

# Holiday Volunteer Management for Churches

## 5 Ways to Make Holiday Outreach More Efficient & Effective

1 Recruit

2 Register

3 Remind

4 Revise

5 Record



# Holiday Volunteer Management for Churches



The holiday season should be a time of joy – a time to be thankful for God’s blessings and to share those blessings with others. Yet for many of those in ministry, the holidays are a hectic time of year. There is so much need and we are so busy trying to rally people and resources to meet those needs, that we can find it difficult to slow down enough to enjoy the season.

A significant joy and time “sapper” for churches and ministries during the holidays is the challenge of recruiting and managing volunteers. Traditional methods of communicating needs, taking sign-ups, handling cancellations, and determining who-did-what are far too labor intensive. But there is now a way to do all of those with much less effort, while also getting much better results.

Let’s examine the traditional methods for the 5 Steps of Volunteer Recruiting and Management and compare to the brand new methods that are now (finally!) available for each of those 5 Steps through Meet The Need.





## 1 Recruiting Volunteers

**Communicate church and community volunteer opportunities to your members!**

### **Recruiting Volunteers by Traditional Methods**

*Determine what opportunities to focus members on this holiday season and get the word out to your members about those volunteer needs!*

All churches want to mobilize members to serve during the holidays. Yet few have the staff and time plan large events. So we see most churches planning one or two holiday serve activities, like feeding some families at Thanksgiving, taking up a collection to give to a local charity, participating in a drive to collect toys, food, etc., or pulling together a group of volunteers to work at a local ministry.



# Holiday Volunteer Management for Churches



Churches typically communicate holiday needs to their members via:

- ◇ Pulpit
- ◇ Bulletin
- ◇ Emails
- ◇ Word of mouth (Small Groups)

But those methods are not an efficient way to convey the vast array of needs for volunteers that your church and your ministry partners experience over the holidays.

*Gateway Church members "shop" on their website for opportunities to serve that fit within their skills and interests.*

The screenshot shows the Gateway Church website's 'BLESS MINISTRY OPPORTUNITIES' page. The header includes the church logo and navigation links. The main content area features a banner with the text 'READY. SET. Bless! Hundreds of ways to help. One simple way to start.' Below this is a list of ministry partners categorized by need: ELDERLY, EVERY NEIGHBOR, LADIES IN NEED, ORPHANS, POOR, NEEDY, VICTIMS, PRISONERS, and YOUTH AT RISK. The 'YOUTH AT RISK' category is highlighted, showing options like 'All "Youth at Risk" Opportunities', 'Birthday Blessing', 'Christ's Haven for Children', 'Kids Homework Center', 'McFadden Ranch', and 'My Chosen Ones'. The right sidebar contains social media links, featured events, quick links, and a user login section.



[www.MeetTheNeed.org](http://www.MeetTheNeed.org)

# Holiday Volunteer Management for Churches



## Recruiting Volunteers With Technology

Frankly, it's the church staff (who are incredibly busy anyway during the holidays!) who is the "bottleneck" in the process of sharing volunteers needs with members. Conventional methods for getting the word out can never efficiently filter down all the opportunities to those who could have helped. That's why Meet The Need began working 10 years ago – to figure out how to take much of that pressure and work off of the church staff.

Instead imagine:

- ◇ Members "shopping" on your church's web site for opportunities to serve that fit their skills and interests
- ◇ All of that looking to your members exactly like your web site
- ◇ Your members and Small Groups "opting in" to receive emails from ministries inside or outside the church whenever they post new needs
- ◇ Empowering your holiday outreach leaders to take responsibility for posting their volunteer needs



# Holiday Volunteer Management for Churches



(continued)

- ◇ Your local ministry partners posting their volunteer (and resource) needs for your members to see
- ◇ You completely controlling what needs show up your web site, even though it wasn't you that posted them.

By passing accountability “out” (to partners) and “down” (to team leaders) for posting and managing volunteer needs, the church has a greater impact in the community by putting many more chances to serve in front of your members and Small Groups.





## 2 Registering Volunteers

**Take registrations for volunteer opportunities through your web site**

**Take signups for each shift and see contact details and commitments for every volunteer!**

### **Registering Volunteers by Traditional Methods**

Members and Small Groups register for holiday service events and activities using paper and pen on a sign-up sheet or via an online form, which still needs to be entered and tracked, requiring far too much manual effort.

- ◇ Sign up sheets
- ◇ Online forms



# Holiday Volunteer Management for Churches



## Registering Volunteers using New Methods

Let members sign up for opportunities at local ministries or inside the church directly on your web site.

