

Volunteers:

How to Recruit and Enable Effective Volunteers within Your Church

Candidates vs. Volunteers

- Candidates have the potential to become a volunteer with your team, but have not yet committed to serve.
- Volunteers are those that have committed to your team for some specific period of time and are considered team members.

Step 1: Prepare

1. What is your recruitment message?
 - a. Focus on the **benefits** of volunteering
 - i. Making an impact in the Community
 - ii. Becoming part of a team
 - b. Using God given Gifts and Talents
 - c. Show your enthusiasm!
2. Create Job Descriptions
 - a. Job descriptions allow you to
 - i. Explain Expectations
 - ii. Reduce confusion and Frustration
 - iii. Communicate the task and time requirements
 - b. Job descriptions should include:
 - i. Job title
 - ii. Summary of the job
 - iii. Skills or physical requirements
 - iv. Amount of time each week and length of time



- c. Set time limits- 3-6 months is a good starting point for new volunteers.
- d. Pray over the job descriptions

Step 2: Finding Fresh Ways to Recruit- L_oose the F_rustration

1. Recruit through Motivation: Everyone is motivated by something- find out what your church is passionate about
2. Recruit through Relationships - Once honest relationships have been established, you will know what others are Passionate about
 - a. How can you create new relationships?
3. Recruiting through Structure
 - a. Many times our biggest problem is that we continue to use the same tactics and expect different results.
 - b. How you bend your “rules?”
4. Recruiting through Scheduling
 - a. Keep a strict schedule that is known a month or year in advance. This allows volunteers to manage their family, work and downtime effectively.

I have a candidate- now what?

Step 3: Interview or Discussion

Don't skip the interview step! This step is essential to make sure both the candidate and leader are comfortable.

1. Why is this important?
 - a. Get to know each other
 - b. Share your passion and hear about theirs
 - c. Build a common ground
 - d. Explain the vision

- e. know if they are a good fit
 - f. Time commitments
 - g. Expectations of both parties
1. Conducting an Interview-
 - a. Spend most of the time getting to know them
 - i. How long have you been attending the church?
 - ii. What do you hope to get out of your time volunteering with our team?
 - iii. Are you currently serving as a volunteer within the church or elsewhere?
 - iv. In what way would you like to serve? (spend time reviewing each job if the candidate is unfamiliar)
 - v. What kind of time availability do you have?
 - vi. When would you like to start? (if the candidate is a good fit)
 2. Post Interview Process
 - a. Is this person a Good Fit?
 - b. If the person is uncertain about joining a team, consider a Trial Period
 - i. Buddy with a team member
 - ii. 1-4 guided opportunities
 - iii. Follow Up

Step 4: Integrate

The volunteer's first impression is what will shape their view of your team for weeks and months to come. Your first priority is to get them trained and integrated into the team.

1. Training- Pair them with a team member who...
 - a. Is comfortable with the team and position
 - b. Has a great attitude
 - c. Will be able to hold a conversation
 - d. Is friendly

2. Honor Time _____ Committments _____
 - c. Hold a follow up discussion-
 - i. What did you like?
 - ii. What did you dislike?
 - iii. How could we support you more?
 - iv. Would you consider volunteering again in this role? Another role?
3. Dealing with Disinterest

Step 5: Retain

Recruiting doesn't end with training. Recruiting is an ongoing process that requires you to learn how to retain your volunteers after you find them.

1. Rewarding your Volunteers- They gave up their free time. Rewarding them will show that you thank them for their hard work and appreciate them.
2. Communicate _____
 - a. Check in regularly
 - b. Use some of the same questions you do when checking in with a new recruit
 - c. Acknowledge their experience
 - d. Involve them in brainstorming
 - i. What is working and what is not
 - ii. Ideas for change
3. Releasing your Volunteers- It will happen moving, job change, new volunteer position
 - a. Grow them
 - b. Encourage them
 - c. Assist them
 - d. Pray for them
 - e. Be Others- Focused
4. What do you do if a volunteer is not a good fit?