

## **At-Large Page Job Description**

The SEJ 2022 conference will engage the services of several at-large pages to assist in providing general hospitality to our delegates and guests and to assist with the general flow of business.

At-large pages will serve on a voluntary basis. Pages are responsible for securing their own lodging and meals. We strongly suggest that pages be persons who are already planning to attend the conference, who have access to lodging with others, and for whom total reimbursement of expenses is not an issue. A love offering will be received on Thursday morning and divided among the six at-large pages to help offset some of their out-of-pocket expenses.

Attributes and Abilities At-large Pages should have:

1. A willing volunteer (lay or clergy) from an SEJ annual conference, who is not a member of a delegation.
2. Gracious, welcoming, attentive to those with need for assistance.
3. Able to think quickly, make decisions, and remain in good humor.
4. Primarily working under the guidance of our Delegate Relations Coordinator, Rev. Susan Arnold.
5. Available Tuesday, November 1, at 7:30 p.m. for mandatory training.
6. Present at all business and worship sessions. At-large pages will need to be on duty 30 to 60 minutes before and after each session. We will expect each at-large page to be on duty for all business and worship sessions.

Primary Duties and Tasks

1. Assist with greeting delegates and guests as they arrive in Stuart Auditorium.
2. Two At-Large Pages will be assigned to the stage area. One will be on call for the Conference Secretarial staff, and the other will be on call for the Elections Coordinator .
3. Four At-Large Pages will be assigned to work at or around the delegate relations' desk in the lobby. These pages will help:
  - Prepare items for distribution to the delegation pages.
  - Distribute items to guests, as instructed.
  - Be available on call for any errand or task the conference might need to ensure the flow of business.
4. All At-Large Pages will be expected to be on duty for all business sessions through the conclusion of the Consecration of Bishops service on Friday morning.

## To Volunteer<sup>[SEP]</sup>

Persons interested in volunteering as an At-Large Page should complete the following information sheet and submit it to Anne Travis via email to [secretary@sejumc.org](mailto:secretary@sejumc.org). September 1 is the deadline for submitting application for volunteering. We will seek to identify and notify the group of pages by September 15, 2022.

### Volunteer Application At-Large Page for SEJ 2022

Email to [secretary@sejumc.org](mailto:secretary@sejumc.org).

First Name (Preferred) \_\_\_\_\_ Last Name \_\_\_\_\_

Email Address: \_\_\_\_\_

Tell us about yourself: I am clergy \_\_\_\_\_ laity \_\_\_\_\_

I am female \_\_\_\_\_ I am male \_\_\_\_\_

Ethnicity: I am African American \_\_\_\_\_ I am Korean American \_\_\_\_\_

I am Latino/Hispanic \_\_\_\_\_ I am Native American \_\_\_\_\_

I am Pacific Islander \_\_\_\_\_ I am White/Anglo \_\_\_\_\_

I am of Other Ethnic Origin \_\_\_\_\_

Age: Youth (13-18) \_\_\_\_\_ Young Adult (19-35) \_\_\_\_\_

Adult (36-55) \_\_\_\_\_ Adult+ (56 and older) \_\_\_\_\_

My Home Annual Conference is \_\_\_\_\_.

I have the following connection with our conference's delegation:

\_\_\_\_\_.

Please submit a paragraph about why I want to volunteer as an At-Large Page.

\*\*\*Submission of this application indicates that I have read the job description and am aware that I am responsible for my own lodging and meals. (A love offering will be divided among the at-large pages.)\*\*\*