- ◇ Replace your sign up sheets and online forms with an “amazon.com”-type interface on your church’s web site for members to search and sort any time of day or night
- ◇ Your members can even go directly to a local ministry’s site to sign up and you’ll still see where they volunteered and what they did (including testimonials!)
- ◇ Easily accept registrations for one-time or recurring needs during the holiday season
- ◇ Get contact information on your Dashboard for all those who signed up for each need to share with the coordinator
- ◇ Volunteer shifts (for ministries inside or outside the church) that are filled instantly disappear from your web site





# Holiday Volunteer Management for Churches



**GATEWAY CHURCH**  
we're all about people

Search...

About Us Events Ministries Outreach Gateway Groups Get Connected Media Store

Home » Christ's Haven for Children

## CHRIST'S HAVEN FOR CHILDREN

About Opportunities FAQ Share Bless! Stories

1 Share 0 Tweet 4 Like 1

Back to Serving Opportunities List

My Account Hi Jennifer Logout

Search Results Meet Need

### Ministry Administration / Clerical

General Office Help. Computer experience helpful, but not necessary. Duties vary and days/times flexible! May include; filing, data entry, writing Thank You's, organizing, and stocking in our Pantry, etc. We would be very grateful for your assistance!

7.25 Hours Requested October 15<sup>th</sup> at 09:00 AM and volunteer until 04:15 PM

1 Needed 50% Filled Bringing Just Yourself Each volunteer must sign up separately.

Christ's Haven For Children  
4200 Keller-Haslet Road  
KELLER, TX 76244  
United States

Map & Directions  
Details & About  
More Needs

Primary Contact  
Laura Watson  
817-431-1544

Search Results Meet Need

*Not only does Meet The Need release the bottle neck at the church staff level on getting serve opportunities to your congregants, but it empowers individuals to put their faith into action. The load has finally been lifted from outreach church staff, who feels the heavy burden of trying to connect gifted servants to needs in the community. Now, at a touch of a button people can match their own personal gifts and promptings directly to a person, ministry or even a non-profit.*

—Van Dyke Church, Kim Crosby, Missions & Outreach



[www.MeetTheNeed.org](http://www.MeetTheNeed.org)



## 3 Reminding Volunteers

**Handle online reminders, cancellations  
and adjustments automatically!**

**Feel confident that the number of volunteers you expected (and who your ministry partners are expecting) is the number you (they) actually get!**

### *Traditional Methods*

	<b>Method</b>	<b>Result</b>
<b>Reminders</b>	Phone calls and emails	<ul style="list-style-type: none"><li>• Labor intensive</li><li>• Can't reach people</li></ul>
<b>Cancellations</b>	Take last-minute calls and emails	<ul style="list-style-type: none"><li>• Too few show up</li><li>• Adjust quantities needed on spreadsheet</li></ul>
<b>Adjustments</b>	Groups may call or email (or may not!) as they grow and shrink	<ul style="list-style-type: none"><li>• Too many or too few show up</li></ul>



# Holiday Volunteer Management for Churches



## ***New Methods***

<b>Method</b>	<b>Result</b>
<b>Reminders</b> Automatic emails 21 days, 7 days and 1 day before their volunteer date(s)	Decrease no-show rates and save time emailing all volunteers
<b>Cancellations</b> Your volunteers cancel through your church's web site	When someone cancels a need that was previously filled, that need instantly reappears on your web site and every other site showing a need for 1 more person
<b>Adjustments</b> Your groups of volunteers can increase or decrease the number of people in their group through your church web site	Actually get the number of volunteers that you expected!



# Holiday Volunteer Management for Churches



The screenshot shows the Gateway Church website interface. At the top, there is a search bar and navigation links for About Us, Events, Ministries, Outreach, Gateway Groups, Get Connected, Media, and Store. The main content area is titled "CHRIST'S HAVEN FOR CHILDREN" and includes a "Change Commitment" section. This section details the need for volunteers, the dates needed (10/10/11 - 01/10/12), and the location (KELLER, TX). It also provides contact information for Christ's Haven For Children and a "Quantity Promised: 1". There are buttons for "Cancel Commitment", "Decrease Quantity", and "Increase Quantity". A red message states "You can not decrease your quantity further." and an "Increase" button is visible.

