MINISTRY ARCHITECTS

Volunteer Recruitment Guide

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Disciples making disciples. It's the call of every follower of Christ. From the start of Jesus' ministry, it's been a team effort to share the good news. Being the church means being a team. And the more who share their gifts and skills in serving others - the brighter our light shines. But what happens when the dreams of a leader are bigger than the capacity of a people? How do we engage others in Kingdom opportunities when it just doesn't seem to be the opportune time? That's where this guide comes in.

HOW TO USE: This tool is designed for you to assess the current state of your ministry teams, identify future needs, then make a plan to strategically engage more volunteers. Ministry Architects typically recommends that recruitment season open in February of each year, with the *next* school year calendar ready to share. Inviting individuals to invest in your ministry when there is time for conversation and consideration increases the reliability of their commitment. Plus, an earlier start to planning allows more space for innovation and new ideas to be more fully vetted before attempting.

The 3 Pieces of the Volunteer Recruitment Puzzle

THE ROLES

Step One: Assess Current Roles
Create and review a comprehensive list of all your current opportunities.

Step Two: Identify New Roles
Write down what new roles will be needed for the next ministry year.

Step Three: Update Descriptions
Ensure each role has a written job description of what is expected of the volunteer. *Time commitment, responsibilities, and reporting structure are musts for each.*

THE PEOPLE

Step One: Ask Current Volunteers
Meet with your current teams and learn who wants to keep serving and in what role in the new year.

Step Two: Brainstorm Potential
Gather a list of names from trusted stakeholders for potential new volunteers. *Don't let anyone else say someone's "yes" or "no" for them.*

Step Three: Assign the W-E-B
Collect a starting idea of which roles might be a fit for each new name.
W = with people, B = behind-the-scenes, E = either

THE MATCHES

Step One: Fill the Knowns
On your comprehensive list, match the names you already know with the roles they'll hold next year.

Step Two: Start Connecting
Whether by email, phone call, or in-person chat, start connecting with the list of potential volunteers. Have a role or two in mind so they know your ask is specific for them.

Step Three: Follow-Up
Until they say "no" they're still a maybe. Be the one who makes the next move - don't leave it on them.

Volunteer Recruitment - ROLES

Step One: Assess Current Roles **Step Two:** Identify New Roles **Step Three:** Update Job Descriptions

ROLE	Job Description up-to-date	Current Volunteer	Next Year's Volunteer

Volunteer Recruitment - PEOPLE

Step One: Ask Current Volunteers **Step Two:** Brainstorm New Names **Step Three:** Assign W-E-B

New Name	Phone Number	W = with people E = either B = behind-the-scenes	Response (*yes, no, maybe, ask me later)*

Volunteer Recruitment - MATCHES

Step One: Fill the Knowns **Step Two:** Start Connecting **Step Three:** Follow-Up

ROLE	Confirmed Volunteer Name, Email, Phone	Completed Volunteer Training	Completed Background Check	Additional Notes