The background of the image is a technical drawing or blueprint, rendered in a light blue color. It features various geometric shapes, lines, and circles, typical of an engineering or architectural plan. Overlaid on this background are several drafting tools: a pair of compasses, a pencil, and a ruler. The tools are positioned in the upper right quadrant of the image. A large, white circular graphic with a dark blue border is centered in the lower half of the image, containing the title text.

**YOUTH
MINISTRY
GUIDEBOOK**

Acknowledgements

This guidebook was made possible through the generous gifts of Oklahoma Baptists to the Cooperative Program and an ever-growing team of hardworking writers, editors, and other contributors. Created with the youth worker mind, we hope this tool serves to further you and your ministry. May God bless your continued ministry efforts and may this book be a grounding in the essentials for youth ministry.

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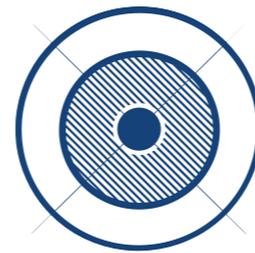


COOPERATIVE PROGRAM

skopos

Welcome to the Youth Ministry Guidebook! We are so glad that you have discovered this resource. We hope that it helps you and your team to grow and become grounded in the fundamentals of Youth Ministry. Even though Youth Ministry is still relatively new under the umbrella of ministry, we hope this resource illuminates and reinforces the fundamentals and essentials of what it means to do YM.

Throughout this book you will notice a few of these fun icons. They are markers for various tools or insights that you will undoubtedly want to mark or discuss with your team. Below is the key for the kinds of help these tools and widgets will offer you as you read.



Radar- This is a check in point to see whereabouts we are and where we are headed. Usually found in the beginning of a new section.



Pencil- Anytime you see one of these little guys it means that you should take note or a written reflection might be merited.

Flare- This is an important item that needs to be discussed or mentioned. Be Alert! Take Note!



Synapse- Whenever we think two or more things are getting put together in a helpful way you will see one of these.



Ruler- A helpful measuring tool for evaluation and assessment. One of these means to start counting or calculating.



Eye-Orbital- There is something here we might possibly want you to see in and about yourself

Compass- Another measurement tool used for circular objects or patterns. Things with a circular impact or measurement are sure to be near one of these.



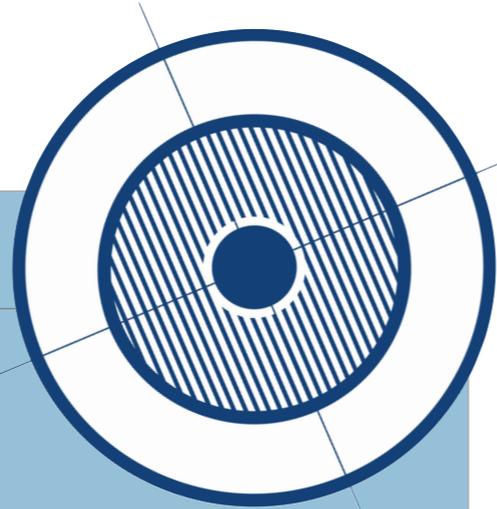
“Here's to all volunteers, those dedicated people who believe in all work and no pay.” -Robert Orben



Introduction

OUTLINE

1. Introduction
2. Recruit
3. Prepare
4. Nurture
5. Resource
6. Evaluate and Lead
7. Conclusion/Summary/Study Guide



One of the greatest challenges and possibly greatest frustrations in any type of ministry is the reality that the operation of the organization is dependent upon **volunteers**.

God is ultimately making things happen in people's lives and in the church, but He put people here to do ministry in His name. Most of these people, worldwide, are not paid, vocational ministers; therefore, they are volunteers. There is no monetary source of accountability for most. Life change is harder to measure--and most of the time messier than running a business.

This creates a challenging dynamic for you as a leader: as you seek to inspire, organize, and lead a diverse group of people with different sources of motivation in a uniform direction that might seem loose and ambiguous to them at times. In truth, your volunteers can do whatever they want. They can engage or not engage.

It is up to you to seek out and connect quality God followers to assist you in ministry to students. Recruiting and retaining quality volun-

teers, though difficult, is probably some of the most important work you will do in ministry.

You can work and work with a group of people, plan and plan on an event or emphasis, and, in the end, the visible success of what you do (outside of spiritual results) depends largely on your volunteers for the event, their commitment to the organization and strategy, and ultimately their commitment to follow through on the things God gives a church to do.