*Groups of volunteers can increase or decrease the number of people in their group through your church web site.*



[www.MeetTheNeed.org](http://www.MeetTheNeed.org)

# Holiday Volunteer Management for Churches



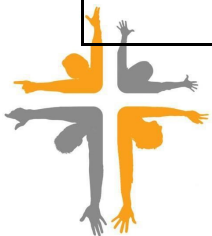
## 4 Revise Volunteer Needs

**Change and communicate  
volunteer needs and details.**

**Share changes to the number of volunteers needed and logistical details  
with prospective and current volunteers!**

### *Traditional Methods*

	<b>Method</b>	<b>Result</b>
<b>Make Revisions</b>	Paper and pen or spreadsheets	<ul style="list-style-type: none"><li>• Static, not instantly shared with others</li></ul>
<b>Communicate To Prospective Volunteers</b>	Your volunteers cancel through your church's web site	<ul style="list-style-type: none"><li>• Labor intensive</li><li>• Not certain that key individuals will/can easily share the updates</li></ul>
<b>Communicate To Current Volunteers</b>	Your groups of volunteers can increase or decrease the number of people in their group through your church web site	<ul style="list-style-type: none"><li>• Labor intensive</li><li>• Can't reach some so can't be sure all received message</li><li>• Some people show up and wrong times and/or places</li></ul>



# Holiday Volunteer Management for Churches



## *New Methods*

	<b>Method</b>	<b>Result</b>
<b>Make Revisions</b>	On Meet The Need Dashboard	<ul style="list-style-type: none"><li>Instantly communicated to all current and prospective volunteers</li></ul>
<b>Communicate To Prospective Volunteers</b>	Updates on Dashboard instantly adjust quantities shown and details on your site	<ul style="list-style-type: none"><li>Notification in seconds when a change is made with no extra effort</li></ul>
<b>Communicate To Current Volunteers</b>	Content of reminder emails automatically changes. You can also auto email all volunteers in each shift that	<ul style="list-style-type: none"><li>Volunteers show up at the right place and the right time</li></ul>



# Holiday Volunteer Management for Churches



## Update Need for Christ's Haven For Children



Category: Organization > Volunteers > Accounting / Finance / Fundraising > Grants / Fundraising

Location: USA Zip: 75244 (Keller, TX) [Change Zipcode]

Description: Christ's Haven for Children has wonderful donors who deserve to be thanked no matter what amount they give or what in-kind donations they so generously bestow. We could use some extra help (especially during the holiday season) writing notes and making phone calls to those that support our organization. If you are interested in using your talents to help Christ's Haven please let us know!

# of Volunteers Needed:  total, and 1 remain unfilled

Per User Volunteer Limit:

Resources/Materials:

### Simple Recurrence:

We've determined that you are using the simple recurrence feature. Unfortunately, this need has legacy data associated with it and is not eligible for upgrade. If you wish to use the new recurring feature please create a new need.

Start Date:  (MM/DD/YYYY)

Interval:  Examples: "Every Saturday", "Every second Tuesday of the month".

End Date:  (MM/DD/YYYY) \*This need will not appear in Search Results after the date you enter here.

### Timing and Recurrence:

Time:  to

Display Status:  Active

Inactive

View Status:  Public - Visible on the websites of other organizations.

Members Only - Only approved members of your organization may meet this need.

Semi-Private - Only visible on your website but visitors may meet this need.

*Adjust quantities and details shown on your web site from your Dashboard. Notification is instantly communicated to all current and future volunteers.*





## 5 Record Volunteer Hours

**Track outstanding needs,  
audit and calculate volunteer hours!**

**Measure the impact your church had during the holiday season!**

How many times does a church miss stories about how a member went out to help a local family or how a small group served at a local ministry?

With Meet The Need, you will see all needs met by all members inside or outside the church or your church's private, access-controlled Dashboard. Even if that member or small group signed up through a local ministry's web site (instead of through your web site), you will still know everything those members did to serve at the ministry — including testimonials about their experience that day.





# Holiday Volunteer Management for Churches



## *Traditional Methods*

	<b>Method</b>	<b>Result</b>
<b>Track Outstanding Needs</b>	Add up volunteer registrations across paper forms and spreadsheets to see whether you have enough volunteers	<ul style="list-style-type: none"><li>• Inaccuracies</li><li>• Difficult to reconcile and quickly determine totals</li></ul>
<b>Audit Hours Volunteered</b>	Do your best to take notes on paper forms and spreadsheets as volunteers come and go	<ul style="list-style-type: none"><li>• Hard to maintain records in the short term and to retain in long term</li></ul>
<b>Calculate Volunteer Hours</b>	Enter paper notes into spreadsheets or use calculator	<ul style="list-style-type: none"><li>• Time consuming</li><li>• Inaccuracies</li><li>• Difficult to go back and pull historical numbers</li></ul>



