

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. Recruit

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

Traditional Methods

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.

Churches typically communicate holiday needs to their members via:

- Pulpit
- Bulletin
- Emails
- Word of mouth (e.g. 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.

New Method


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
- 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.


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READY. SET.

Bless!

*Hundreds of ways to help.
One simple way to start.*

What people group has God given you a passion to serve? We have a list of our ministry partners who are meeting various needs. Opportunities to serve and give are listed for each ministry partner. Select one. Register to serve. Go bless!

ELDERLY

EVERY NEIGHBOR

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ORPHANS

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All "Youth at Risk" Opportunities

Birthday Blessing

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User login

Username: *

Password: *

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2. Register

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

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


New Method

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

"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



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DASHBOARD

Details

Recipient Name

Christ's Haven For Children

Needs: Grants / Fundraising

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!

Recurring

Dates Needed: 10/10/11 - 01/10/12
 Every Weekday
 (08:00 AM - 05:00 PM)
 Hours Required: 8 hours per Volunteer
 Volunteers Needed: 2 of 3 still needed.

Organization's Contact

Christ's Haven For Children
 Laura Watson
 4200 Keller-Mesick Road
 KELLER, TX 76244 United States
 817-431-1544
 Home Website
[Google Map](#)

About Christ's Haven For Children

Christ's Haven for Children is a custodial care facility located in Keller, Tx. It has seven cottages, a Community Enrichment Center, a transition house, a gymnasium, a chapel, and a ranch program. The home cares for 40 children on the campus as well as children in foster care in off-campus homes in the Dallas/Fort Worth area. The children receive medical and dental care, counseling, and tutoring as needed in a warm and loving home under the care and guidance of full-time house parents. *Youth at Risk* *Orphans*

Other Needs


This tab lists all the needs posted for this organization. The need you selected has a check mark in the right hand "Meet Need" column and the row is also highlighted. If you can meet other needs for this organization, please check the box for that need as well before continuing. If you want to bring multiple items or volunteers, indicate in the "# Items/Vol's" box the number you can commit to provide. (Note: Please do not exceed the number requested shown.)

| Date Needed | Category | Details | Location | Meet Need # Vol's / Items |
|---|-------------------------------|--|------------|---|
| <div>Recurring</div> <div>Every Weekday</div> <div>08:00 AM - 05:00 PM</div> <div>Ends 01/10/12</div> | Grants / Fundraising | 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! 2 of 3 Volunteers still needed. | KELLER, TX | <input checked="" type="checkbox"/> <div>2</div> <div>1</div> |
| <div>Recurring</div> <div>Every Month</div> | Other Volunteer Opportunities | The food pantry at Christ's Haven provides the cottages on campus food and toiletries which are donated by individuals and businesses. Assistance is needed to help keep all of the goods organized and sorted. This includes | KELLER, TX | <input type="checkbox"/> <div>1</div> |

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I WILL MEET THE SELECTED NEEDS

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MeetTheNeed™
 Letting your light shine

3. Remind

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

Traditional Methods

| | Method | Frequent 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 |

New Method

| | 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 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! |
| Adjustments | 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! |



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DASHBOARD

Change Commitment

The Need:

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

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!

Location: KELLER, TX

Recurring

Dates Needed: 10/10/11 - 01/10/12

Every Weekday

(08:00 AM - 05:00 PM)

Quantity Promised: 1

Deliver To:

Christ's Haven For Children
4200 Keller-Haslet Road
Keller, Tx 76244 USA

817-431-1544
LauraW@christshaven.org
www.christshaven.org

Christ's Haven for Children is a custodial care facility located in Keller, Tx. It has seven cottages, a Community Enrichment Center, a transition house, a gymnasium, a chapel, and a ranch program. The home cares for 40 children on the campus as well as children in foster care in off-campus homes in the Dallas/Fort Worth area. The children receive medical and dental care, counseling, and tutoring as needed in a warm and loving home under the care and guidance of full-time house parents. *Youth at Risk* *Orphans*

Cancel Commitment

Reason for cancelling

Cancel Commitment

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.

Increase

4. Revise

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 key individuals 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 |

New Method

| | 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 | <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 |

Update Need for Christ's Haven For Children



Category: Organisation > 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.

5. Record

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 that ministry – including testimonials about their experience that day.

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 |
|----------------------------------|---|--|

New Method

| | 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 to share with your congregation! |

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 | Remove From Pending 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 | Remove From Pending Cancel Donation |

Pending Commitments to Our Organization – 1 to 5 of 5



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

| 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 |

To find out more about how to spend more time enjoying the holidays while expanding the impact of your church has in the community this holiday season (and throughout the rest of the year), contact Meet The Need at 813/527-0222 or membership@meettheneed.org.

Happy Thanksgiving and Merry Christmas!

www.meettheneed.org