This, of course, is assuming you have done the necessary groundwork for effective ministry. That said, the greatest thrill for leaders in the church is to see God do amazing things with a group of volunteers that far exceeds what the called or hired staff of the church can accomplish or that the individuals involved could do on their own. This is what makes your work with volunteers so important. This is what makes all the effort and investment in volunteers worth it.

Your organization's **effectiveness**, whether it be a small group structure, Sunday School, Wednesday night program, discipleship ministry, girls' ministry, guys' ministry, or missions ministry, hinges on **volunteers**.

You, as a minister or leader of that organization or team, can only effectively reach a few. If your ministry is to have the reach and depth it needs, quality volunteers are vital.

How do you even begin to approach this realm of ministry to and with volunteers? There are six areas we will delve into regarding volunteers:



Recruit

Prepare

Nurture

Resource

Evaluate and Lead

The intention here, after we have discussed the important area of volunteers, is for you to be encouraged, motivated, and equipped with the strategy and tools you need to be effective in your work with volunteers. Let's take a closer look...

Recruit

One challenge you will face in working with volunteers is **recruiting quality, long-term, committed volunteers** to work with students.

Recruiting quality volunteers can make the work of ministry easier on many levels. It sets the stage for the most effective ministry. It also allows you to have a team comprised of individuals who agree in philosophy and strategy with you, who have bought into you as a leader, and who have a heart for students that fits yours and that of the church in which you serve. You can solve many problems and cure many headaches in leadership

if you will recruit more volunteers and recruit well. There are enough issues with students and families to face without having to conquer major rough spots because you didn't "hire well." Volunteers should enhance and expand ministry, not diminish and detract from effective ministry.



Good volunteer recruitment sets the stage for the most effective ministry.

Recruiting great volunteers is more complex than simple enlistment and more involved than the job of the nominating committee (or whatever group takes on this role) in your church, unless, of course, your church's nominating committee is aimed at developing and harvesting leaders rather than filling positions, which, in many churches is not the case. Your job is to make sure you have the best people on your team to accomplish the vision God has put before you.

By developing an effective recruitment process, you will begin to set a tone that draws people in. They will want to serve in your ministry area be-

cause you have recognized and championed their individual giftedness and ability to contribute instead of just plugging them into a position they may or may not feel qualified or equipped for.

Here are some things that might make your recruitment process more effective:

Research

Do your homework! Before you even ask someone to serve on your team:

Pray for workers! (“Ask the Lord of the harvest, therefore, to send out workers into his harvest field.” Matthew 9:38)

Paint a clear picture of potential volunteers

Always be looking for new leaders

Involve your existing volunteers (if any) in recruitment.

Never be afraid to ask.

Take chances with those others might overlook.

List potential candidates.

Be thorough in your search. The world of student ministry is an odd duck to begin with. Maybe you can find some quality leaders in places that others may not look.

Consider the quirky single, the really old senior adult, that young married couple with no kids that isn’t plugged in anywhere, the new family that no one will approach, the man or woman that other leaders in the church couldn’t get along with or might think is too edgy, harsh or intimidating. These people might just be your next great adult volunteer. The list here could go on and on. You know who these people are in your ministry setting.

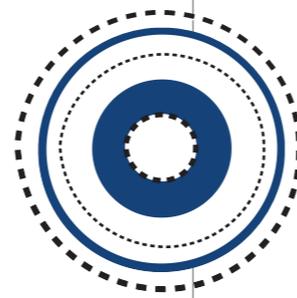
The bottom line is, look for leaders that have the tools for ministry, the heart to serve, and the connection with or passion for teenagers. They could look a bit non-traditional. This doesn’t always mean the pretty, hip, and modern ones, or every former quarterback, head cheerleader, or magazine model. They might be the ones your students want, but pretty and “sharp” don’t always equal “Godly.” Don’t steer clear of any certain type of person and make a judgment call on how they can

lead your students. Look at their life. They might have a great testimony, but don't just assume they would make the best choice for your volunteer staff or students. Now, they might knock the top out just as some would expect them to, but don't assume they will just because they look a certain way or hold a certain title or position.

Be careful not to go for the difficult cases that will present lots of issues for you and your current volunteer staff. Do not, for the sake of diversity, go recruit people who are not qualified and who might bring more problems than benefits. Maybe there are some in this category who might be a down-the-road choice, but for now, someone needs to invest in them, disciple them, and get them ready for future ministry involvement.