# Holiday Volunteer Management for Churches



## ***New Methods***

	<b>Method</b>	<b>Result</b>
<b>Track Outstanding Needs</b>	See at any time how many volunteers have signed up and how many are still needed for each shift	<ul style="list-style-type: none"><li>• No need for data entry or calculations</li></ul>
<b>Audit Hours Volunteered</b>	Use your Dashboard to record how many came and how long they stayed	<ul style="list-style-type: none"><li>• Convenient one-stop place to record volunteer attendance</li><li>• Instant updates to volunteer hour</li></ul>
<b>Calculate Volunteer Hours</b>	Click a button to run and export reports showing volunteer hours and counts for any time period and/or any volunteer activity	<ul style="list-style-type: none"><li>• Information your staff needs in seconds</li><li>• Easy access to historical data for years to come</li><li>• View testimonials to share with your congregation!</li></ul>



# Holiday Volunteer Management for Churches



## Edit Need Response



User	# of Volunteers/Items	Shown Up?	Status	Action
Jim @yahoo.com	1 <input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/> Shown Up Hours: <input type="text" value="9"/>	Pending	<input type="button" value="Remove From Pending"/> <input type="button" value="Cancel Donation"/>
Cassie I @yahoo.com	1 <input type="button" value="+"/> <input type="button" value="-"/>	<input checked="" type="checkbox"/> Shown Up Hours: <input type="text" value="9"/>	Pending	<input type="button" value="Remove From Pending"/> <input type="button" value="Cancel Donation"/>

## Pending Commitments to Our Organization – 1 to 5 of 5



Name	Type & Category	Date Range	Summary	Generate Report	Export to Excel
<input type="text"/>	Please Select (All)	<input type="text"/> - <input type="text"/>	Individual Hours: - Total Volunteers: 5 Volunteer Hours: 28	<input type="button" value="Generate Report"/>	<input type="button" value="Export to Excel"/>
<input type="text"/>	Please Select (All)				
<input type="text"/>	Please Select (All)				

Being Met By	Category	Date Time	Description	# of Vol's/Items	Individual Hours	Method	Recipient	Agreed to Meet On
Jim @yahoo.com Sample Church1	Grants / Fundraising	01/10/12 08:00 AM - 05:00 PM	Christ's Haven for Children has wonderful donors who deserve to be thanked no matter what ... Location: KELLER, TX	1 of 3 promised (Edit)	9	Through Organization	Christ's Haven For Children	11/25/11
Cassie Fort Worth, TX 76244 903- @yahoo.com Gateway Church	Grants / Fundraising	01/10/12 08:00 AM - 05:00 PM	Christ's Haven for Children has wonderful donors who deserve to be thanked no matter what ... Location: KELLER, TX	1 of 3 promised (Edit)	9	Through Organization	Christ's Haven For Children	10/18/11
Melanie Southlake, TX 76092 817- Gateway Church	Ministry Administration / Clerical	12/16/11 01:00 PM - 05:00 PM	We are in need of Christmas Interns! Beginning mid-November to mid-December, we will need ... Location: KELLER, TX	1 of 1 promised (Edit)	4	Through Organization	Christ's Haven For Children	10/17/11
Lisa Fort Worth, Texas 76244 817- @verizon.net Gateway Church	Ministry Administration / Clerical	12/22/11 11:30 AM - 01:00 PM	We are in need of volunteers to help in the Community Enrichment Center by answering phone... Location: KELLER, TX	1 of 1 promised (Edit)	2	Through Organization	Christ's Haven For Children	09/27/11
Bibi Northlake, Texas 76262 718- @att.net Gateway Church	Other Volunteer Opportunities	12/31/12 01:00 PM - 05:00 PM	The food pantry at Christ's Haven provides the cottages on campus food and toiletries whic... Location: KELLER, TX	1 of 4 promised (Edit)	4	Through Organization	Christ's Haven For Children	10/16/11

*Easily see how many volunteers have signed up, how many are still needed. And, quickly run and export reports showing volunteer activity.*



# Holiday Volunteer Management for Churches

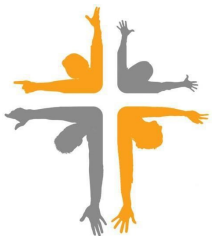


To find out how to spend more time enjoying the holidays while expanding the impact your church has in the community this holiday (and throughout the rest of the year), contact Meet The Need!

Happy Thanksgiving and Merry Christmas!

Call 813/527-0222 or email [Info@MeetTheNeed.org](mailto:Info@MeetTheNeed.org).

## Find Meet The Need Online



[www.MeetTheNeed.org](http://www.MeetTheNeed.org)