assigned area.
- A broad range of issues are considered and debated during General Convention. We ask that Supervisors avoid discussing personal views on Convention legislation with Deputations, individual Deputies or Alternate Deputies, and Bishops during a volunteer shift.
- Diversity and inclusion awareness is essential in our work together.
- The meeting of the 80th General Convention is scheduled to be held **June 30th to July 9th, 2021** at the Baltimore Convention Center. Supervisors should be available on Monday, June 28th for the Commissioning Eucharist and Gathering which includes Lunch and on-site Orientation.

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General Duties:

- Responsible for gathering assigned volunteers at the Volunteer check in area for each shift.
- Assist with training new volunteers each shift and be able to explain responsibilities clearly, with respect and gratitude.
- Share in the overall supervision of an area.

Qualities:

- A positive attitude is essential, and patience is a blessing.
- To be an effective communicator is a valuable asset.
- As leaders, it is important that Supervisors offer respect and gratitude to other volunteers, display calm under pressure, and maintain flexibility.
- The ability to communicate in Spanish for any of these positions would be helpful but is not necessary (unless specifically noted).

General Information:

- Casual business attire is required, and comfortable shoes are wise to wear (for safety reasons, no flip flops). A sweater or light jacket may be necessary if air conditioning temperatures are too cold for an individual.
- There are always ways to improve the process and services we provide to the General Convention and meeting of the Episcopal Church Women. We encourage collaboration between the Area Coordinator and Supervisors. Time will be set aside each day to review and discuss the area support.
- It is important to be focused on the task at hand. We ask that conversations with friends, colleagues and new acquaintances be held after a shift is complete.
- Transportation, parking fees, and overnight accommodations are not provided by the General Convention. However, some out of pocket expenses may be tax deductible. Please refer to IRS publication #526 – 'Charitable Contributions' for more information.
- The General Convention will designate the Baltimore Convention Center as a place where guns are not allowed.

Available to Meet:

Two (2) Pre-Convention meetings are planned as a time for Area Coordinators and Supervisors to get to know each other, review and discuss the overall support needs of an assigned area, and coordinate a schedule for oversight of the area during Convention. In addition, time will be devoted to discussions on inclusion and diversity awareness. Arrangements and details of the meeting are organized by members of The Executive Office of the General Convention, the Local Volunteer Coordinator, and other members of the Local Planning Committee. It is vital that Supervisors attend at least one of the meetings, but it would be beneficial if they can attend both. The meetings are scheduled for 3 to 4 hours on a Friday night or Saturday morning. Dates, once decided, will be given to the Supervisors with as much notice as possible.

- ***The first meeting (about 18 months before Convention):*** This meeting addresses the structure and work of General Convention, an outline of the Supervisors' role and responsibilities, diversity and inclusion awareness, and an opportunity for both the Area Coordinator and Supervisor to see if the provisional Area appointment is a good fit for both.
- ***The second meeting (about 2-3 months prior to Convention)***: This gathering will review the final draft of the Convention and ECW schedules, offer the most up to date information on the details of Convention, provide a time for reviewing the support expectations in each area, finalize a working schedule for Supervisors in an area during convention, arrange a time to walk through the Convention Center to identify where each logistical area is located, resume our attention to diversity and inclusion awareness, and allow Area Coordinators and Supervisors time to continue developing an effective relationship.

Support Areas:

The following is a current list of the primary support areas of the General Convention and Triennial Meeting of the Episcopal Church Women (ECW).

- *Communications Central* (information desk for the convention and for Baltimore)
- *House of Deputies Logistical Support* (must be able to walk long distances)
- *House of Bishops Logistical Support* (must be able to walk long distances)
- *Language Services* (it is helpful if you are bilingual in Spanish or French)
- *Legislative & Meeting Room Support* (these meetings begin very early in the day)
- *Public Safety* – the eyes and ears on the ground, must be able to walk long distances)
- *Registration* (three areas: bishops/deputies/alternate deputies - sitting; visitors & general - must have some computer skills; ECW)
- *Virtual Binder Services* (technical skills a plus)
- *Volunteer Services* (three areas: recruitment; hospitality; data systems – computer skills needed)
- *Worship Logistical Support* (lot of moving and standing)
- *Triennial Meeting* (ECW registration and logistical support)

To register your interest in volunteering at General Convention, please use this link: https://www.generalconvention.org/volunteer-interest

For further information, please contact Caroline Bomgardner at the Episcopal Diocese of Maryland at GC2021@episcopalmaryland.org.

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