Also, do not bring on people who might present a *potential hazard* for students. You will still need to do the appropriate homework on each of your volunteers, adequate background checks, and quality interviews.

Don't be half-cocked here. This is too important.



Look (for signs):

at their situation.

at their family.

at their record in previous ministry commitments.

for levels of interest.

Ask (for opinions)

of your pastor.

of your supervisor.

of other church staff members.

of your existing volunteer team.

In some settings it might be appropriate to bring candidates before your existing leadership team and ask for their opinion. The first thought on this is to be hesitant.

You would not want to create gossip opportunities or make people feel like the student or youth ministry is a selective club that is difficult

to break into. You want to have an environment that celebrates careful selection of important ministry tasks, especially in relation to hands on work with kids, but avoid the stigma of being a members-only group.

You might get further input and avoid a negative situation by taking names to your advisory board or youth council. This typically is a smaller group that can lend input, whose role it is to really set direction for the ministry.

It, as well as the other sources of input on these matters, also serves as another source of accountability and responsibility if questions are ever raised about a volunteer and their involvement with the student ministry.

Pray (over the list).

Eliminate any who raise considerable concerns. You prayed for the names to begin with, so continue to seek the Lord's wisdom as the first and last authority on putting your team together.

Pursue them.

Approach

Before you ask, have a clear position and responsibility in mind for them. If you don't have one, and they are asking to serve, create one. When you have a place, ask for their consideration. You do not want adults who get frustrated because they have no real place to plug in to.



Here are some things to address when approaching potential volunteers:

Tell them why you want to recruit them.

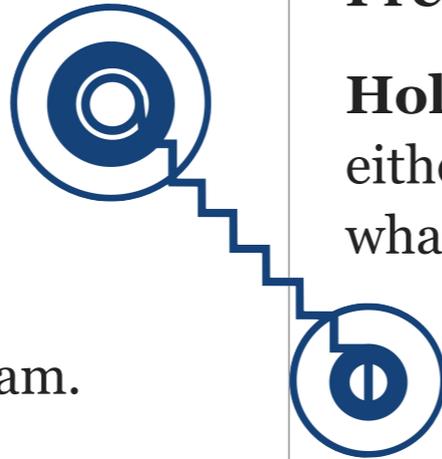
Let them know you have seen them interact with kids (or something similar) and compliment them. You need to point out something that you have noticed in them that led you to think they would be a great fit for your team. This raises the stakes immediately for potential volunteers and definitely moves your process past just filling a position. Leaders like to be pursued and definitely want to be a part of something where they feel they can make a difference. Some never serve be-

cause they are never asked. We, and others, might assume too much about those who could be solid leaders in a ministry area. Don't be afraid to ask. All they can say is no. Don't assume they won't want to. What would that say about your confidence in what is happening in your ministry area?

Invite them to become a part of your team.

Your initial invite is not normally to join the staff that week, but rather it is an invitation to take some information and to consider serving in your ministry area. Ask them to sit in on Sunday school or attend a few events.

Sometimes, those you ask are ready to go because of prior experience or previous ministry training or can serve immediately in the way that you are asking them to. Some are not ready. Some need more time and work. It is not cold to guard their influence in students' lives. Many students have been turned off by and led astray by misguided and ill-equipped youth workers.



It is your responsibility, as a leader over those students, to make sure you are putting quality, godly people in front of them.

Present your vision.

Hold a meeting with your potential volunteers, either one-on-one or in a group. Be clear about what you are asking them to be part of and what you are asking them to do. This is where you can present your clear and concise ministry philosophy and strategy.

The meeting may be over lunch or dinner or just a fun get together with you and your current staff. If you do these meetings one on one, you can fit them in more regularly and you will be more readily able to make additions at anytime throughout the year.

Constantly look for people to add to your team.

Here are some things to do during this meeting:

Get information.

Complete a worker screening form.

Complete a background check form.

Complete any other information specific to your setting.

Taking the appropriate steps is important to insure the safety of your students. Also, make sure to take the necessary legal steps in order to have a thorough worker screening. More can be read on this important issue at:

Give information.

Present your philosophy.

Present your strategy.

Present job descriptions and expectations.

Be specific and clear.

You may want to put your expectations in the form of contracts or ministry agreements.

