

Holiday Volunteer Management for Ministries

5 Ways to Make Holiday Outreach More Efficient & Effective

1 Recruit

2 Register

3 Remind

4 Revise

5 Record



Holiday Volunteer Management for Ministries



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 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

**Direct access to volunteers from within
the 4-walls of local churches!**

Get the word out to volunteers, churches, businesses and others about your volunteer needs!

Recruiting Volunteers by Traditional Methods

Few ministries have enough staff to reach out to 200+ local churches and 500+ local businesses. Even if the right staff person at the church or company hears about your volunteer needs, how are they going to communicate it to their members or employees. The church can't do that effectively from the pulpit or in the bulletin!

Ministries typically communicate holiday needs to their members via:

- ◇ Emails
- ◇ Phone calls
- ◇ Newsletters



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

Recruiting Volunteers With Technology

Why isn't there a way for you to communicate directly with the church members and company employees? You know that many have a heart for your ministry—if they were only aware of the opportunities to help, they would get involved!

But as long as the church and company staff (who are incredibly busy as well during the holidays!) is the bottleneck, the word will never filter down to those who can help!



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That's why Meet The Need exists—to unite and mobilize the Body of Christ to serve those in need. So Meet The Need shows your volunteer needs instantly on:

- ◇ Your web site
- ◇ Your partner church web site
- ◇ Other local church web sites
- ◇ Some local business web sites
- ◇ Other hub/service organization web sites



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Meet The Need puts your ministry's needs INSIDE the 4-walls of local churches and businesses. Members "shop" on your web site and their church's or company's site for opportunities to serve at your ministry that fits their skills and interests. As a result of Meet The Need, you:

- ◇ Get more people and more churches and companies involved in your ministry
- ◇ Make more people aware of your ministry as they read about your mission as they're online "shopping"
- ◇ Connect directly with those who opt-in to receive automatic emails when you post needs (e.g. 3,000+ people get auto email updates when Habitat for Humanity in Hillsborough County Florida posts new needs)
- ◇ Watch your needs get filled and see the quantity needed automatically adjust down on your ministry's site and every other site that's showing your needs



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Login

I Want to Help a: Country:
 By Providing: Zip Code: Distance:
 Category: Keywords:
 Sub-Category: Date Range: - View:

SUBMIT

You are searching: Organization > Outreach Event > Tampa Holidays of Hope

Results: 13 Needs within 25 Miles of 33759

SELECT DOWN TO THE SUB-CATEGORY LEVEL TO NARROW YOUR SEARCH RESULTS

Click anywhere on one of the needs below to see details about that need:

	Date(s) Needed	Description of Need	Recipient Information	Distance from 33759
 Tampa Holidays of Hope	10/28/11 09:30 AM - 12:30 PM	Need: Client Registration Description: Help us register families to receive food and toys for this Holiday Season in the Tent! Volunteers must be AT LEAST 16 YEARS OLD and must be compu... Date Posted: 10/24/11 Volunteers Needed: 6 of 8 Still Needed	Tampa Holidays of Hope Bto: Families in need can register to receive help for food, toys, and other needs while the body of Christ through Metropolitan Ministries will provide those needs through holiday tents. With dignity, in...	Distance: 1.6 Miles Zipcode: 33602

Related Items

- What We Believe
- Directions
- History
- Campus Map
- Calendar

Calvary Church members "shop" on Calvary's web site for ways to serve at Metropolitan Ministries' Holidays of Hope. Needs are simultaneously shown on Metropolitan Ministries' and Calvary's web sites.



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2 Registering Volunteers

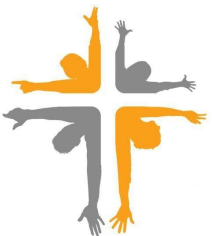
Take registrations for volunteer opportunities through your web site AND local church sites

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

Registering Volunteers by Traditional Methods

Community members 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.

- ◇ Phone calls, emails
- ◇ Sign-up sheets
- ◇ Spreadsheets



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Registering Volunteers using New Methods


Let members sign up for opportunities directly on your web site or the website of local churches.

