

# Is Your Organization Volunteer Ready?

## Planning

- We have an overall plan in using volunteers ministers.
- We understand how volunteer ministers will be carrying out the mission of our organization.

## Discovering Gifts

- We have a way to assist people in discovering and or naming their gifts/talents.

## Designing

- We have developed and regularly use written position descriptions.
- People have a good idea of what is expected of them.

## Recruiting

- We are inclusive and outgoing in our recruitment, rather than relying on the “faithful few.”
- We respect people to say “no”, and we avoid arm twisting or making them feel guilty.
- We use creative and positive methods to communicate opportunities.
- We communicate to potential volunteer ministers during recruitment why we are inviting them and what they might gain through serving in this volunteer ministry.
- People who will work with children, teens or vulnerable adults are interviewed, screened and trained before they begin.

## Interviewing and Matching

- Both the organization’s needs and the volunteer minister’s own gifts and needs are considered in the matching process.
- People who indicate interest in working with our organization or in a specific area verbally or through response forms are contacted and placed in a timely fashion.

## Training

- There is an orientation or training to prepare the people for their volunteer ministries.
- Our volunteer ministers have the resources and information they need to do their positions.
- We have a process for people who are leaving a position to pass on helpful information.

## Supervising

- We know who supervises each volunteer ministry position.
- Supervisors understand their role and responsibilities.
- Appropriate confidentiality is maintained.

## Supporting

- Volunteers are viewed by staff, other leaders and by themselves as important members of the organization.
- Volunteer ministers are regularly affirmed and thanked for their efforts and accomplishments.
- Special effort is made to see that the people are not taken for granted and that they do not become burned out.

## Evaluating

- Evaluation is seen as a way to improve and work for excellence rather than as criticism.
- Accomplishments are celebrated and areas of concern needing attention or corrective action are addressed.

## Managing Data/Risk Management

- We have an effective system for tracking potential volunteer ministries and their gifts/talents.
- There is a secured place to keep all risk management information.
- We have planned what data we want to collect that will be useful and utilized.

Our organization’s strength is:

Our organization’s stretch is:

Next Steps:

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