



VERflow

Volunteer Recruiting Package

*God's Love
Poured Out
Through Us*



Introduction & Overview

Welcome!

Before you get started, be sure to download the files from the Overflow zip folder to a safe place on your computer. You'll want to have access to these throughout the year. Or you can go ahead and print them all out now and place them in a binder to keep them at your fingertips.

This recruiting package contains everything you need to plan a successful campaign, recruit volunteers, market your program and ministries, and follow up with participants who express interest in serving!

Start with the Introduction & Overview (which you are reading now) to get an idea of how the components work together. Here's what else you get:

Section 1: Overflow Kickoff Event


Section 2: Volunteer Training & Orientation

Section 3: Celebration Coffee & Dessert

Section 4: Encouragement Helps

Media Folder (includes "Thankful" song, and clip art)

The Overflow Volunteer Recruiting Package will help you lead, recruit, and train volunteers—and you'll have fun doing it! Let's get started...



Dear Ministry Leader,

Welcome to Overflow! Your prayers for more volunteers, more enthusiasm for serving, and church-wide awareness of your ministry needs have been answered. This fun theme and year-long campaign will motivate people to serve. It all starts with a kickoff event at the beginning of the year. Then bring your team together for an engaging, fun (and *customizable*) training event. You'll finish the year with a celebration event that will wow your volunteers and make them feel loved and appreciated. The Overflow recruiting package is just what you've been waiting for!

Theme Scripture: "My cup overflows with blessings. Surely your goodness and unfailing love will pursue me all the days of my life, and I will live in the house of the Lord forever" (Psalm 23:5-6).

Based on Psalm 23:5-6, the Overflow theme will help people in your church see that serving brings great rewards. In fact, their cups will "overflow" as they let God's love pour through them to others. Often, serving is seen as an obligation or even an inconvenience. This inviting theme will inspire people to get involved and help them understand that their service makes a difference.

The tips you'll find in this guide will help you create the warm and welcoming atmosphere of your local coffee shop, reminding people that God wants to make their cups overflow as they share his love with others.



Section 1: Kickoff

Set up a booth or table in a common area, where you will meet people in a low-pressure way and share opportunities to serve. This creative approach shows people that serving can be fun—and that your leaders value people and team! This event will set the tone for an amazing year of fun, fellowship, and growth in your church and in the lives of your volunteers. You'll even include SWAG (Stuff We All Get) gifts to draw attention to your event.

Included in this section are:

- o Bulletin announcement
- o Name tags
- o Sample ministry position descriptions
- o Ministry position description template
- o Interestcard
- o "SWAG" gift tags



Gather a core team to help with setup. Ask current ministry leaders or other volunteers to pitch in.



Section 2: Training

Helping people get to know one another and what's expected of them will build retention in your church and makes for happier volunteers. Holding an effective and well-organized training goes a long way toward this goal. In our training section, we've done the work for you! You'll find a proven plan that will introduce a positive volunteer culture and help people connect. You'll also get tips for what to include in your volunteer orientation time.

Included in this section are:

- o Bulletin announcement
- o Invitation





“Thankful” Media Presentation

- Gather digital photos (or video) of your volunteers in action throughout the year.
- Create a media presentation to show during the celebration event.
- Work with your church media teams in advance to have this ready.



Section 3: Volunteer Celebration

The thing that keeps people coming back is feeling appreciated and valued. The celebration event lets them know that they are. During a meaningful—and fun—time of fellowship and reflection, each volunteer will see how God has used them during the year. Through group activities, guided discussion, and a powerful media presentation, this evening will be a big hit. Again, we’ve laid everything out for you—from the invitations to the agenda, to easy, affordable take-home gifts. After this event, people won’t be able to wait until next year to serve again!

Included in this section are:

- o “You Bring a Smile to My Mug” activity sheet
- o Appreciation certificate for adult ministries
- o Appreciation certificate for children and youth ministries
- o Thank you gift tags
- o Song “Thankful”

Section 4: Encouragement Helps

We know people keep serving when they feel encouraged and appreciated! A simple note, a cup of coffee, a heartfelt thank you—all of these go a long way toward letting your team know how much you value their contribution. Here are additional resources to help you keep encouraging your team all year long.

Included in this section are:

- o Thank you notes
- o Shout-out graphics
- o Fun “anytime” awards





Making It Happen

Schedule your kickoff Sunday as early as you can in the fall. Since you will be recruiting at this event, you want to make sure you have time to get people into positions and serving when the year starts. You can stretch your kickoff to fill an entire month, if you prefer.

Follow up as soon as possible with those who express interest in serving. Ask ministry leaders to set aside time preferably within 24-48 hours of your kickoff Sunday. This can be a simple phone call, one-to-one meetings, or a more formal information session. The goal of follow-up is to help people take a next step by meeting with a leader, attending a session, coming to training, or observing you (or your team) in action.

Hold your training & orientation event before the holiday rush. It's best to schedule this sometime between Halloween and Thanksgiving. This is a great time to get people into the swing of things and to help them connect more personally with you and their new positions. During the training, you can offer orientation for different ministry areas, collect applications, and offer spiritual gifts assessments. We've allowed time in the preplanned event to include the content that is important to your church.

Plan your celebration event near the end of your serving year. For some churches, this would be late spring or early summer. Or you may want to hold it near the holidays, depending on your own church calendar. You'll need a room large enough for your entire team to sit at tables. With our simple menu and decorating ideas, this affordable event will put the exclamation mark on a great year.

Use the media resources available for each Overflow section to help you carry out the Overflow theme throughout the year at your church.