- ◇ Online through your website AND local church sites
- ◇ Get contact information on your Dashboard for all those who signed up for each shift
- ◇ See what organization (churches or business) they came from, regardless of whether they came through your site or another site
- ◇ Easily accept registrations for one-time recurring needs (e.g. Salvation Army bell-ringers) during the holiday season



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I Want to Help a: Country:

By Providing: Zip Code: Distance:

Category: Keywords:


Sub-Category: Date Range: - View:

You are searching: [Organization](#) > [Outreach Event](#) > [Tampa Holidays of Hope](#)

Results: 13 Needs within 50 Miles of 33602

SELECT DOWN TO THE SUB-CATEGORY LEVEL TO NARROW YOUR SEARCH RESULTS

Click anywhere on one of the needs below to see details about that need:

	Date(s) Needed	Description of Need	Recipient Information	Distance from 33602
	10/28/11 09:30 AM - 12:30 PM	<p>Need: Client Registration</p> <p>Description: Help us register families to receive food and toys for this Holiday Season in the Tent! Volunteers must be AT LEAST 16 YEARS OLD and must be compu...</p> <p>Date Posted: 10/24/11</p> <p>Volunteers Needed: 6 of 8 Still Needed</p>	<p>Tampa Holidays of Hope Bio:</p> <p>Families in need can register to receive help for food, toys, and other needs while the body of Christ through Metropolitan Ministries will provide those needs through holiday tents. With dignity, in...</p>	<p>Distance: 0 Miles</p> <p>Zipcode: 33602</p>

Over 2,900 individuals signed up through Meet The Need for 3-hour blocks of time at our Tampa location alone. This provided a savings in manpower of roughly \$176,000...we saved over 290 hours of time spent on the telephone signing up volunteers...

—Metropolitan Ministries, Tim Marks, President



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3 Reminding Volunteers

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

Feel confident that the number of volunteers you expected is the number you actually get!

Traditional Methods

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



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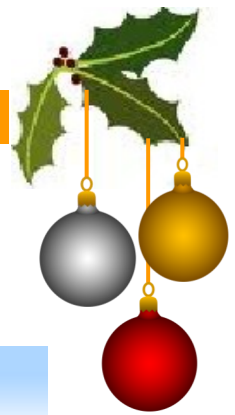



New Methods

Method	Result
Reminders Automatic emails 21 days, 7 days and 1 day before their volunteer date(s)	Decrease no-show rates and save time emailing all volunteers
Cancellations Your volunteers cancel through your web site or their church's/company'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
Adjustments Your groups of volunteers can increase or decrease the number of people in their group through your web site or their church's/company's web site	Actually get the number of volunteers that you expected!



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DASHBOARD

CHANGE COMMITMENT

The Need:
Organization > Outreach Event > Tampa Holidays of Hope > Client Registration

Description:
Help us register families to receive food and toys for this Holiday Season in the Tent! Volunteers must be **AT LEAST 16 YEARS OLD** and must be computer savvy. Volunteers will be entering client information into a registration database, greeting clients and assisting our staff with the registration process.

Volunteers must dress modestly and be sure to wear closed-toe shoes and a shirt with sleeves (no tank tops). Please report to **2001 N. Florida Ave** at the time of your shift to sign in and receive a volunteer name sticker.

Come Catch the Holiday Spirit!!

Metropolitan Ministries' mission is to care for the homeless...

Location: TAMPA, FL
Date Needed: 10/28/11 (09:30 AM - 12:30 PM)
Quantity Promised: **1**

Deliver To:
Tampa Holidays of Hope
2001 N. Florida Ave
Tampa, FL 33602 USA

813-209-1062
Jessica.becker@metromin.org
www.metromin.org

Families in need can register to receive help for food, toys, and other needs while the body of Christ through Metropolitan Ministries will provide those needs through holiday tents. With dignity, integrity and hope, Hope for the Holidays will foster opportunities for all to witness and join in the giving and receiving that exemplifies community and allows miracles to happen. Metropolitan Ministries'

[Cancel Commitment](#)
Reason for canceling

[Decrease Quantity](#)
You can not decrease your quantity further.

[Increase Quantity](#)
To increase the quantity you want to provide, click the button below and enter the **ADDITIONAL** number on the page that follows and press Commit.

Volunteers easily increase or decrease the number of people in their group (and cancel if needed) through your web site or their church/company's web site. The adjusted need instantly reappears on your web site and every other site.



