When to begin

Ministry Architects typically recommends that recruitment season opens in February of each year. It is ideal to have the youth or children’s ministry calendar (at least with major events) nailed down for the following school year.

Recruitment Steps

Step 1:Review the Current Volunteer Job Descriptions (Or Create Them if Needed).

Each year the volunteer job descriptions need to be reviewed to reflect the current role. Get feedback from volunteers on whether the job description fits accurately. Make any necessary edits.

Step 2: Create the “Fishing Pond”

Gather key folks in the youth or children’s ministry to brainstorm new potential volunteers, and create a volunteer contact list. Be sure to not “decide” for any person. For example, “Well… maybe we shouldn’t ask Jane Doe because she’s already involved in so much at the church.” Ask, and let the potential volunteer make the decision.

Step 3: Organize Potential Volunteers

Divide the names on your list into three categories: hands-on weekly volunteers, behind-the-scenes volunteers, and people who could do both. In each of these categories, further categorize the volunteers into groups A, B, and C, where:

A = your top choices

B = people who could do a fine job

C = those folks who might do in a pinch

Step 4: Create the Volunteer Needs List

Create a list of all major volunteer needs for the next school year:

* Major event coordinators
* Sunday school teachers
* Volunteer youth leaders

Step 5: Merge the Lists

Fill in the blanks on your Volunteer Needs List with names from the appropriate ABC list. Start with your A list.

Step 6: Divide and Conquer

Typically, the youth or children’s ministry staff recruits the weekly, hands-on volunteers. Often, a ministry leadership team divides the list of the behind-the-scenes workers or major event coordinators among themselves. Do what makes sense for your church with the staffing and/or leadership that you have.

Step 7: Smile & Dial

Make sure that all recruiters making phone calls have the most recent contact information. The recruiter will also need the volunteer job description for the job they are asking the potential volunteer to do so that the recruiter can answer questions.

Be prepared to hear “no.” If someone says no, ask him/her if he/she can serve in a different capacity, one that may not be as big of a commitment as the first request.

If he/she says “no” again, ask if there is another role that he/she would like to serve in.

Finally, if there’s a “no” to everything, ask them if he/she can be called back in 6 months to see if he/she would be able to serve at that time.

If someone says “yes”, thank that person and let them know the job description will be sent to them (either mail or email).

Report the progress of phone calling to the appropriate person.

Step 8: Keep Calling

Keep going through the ABC lists until all spots are filled on the Volunteer Needs List.

Step 9: Begin the Volunteer Application Process

Begin the volunteer application processwith the newly accepted volunteers.