The clearer you are about the expectations of those you recruit the more effective your team will be.

Make contracts that will spell out a volunteer's responsibilities, attendance requirements, extra meeting requirements, and what they can expect in the way of accountability. You will also want to clarify and communicate what they can expect from you as their leader in resources and support.

You can download sample volunteer contracts & guidelines at https://skopos.org/education/leadershipdevelopment/ymguidebook/ymgforms_helps/

Step back and give them time to pray and think.

Give them some time to make a decision and think about what they heard. Also, invite them to join you for the next student meeting time you are recruiting them for so they can see what you and your ministry is about. This will also allow them to get a better feel for the students. While

they are thinking, you can be reading through their information and doing more homework on the potential volunteer.

Follow Up.

Touch base with them after a week or two and ask them if they would like to become part of the team after having heard about and considered the student ministry. If they are overly hesitant, do not try to convince. You don't want a team member that you will have to drag every step of the way. If you think that the only reason they aren't turning you down is your own feelings, let them off the hook. Tell them you will come back to the possibility in six months or so.

Interview.

If they want to join the volunteer team, take them out to lunch, have them over for dinner, or just get together with them at the church building for an official interview. In the interview:

Be Real.

Put yourself out there and get rid of ministerial fronts. Authenticity will build camaraderie and relationship on your team. It will also encourage

your recruit to be authentic with you. Be professional, but be real.

Question.

Have a pre-determined set of questions that you will ask your potential volunteer that pertain to student ministry, theology, ministry, and the church. Also, discuss any items from the worker screening form that you may need to clarify. This is the best time to ask about spiritual giftedness, passions, and skills. This will allow you to place volunteers in the best possible role on your team or at least let you know what to work toward.

If you feel, after the **process**, that they are ready to plug in to ministry, then sign them up, prepare them, and turn them loose within your ministry. You may even want to have an apprentice structure or maybe levels of service that people can connect with. This might help you include some folks who may not be ready to lead students in a small group or Sunday school class, but who are ready to serve food on Wednesday nights, open their home on Tuesday nights, or provide rides for a special event.

It may seem like a lot to think about, and you may get some odd looks from people in your church. You may even have some refuse to give you their information, but safety for the students and the church are important enough to guard that a few extra steps shouldn't matter.

As you read this, you probably have other thoughts about recruitment, better ideas, or a host of other approaches. Regardless, this is a simple and proven system that might be of benefit and that you can draw from.



To Youth Leaders in Smaller Churches:

You might be saying, "Yeah, right. Volunteers. It is me, by myself, and on a bad day, I might not even be the best volunteer." I hear you!

Although this might be the case (and it is in far too many ministry settings), be willing to trust that God can provide the workers for the harvest

like He says He can. You may have to be more creative than those in larger churches with a larger pool of potential volunteers, but, if you have one prospect, you have an opportunity to recruit, equip, develop, and exponentially expand ministry to the students with which you work. Sometimes, volunteers consist of you and maybe your wife or friend if you are lucky. If you are wondering how in the world you could ever expand your leadership team, I encourage you not to give up. Pray. Keep looking. Keep asking. Stay the course.

Do the often difficult and sometimes frustrating work of recruitment continually. If you can find just one other, you have exponentially increased your reach. If you can find two others, whew! Watch out! All kidding aside, find principles and develop a process that can help you seek out and recruit quality volunteers who share your passion and vision. Creatively find and recruit volunteers.

Some other things to think about:

-Remember, your volunteer may not be who you think it is or should be.

-You may have to invest in someone before they even realize they could work with students.

-You may have to find different volunteers for different events and environments. A sponsor here, a facilitator there, and you may find yourself with several new volunteers.

-It may take time...**be patient.**

-You might have to wait until some of your students graduate and hang around, for whatever reason, to expand your leadership base. Even then, do a good job recruiting and preparing so as to adequately handle the responsibility of the students' and families' lives entrusted to you.

-Find a friend to help you out.

-Ask former students that hang around town after graduation to help and to come back into the ministry as volunteers. Who better to understand the structure, philosophy, and vision than someone who grew up in it?

-Train students within your own group to take on some volunteer roles, developing them for ministry.

Where to look for volunteers:

-Ask other staff members.

-Find Christian students at nearby collegiate ministries that come with high recommendations from their leaders.

-Cooperate with other student groups in your community with surplus volunteers to do events.