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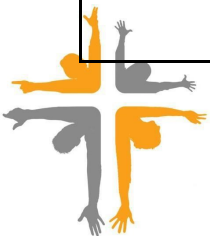
4 Revise Volunteer Needs

**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

	Method	Result
Make Revisions	Paper and pen or spreadsheets	<ul style="list-style-type: none">• Static, not instantly shared with others
Communicate To Prospective Volunteers	Emails and phone calls	<ul style="list-style-type: none">• Labor intensive• Not certain that contact at church/company will/can easily share the updates
Communicate To Current Volunteers	Emails and phone calls	<ul style="list-style-type: none">• Labor intensive• Can't reach some so can't be sure all received message• Some people show up and wrong times and/or places



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New Methods

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



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 DASHBOARD

UPDATE NEED FOR TAMPA HOLIDAYS OF HOPE

Category: [Organization](#) > [Outreach Event](#) > [Tampa Holidays of Hope](#) > [Client Registration](#)
Location: [USA Zip: 33602 \(Tampa, FL\)](#) [[Change Zipcode](#)]

Description: `
 Help us register families to receive food and toys for this Holiday Season in the Tent! Volunteers must be
 AT LEAST 16 YEARS OLD </br> and must be
 computer savvy</br>. Volunteers will be entering client information into a registration database, greeting clients and assisting our staff with the registration process.

`

Timing and Recurrence

Type: One-Time Recurring

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

Start Time: (ex: '09:00 AM')

End Time: (ex: '11:00 AM')

of Volunteers Needed: total, and 0 remain unfilled

Per User Volunteer Limit:

Resources/Materials:

Display Status: Active Inactive

View Status: Public - Visible on the website 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.

Use your Dashboard to instantly adjust quantities and details shown on your web site and all other sites.



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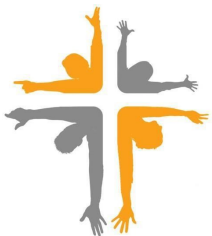
5 Record Volunteer Hours

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

Measure the impact your ministry had during the holiday season!

Traditional Methods

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



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New Methods

	Method	Result
Track Outstanding Needs	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">• No need for data entry or calculations
Audit Hours Volunteered	Use your Dashboard to record how many came and how long they stayed	<ul style="list-style-type: none">• Convenient one-stop place to record volunteer attendance• Instant updates to volunteer hour and count reports
Calculate Volunteer Hours	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">• Information your staff needs in seconds• Easy access to historical data for years to come• View testimonials



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EDIT NEED RESPONSE

User	# of Volunteers/Items	Shown Up?	Status	Action
Jim	0	<input checked="" type="checkbox"/> Shown Up Hours: 3	Cancelled	Reset to Pending
Megan	1	<input checked="" type="checkbox"/> Shown Up Hours: 3	Pending	Remove From Pending Cancel D
Allison	1	<input checked="" type="checkbox"/> Shown Up Hours: 3	Pending	Remove From Pending Cancel D

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PENDING COMMITMENTS TO OUR ORGANIZATION – 1 TO 18 OF 18

Name:

Date Range: -

Type & Category: Outreach Event, Tampa Holidays of Hope, Client Registration

Summary: Individual Hours: -, Total Volunteers: 18, Volunteer Hours: 62

[Generate Report](#) [Export to Excel](#)

Being Met By	Category	Date Time	Description	# of Vol's/Items	Individual Hours	Method	Recipient	Agreed to Meet On
Angie Tampa, FL 33687 813-@aol.com Families United	Client Registration	10/24/11 09:30 AM - 12:30 PM	Help us register families to receive food and toys for this Holiday Season in the Tent! V...	1 of 8 promised (Edit)	3	Through Organization	Tampa Holidays of Hope	10/20/11
kelly tampa, florida 33613 813-@aol.com No Organization Provided	Client Registration	10/25/11 09:30 AM - 12:30 PM	Help us register families to receive food and toys for this Holiday Season in the Tent! V...	1 of 8 promised (Edit)	3	Through Organization	Tampa Holidays of Hope	10/24/11

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



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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.

Find Meet The Need Online



www.MeetTheNeed.org