

# Volunteer Planning Worksheet

Working with volunteers affords an opportunity to share in influencing lives. This reference will guide you in prayerfully considering who you will ask to partner with you in ministry. Consider these helpful hints as you prepare to seek out ministry volunteers. See the information in brackets like these [ ] below for ideas about putting the following worksheet to good use.

## Ask:

General pleas for help yield fewer responses and less commitment. A woman is more likely to commit when she is personally invited to participate. Another advantage is that you are able to share why she is specifically suited to the requested role.

*[Create a worksheet for each person you are considering as a potential volunteer. You may simply begin by listing their name and then praying about their role.]*

## Communicate:

Two things need to be clearly communicated when asking a woman to commit to your ministry...

- Expectations: Let her know exactly what you are asking her to do, and provide her with a timeframe for completing the task.
- Explanation: Tell her why this role is meaningful and how her involvement will impact others.

*[Specify the responsibilities, purpose and deadlines for the task(s) you will ask them to complete. You might also consider including the areas in which you see this person is gifted to serve.]*

## Empower:

Give her the tools she needs to complete the task. (e.g., budget, information, supplies, contacts, etc.). Then set her loose to do what needs to be done. Let her know you trust her by giving her freedom to follow through.

*[List any supplies and information the volunteer will need to carry out her responsibilities.]*

## Check In:

Set up a communication plan by making yourself available and letting your new volunteer know how and when she can keep you posted on progress.

*[Develop a check-in plan before you ask for commitment. This will help you more clearly communicate expectations.]*

## Recognize:

Give her credit. Say, "Thanks." Let her know she is valued and that her commitment matters. Remind her of the ways she is making an eternal difference.

*[Record your plans to demonstrate the way you value each volunteer. This may include encouragement notes, thank you notes, plans to acknowledge them publicly, host a "thank you" dinner, etc. Planning in advance will ensure that no one gets missed.]*

## Volunteer Planning Worksheet

Name:

Gifts/Responsibilities: *(List this person's gifts and the responsibilities of this role).*

Purpose of this Role: *(How will this role make an impact in the lives of women?)*

Timeframe/Deadlines: *(What is the schedule for meeting the responsibilities of this role?)*

What supplies and information will she need to carry out these responsibilities successfully?

Contact Information: *Provide phone #'s, email addresses, etc.*

Budget:

Supplies:

Other Information:

Check-In Plan: *Indicate how the volunteer should contact you, how often and how you will check-in on progress.*

Recognition Plan: *Identify your plans to acknowledge individual involvement. (e.g. thank you notes, small gift, special dinner/lunch, etc.)*