-Pay students to do ministry tasks. Even if you pay them in a weekly lunch or some other unique way, don't underestimate students and their abilities to take on ministry and to free you up to focus on other things.

When looking outside of your own church for volunteers, make sure that you do the important groundwork you would do with your own church members. Do not relax your standards here.

Prepare

Once you have volunteers on your team, train them. Preparation begins in your recruitment process when you provide ministry philosophy, strategy, and structure information to your potential volunteers. Even if you do a thorough job in the beginning, you must provide ongoing, value added training opportunities for your volunteer team.

Your training needs to be:

Regular

Regular training is important. It keeps your team-focused, provides an environment for encourage-

ment, and allows you to restate and motivate toward your vision for the ministry. Meeting regularly helps to solve problems, identify holes, provide solutions, and increase effectiveness.

Whether you meet weekly, monthly, or quarterly, you should plan your meeting to meet all of your needs until the next meeting. If you meet less regularly (monthly or quarterly), make sure you are handling weekly needs through regular weekly and monthly emails or newsletters. These emails and newsletters are a good idea even if you do meet weekly.

Focused

Training begins in your initial presentation and interest stage of recruitment. You will have different stages and types of preparation including:

Initial

Ongoing

Brief

Extended

Use your regular meetings as an opportunity to train and develop as well as manage and plan. You can do this through books, lessons, ministry time, success stories, training tools, surveys, and testimonies. You really have a blank canvas for preparing your volunteers with the tools they need to keep them sharp as individuals and to prepare them for your specific ministry environment.

Sample weekly meeting agenda (60-90 minutes)

Feel free to customize your meeting agenda to fit the needs of your particular team and situation. The key is to meet, meet regularly, and be focused when you meet

Consider putting a regular flow of sermons and encouragement into your volunteers' hands. These can serve as a source of preparation as well as a great source of encouragement and nurturing.

AGENDA ITEM	TIME ALLOCATED	NOTES
Relational Catchup	10-20 mins	Snacks, Games
Prayer	10-15 mins	Take Requests, Pray for students, Pray for families
Success Stories	5-10mins	What is God doing your lives and groups?
Training Element	10-15 mins	Raise an issue or share idea for growth
Planning Element	25-30 mins	By department, class, month, event, etc.

Nurture

There are several ways to nurture your ministry volunteers.

Build relationships

Hang out with one another. Find a way to develop a community within your volunteer team. This can be generated weekly, monthly, or quarterly.

Minister

Serve your workers like you would encourage them to serve students and families. Many times in student ministry we find ourselves removed from the larger church because of the nature of the ministry we do. Our volunteer team will be-

come our main connection to other adults in the church. They almost serve as our Sunday school class or small group. They will not only be that for us, but they will also be that to one another. In light of this, we must be serious about ministering to our volunteers. When you have built relationships with them, you will know what is going on in their lives and can minister to their needs. You can also let other areas of the church understand how to minister to the families represented in your volunteer staff.

Serve together

In addition to the weekly and monthly requirements in the student ministry, find ways to involve your volunteers into service with one another that focuses somewhere outside of student ministry. The group that sweats and serves together grows together.

Appreciate

Many times in ministry we do not take the time to really show appreciation for our leaders and members of our church for their contributions to the progress of the church or investment in the body. Scripture says that we should not withhold good from anyone if it is in our power to do it. This goes for our staff ministers as well as those people who faithfully serve in our congregation and ministry areas.

Think of creative ways to deliver words of encouragement, publicly acknowledge their investment, honor them, esteem them to others, and nurture their spirit.

Ideas for Appreciating Volunteers:

-Create worker profiles that contain personal preferences of your workers.

Think of ways you can uniquely minister to and develop connections with them based on the profiles.

Visit www.skopos.org/YMG/forms_helps, for a sample Volunteer Profile.

-Turn your weekly meetings into fellowship time, plus planning.

Invest in your volunteers through discussion, success stories, and a time of spiritual development just for them personally.

-Begin weekly prayer time on Sunday Mornings before your worship service or Bible Study to pray for them first and foremost, then for the ministry ahead.

-Plan a yearly retreat for your workers that will show appreciation and develop them as families and as a group.

-Give a sabbatical in the summer months where you serve as a substitute in a master teaching setting or enlist subs for the small groups so volunteers can attend an adult study or just sit and listen or take a vacation.

-Remember birthdays and recognize them.

