

# 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:

Condensed from: Assessment – Shared Ministry Processes of Congregation page 219 of *Sharing the Ministry: A Practical Guide for Transforming Volunteers into Ministers*, copyright © 1995 Jean Morris Trumbuer. Reprinted by permission of Augsburg Fortress.