



OVERflow

Kickoff



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).

This kickoff event is a great way to create excitement and enthusiasm for serving in ministry. This section 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!

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.

Kickoff Sunday

Leaders sometimes feel uncomfortable asking people to serve. Or they use guilt and pressure to get people to commit. The Overflow kickoff event makes it easy to ask people to serve—and to connect them to the right people and positions. If you’ve ever been to a trade show or job fair, you’ve seen an array of vendors at tables and/or booths. The kickoff event is much like that. You and your team will 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. You can do one collective booth, or each ministry can set up their own to showcase what they do, describe their volunteer roles, and invite people to join in.

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.

Ready to kick off? Let’s go!





Planning Guide

- o Start by reading this entire guide so you'll know what you'll need to print, gather, or prepare. This is a good time to rally your team and assign jobs.
- o Download and print any of the reproducibles you will be using for your kickoff event.
- o Schedule Overflow kickoff Sunday.
- o Place the announcement (found on page 3) in the church service bulletin, or have an announcement made during the service. You may also want to create a media slide with this information and the Overflow logo.
- o Create posters and signs for your table(s), using the Overflow logo and clip art found in the Media folder.
- o Optional: Have your ministry area leaders create position descriptions for their open positions. We've provided two sample descriptions and a template for you to use. Have these available on your table for potential volunteers to see exactly what they will be doing.
- o Set up your Overflow table(s). Be sure to have the following available:
 - Name tags for volunteers (pages 4 and 5)
 - Pens
 - SWAG gift items (see suggestions on page 3)
 - Ministry position descriptions, if using (see examples and a template on pages 6 and 7)
 - Interest cards (page 8)
 - Posters and signs to draw attention to the table
 - Don't forget the balloons!



Decorating

Gather coffee-themed items, such as interesting mugs, coffee grinders, tin coffee cans, burlap coffee sacks, coffee-scented jar candles, and coffee beans. You should be able to borrow most of these items. You can find inexpensive burlap coffee bags online.

Stuff coffee bags with newspapers, and set them around the room. Hang them on the walls or drape them over tables.

Use black tablecloths (or the color of your choice) and cover with burlap runners.

Swag Ideas

SWAG (Stuff We All Get) is a fun way to draw attention to your table and the Overflow theme. Here are some simple, affordable ideas:

- o One-pot-size bags of gourmet coffee
- o Free cups of coffee
- o Chocolate-covered espresso beans
- o Kuerig individual K-Cups in assorted flavors
- o Starbucks Via instant coffee sleeves or hot chocolates
- o Mini burlap bags of gourmet coffee beans
- o You could even make up a batch of homemade drink mixes to pass out in small jars or baggies. Print and cut out the SWAG tags on pages 9 and 10. Attach one to each gift with kitchen twine or burlap strips, and they're ready to go!

Reproducibles & Graphics

Bulletin Announcement: *Use this wording in your church bulletin, on your website, or on your Facebook page. Simply copy and paste, filling in your own information.*

Let God's love "overflow" through you to others!

We're beginning a new effort to create awareness and enlist support for the volunteer ministries of our church. It's called Overflow! Together, we'll be praying for an "overflow" of volunteers, helpers, opportunities, and most importantly, lives touched for Jesus. To find out more about this campaign or to be part of the overflow by serving this year, visit [LOCATION]_____ for more information!

PDF-Editable Name Tags



Write-On Name Tags



Sample Ministry Position Descriptions

Ministry position descriptions help people understand what will be expected of them when they volunteer. We've provided two sample position descriptions and templates to help you create your own. Have these available at the Overflow table for any open positions.



Ministry Position Description: Adult Choir

Purpose:

The purpose of this group is to establish and maintain a worshipful environment for each worship service during which the choir is leading worship.

Positions Available:

Men and women who enjoy singing

Ministry Leader:

Name: Joe Smith

Phone: 123-4567

E-mail: jsmith@church.org

Team Times:

Sunday morning worship as scheduled. Rehearsals on Thursdays at 7:00 p.m.

Skills & Gifts:

Desire to make a joyful noise unto the Lord. Basic singing ability. Ability to read music a plus, but not required.

Orientation or Follow-up:

Tuesday, November 19, at 7:00 p.m. in the worship center



Ministry Position Description: Divorce Recovery

Purpose:

The purpose of this ministry is to provide a support group to help individuals grow through divorce recovery and spiritual healing.

Positions Available:

Class Leader: Provides leadership & direction to the team.

Small-Group Facilitator: Guides small group through discussion questions.

Greeter: Welcomes class members as they arrive.

Ministry Leader:

Name: Joe Smith

Phone: 123-4567

E-mail: jsmith@church.org

Team Times:

Day: Wednesday evenings

Time: 7:00 p.m. to 8:30 p.m.

Skills & Gifts:

Reliable, approachable, good listener; individuals who have grown through their own divorce experience.

Orientation or Follow-up:

Date: Sunday, March 12

Time: 7:00 p.m.

Location: Room 102



Ministry Position Description:

Purpose:

Positions Available:

Ministry Leader:

Team Times:

Skills & Gifts:

Orientation or Follow-up:

Group Publishing, Inc. | group.com



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Purpose:

Positions Available:

Ministry Leader:

Team Times:

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Orientation or Follow-up:

Group Publishing, Inc. | group.com



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I'M INTERESTED...

Please invite me to the Training & Orientation session!

Name: _____

Mailing address: _____

Home telephone: _____

Cell phone: _____

E-mail address: _____

Area I'm most interested in: _____



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