-Provide each worker or family represented with an annual gift, maybe at Christmas.

-Give an award for “youth worker of the month.”

-Develop a system of texting or emailing that allows you to give your volunteers the necessary information for effective and efficient ministry, but also to create a sense of camaraderie among volunteers.

-Create a schedule of calls and visits you can use to give thorough attention to all of your volunteers.

-Offer a free event for your workers. It can be a nice way to say thank you for giving their time, money, and attention to the ministry.

-Say thank you often.

The truth is your volunteers do not have to do any of what they do. Make sure they know their efforts are noticed. Say thank you. Say “good job” when appropriate and deserved.

-Make special limited edition staff shirts for them for a youth event or just to have.

-Take lunch or a snack to a volunteer at work.

-Schedule lunch or dinner with a volunteer once a quarter or so. Invite their family so it becomes about all of them and not just about business.

-Occasionally meet with different groups for a meal or activity (teaching team, middle school workers, high school workers, guys’ workers, girls’ workers, administrative staff, etc...)

Obviously, the list goes on and on. Feel free to create your own ideas and expand the list. The hope is that this list gives you a push in the right direction and provides some ideas that you may not have thought of before. The idea is to nurture your volunteers.

Resource

As you recruit and prepare, you will be providing your ministry volunteers with the necessary foundational/ start-up information they need in order to be successful volunteers within the culture of your ministry and church. Even so, the need to develop does not rest once they've been enlisted.

You must continue to provide ongoing resources and opportunities for growth to your volunteers as well as the tools they will need for their weekly success.

Give them what they need to accomplish relational, educational, and spiritual goals. The following is a sample checklist of possible tools/ supplies/ resources that volunteers might need:

Teaching resources

Appropriate and up-to-date materials

Updated group rosters (address, phone, parents' names, email...) Tools that teach how to personalize the lessons and make them more effective for students

Time

Art supplies

Pens

Pencils

Paper

Markers

Stapler

Paper Clips, etc...

Relational resources

Student Profile Sheets

Weekly/ Monthly accountability forms

Planning calendars (blank)

Blank notes or cards for contacting students

Time

Opportunities to gather with other students

Facility access

Transportation access

Needed administrative forms (church required)

Facility reservation

Transportation reservation

Budget Request forms

Permission/ Release Forms

Promotional materials

Follow up materials

Equipping resources

Weekly planning/ training

Yearly equipping/training

Conferences

Training events

Videos

Books

Sermon/ Conference Audio

Periodicals

Subscriptions

“Volunteers Only” area on your website

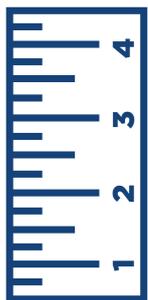
When nurturing and resourcing, consider how you will help volunteer leaders to be better equipped to do what God has called them to do.

A good manager will see people as an end in themselves rather than a means to an end. Lead people and manage systems.

Be a leader who cares for and develops people while operating according to the systems and strategies you have employed.

Evaluate and Lead

Great ministry will happen more often when we are consistently evaluating what we do, why we do it, and how it looks. It is also important, although not the sole factor in evaluation, to look at the results in relationship to numbers. Here are some ideas that might help you evaluate at all levels consistently:



It is important to develop numerical and non-numerical markers for evaluating your ministry.

Download sample list of numerical and non-numerical evaluators at:

https://skopos.org/education/leadershipdevelopment/ymguidebook/ymgforms_helps/

This will help your evaluation focus on more than just numbers.

Observe your volunteers in their ministry setting.

Otherwise, you cannot know how they are really doing. If complaints are ever raised about a volunteer, it helps to have spent time watching them in action. Don't ever take another person's word for it. See for yourself.

Require weekly or monthly accountability forms from your volunteers.

See the sample from in Chapter 12, Forms and Helps.

Give immediate and regular feedback.

Do not be afraid to speak into a situation early and often.

Look at their achievement of growth goals.

You can find sample growth goals can be found at:

https://skopos.org/education/leadershipdevelopment/ymguidebook/ymgforms_helps/

Getting Tested

Sometimes your leadership with volunteers is tested. Many times, those difficult situations between you and your volunteers can lead to the deepest relational connection and friendship. Sometimes they do not. Most often, rough spots do not require a worker to be let go, but sometimes, a situation with a worker arises and it is necessary to help that volunteer find the quickest and best way out of their ministry with students.

