

## VOLUNTEER MINISTRIES PROCESS CHECKLIST

	Have done	Need to do	By when?
<b>A. Staff</b>			
1. Determine "staffing" needs for coordination of volunteers.			
2. Develop written Opportunity for Service Description for this volunteer/staff function (sample on website).			
3. Choose the right person.			
<b>B. Plan</b>			
4. Form a Volunteer Ministries task force (VMTF) of 4-6 members.			
5. With church staff and leader input, determine present volunteer ministry coordination process.			
6. Brainstorm to determine mission, objectives and action plans of VMTF.			
7. Develop a written statement of mission, objectives and action plans for VMTF.			
<b>C. Organize</b>			
8. With input from staff and leaders, develop a list of opportunities for service.			
9. Educate and assist staff and leadership in VMTF process and in development of written Opportunity for Service descriptions (sample on website).			
10. Develop listing of those presently involved in specific ministries.			
11. Assist/educate staff and leaders in effective means of motivation and recruitment of volunteers.			
<b>D. Coordinate</b>			
12. Set up recording system of Opportunities for Service (preferably computerized).			
13. Set up recording system of church membership information (preferably computerized)			
14. Develop/select Time/Talents/Gifts Survey instrument.			
15. Administer Time/Talent/Gift Survey.			
16. Match membership profiles with opportunities for service (computerizing helps)			
17. Record/produce matching information.			
18. Provide staff/leaders with lists of volunteers and tips for recruitment for their ministry areas.			
19. Provide for affirmation/support/nurture of leaders and their volunteers.			
20. Schedule regular communications with pastor, staff and leadership to give updates on volunteer process.			
<b>E. Evaluate</b>			

21. Select/develop VMTF process evaluation techniques and instrument.			
22. Evaluate VMTF process and coordinator position at 6 and 12 months the first year, and annually thereafter.			
23. Continuously monitor and respond to feedback from staff, leaders and volunteers.			
24. Evaluate VMTF process annually. Adjust as needed.			

PRAY UNCEASINGLY!



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