***NOTE: Especially for churches needing to recruit almost their entire team, the vast majority of the recruiting will need to be done by a single staff person who will own the process.***

1. The appropriate point person (usually staff) creates two recruitment documents:
	* A **master needs list** with the most current volunteer needs for the ministry (form available in the Volunteer Needs tab of the Volunteer Megaboard Template Excel spreadsheet—customize it for your needs)
	* A **master recruiting tracking sheet** with contact info of all potential volunteers (see Fishing Pond tab of the Volunteer Megaboard Template spreadsheet).
2. The appropriate ministry team makes any additional updates to these two key recruiting documents with additional positions, names, and contact information.

1. All volunteer job descriptions are updated and agreed on by the appropriate ministry team, and each team member involved in recruiting has an electronic copy of the job descriptions, in order to answer any potential questions from prospective volunteers.
2. The point person places each volunteer prospect’s name in one of the “candidate” blanks in the Volunteer Needs tab of the Volunteer Megaboard Template Excel spreadsheet.
3. Assign responsibility for contacting prospective volunteers. (This may be one person contacting all prospects, or prospects may be divided among team members.)
4. Initial emails or phone calls are made to each assigned prospective volunteer in the coming week, filling all load-bearing, “partner” roles before trying to fill any helper roles. (Essentially, prioritize roles within the “master needs list” as to which, ideally, should be owned first.)
5. Each week, ministry team members update the point person on any recruiting conversations they may have had with potential volunteers.
6. The point person updates the recruiting documents weekly.
7. Follow-up calls to prospective volunteers continue at least weekly, until the prospect gives either a yes or a no or is totally unresponsive after 8 personal contacts.
8. When a prospective volunteer says yes to an opportunity, the point person follows up with that new volunteer within 24 hours (this followup can take place in person, on the phone, or via email). In that contact, the point person welcomes the new volunteer, answers any questions, and provides:
* A copy of the job description and, if working with children, youth, or vulnerable adults, any applicable safeguard or protection policies
* Forms to complete for any background checks required, with deadline for completion
* The date and time for the scheduled ministry orientation
1. The new volunteer is launched after passing any required background checks and completing the scheduled ministry orientation, which provides:
	* An inspiring presentation of the vision for the ministry
	* Clarity about responsibilities and processes
	* A copy of ministry calendar for the year
	* A directory of the individuals already involved in the program

E-MAIL VOLUNTEER RECRUITING SCRIPT

Hi, \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m reaching out to you, because your name came up in our (*insert ministry name)* meeting. I think you would make a great (*specify which volunteer role*). We are working on building our (*3-4 word description of ministry*), and would love for you to be involved. I would be honored if you would take a look at the job description for (*specify volunteer role*), and pray about whether this would be a good place for you to use your gifts. I’ve attached it here.

After you’ve had a chance to think and pray, let me know if it feels like a “yes,” a “no,” or a “maybe.” If it’s not for you right now, that’s alright. If you’re undecided or have questions, let me know, and I can get you some more information.

Either way, please pray with us as we partner with (*share any partnering stakeholders of the ministry; could be small business owners, families, older adults, etc.*) and volunteers to build some exciting new things for the (*share the primary benefactors / recipients of the ministry; could be children, those without homes, new fathers*) of our church.

**Whenever you get a “no,” ask them about a different job opening. If you run out of jobs to ask them about, ask if they can be put on your “sub list.”**