If you are always letting a volunteer go when faced with tension, you might not be the best steward of leadership. Consider first and foremost how this situation might be resolved while still retaining the volunteers and keeping consistency within the team.

Tips For Releasing volunteers

What happens when you are faced with the dilemma of what to do with a volunteer who needs to be released? It is rarely a good situation and may be brought about for a number of reasons; from moral to attitudinal, apathy to disengagement, or, in some cases, reluctance to submit to authority either from you or from other ministers or leaders in your church. It could be that they simply do not support the whole church program

and openly and unapologetically engage only in specific parts of the ministry of your church while influencing students toward that end. Whatever the issue(s), you are still faced with the decision to let them go and deal with the fall out, if any exists.



Get wise counsel

“The way of a fool seems right to him, but a wise man listens to advice.” Proverbs 12:15

-Foster an atmosphere of accountability and trust within your team. Discuss these matters with your pastor, or supervisor in the case of multi-staff churches.

-Set up clear expectations in the beginning.

-Follow through with accountability and with consequences.

-Keep clear records of all your dealings. Make sure you have specific facts about the issues with a worker. Do not operate solely from someone’s opinions or from what you have heard. This will be different in cases of accusations of misconduct or abuse.

-Makes sure someone else knows exactly what you will say. When meeting, have someone else appropriate sit in the meetings, a neutral third party.

-Always, with the exception of severe cases of sin issues or legal matters, try to help the volunteer plug in where they might be better suited.

-In the case of serious moral or legal issues, this person will need to be removed from leadership for a time and then restored through a process the church has established and that is according to Biblical guidelines.

Business author, Patrick Lencioni states that, “human systems ensure health.” (*4 Obsessions of an Extraordinary Executive*).

If you are going to have a healthy organization or team, you must be willing to carry out the system to its fullest extent, from recruitment to release. This will raise the level of trust among team members and ensure them that you are a leader of follow through.

It will also do much to deepen their understanding of your vision and philosophy. It is important for a leader to be able to say, “This is what we believe to be important,” and to back those beliefs in practice.

Conclusion Study Guide

Conclusion

You will be well-served to give attention to the matters of recruiting, preparing, nurturing, resourcing, evaluating and handling volunteers properly.

Understand that this is not intended to be an exhaustive discussion of volunteer management. It is to serve as a spring-board to careful consideration of a vital area in ministry. Volunteers can make or break effective ministry.

Summary

- Give due diligence to recruitment.
- Inform potential volunteers.
- Prepare your volunteers adequately.
- Develop and invest in authentic relationships with your volunteers.
- Resource your volunteers with regular training and planning, relevant helps, and ongoing support.
- Evaluate your volunteers' ministry and your ministry with volunteers regularly as well as evaluating with them.
- Be willing to lead your volunteers with honesty, transparency, boldness, care, concern, and love at all times.

Study Guide

How many volunteers do you currently work with?

How many would you like to have?

What leadership positions do you currently have available?

What leadership positions would you like to create?

What challenges do you find in expanding your leadership base?

What plan do you have in place to find and recruit new people for your team?

What makes recruitment difficult?

How do you currently prepare your workers?

What resources do you need to pull together for you to do a better job of preparing your volunteers? (job descriptions, strategies, ministry overviews, etc...)

List ideas for nurturing your volunteers.

What do you do currently to nurture your volunteers?

What could you implement to help you achieve more of an environment of nurturing and care than you already have?

Develop a yearly volunteer care/nurturing calendar.

What are you using to resource your workers?

Look at the chapter's list of possible resources to consider and add five items to each list.

What keeps us from fully resourcing our people?

Do you meet regularly as a leadership team?
When could you meet to enhance your effectiveness?

What elements do you currently include in your team meetings? How would you rate their effectiveness?

What could you do differently to structure your meetings for effectiveness?

What resources do you need to provide to do a more thorough job in resourcing? (rosters, contacting tools, etc...)

Why is ongoing evaluation important?

Do you evaluate regularly now? Why or why not?

What system of evaluation do you currently use?
How could you improve it?

What is your greatest challenge in leading your volunteers? Why do you think this is the case?

Is there anything you can see that you could do in order to expand your influence with your volunteers?

Do you have a difficult situation with a volunteer you need to lead through? Write out a plan to best work through this situation.

What are three things you can do as a result of the information discussed in this chapter that can improve your ministry to and with volunteers?