5 Ways to Recruit and Manage Church Volunteers Through Internet Technology

1. Recruit
2. Register
3. Remind
4. Revise
5. Record
But if anyone has the world's goods and sees his brother in need, yet closes his heart against him, how does God's love abide in him?
1 John 3:17 (ESV)

One of the biggest struggles churches face is how to mobilize volunteers to serve within the church and outside the church walls in the community. Closed hearts are not the problem. There are millions of Christians gathered together every Sunday morning who are anxious to reach out and share their faith with others in real and impactful ways.

But church members across the country cannot easily connect to specific needs within their communities that fit their skills and interests. Most church staffs would be overloaded trying to assimilate known needs and match them with willing volunteers that could meet those needs.
Ways to Recruit & Manage Church Volunteers

Through Internet Technology

Increasingly, churches are taking advantage of low-cost and no-cost technologies and more are turning to their website to communicate with members.

Christ Fellowship Church in McKinney, TX applied Meet The Need’s leading edge technology to every phase of their 3e Garage Giveaway to coordinate donations, logistics, and over 1,000 volunteers to serve their community in a big way!
Churches are still relying on pen and paper, phone calls and emails to coordinate volunteer needs. But the needs far outpace the capacity of these old fashioned tools. But churches are beginning to recognize the opportunity presented by data management and communication technologies that are revolutionizing the corporate world. Meet The Need is on the forefront of developing these tools and working with churches and ministries across the country to improve volunteer recruitment and management efforts.

**Volunteer Recruiting and Management happens in 5 primary steps:**

1. Recruiting Volunteers
2. Registering Volunteers
3. Reminding Volunteers
4. Revising Needs and Assignment Details
5. Recording the Volunteer Time and Needs Met

Let’s compare how these steps are traditionally completed by ministries and organizations every day and how technology can facilitate these activities much more effectively.
1 Recruiting Volunteers

Communicate church and community volunteer opportunities to your members!

Recruiting Volunteers by Traditional Methods

Churches typically spend a great deal of time and resources trying to mobilize and equip members to serve. Besides representing Christ to the community, encouraging church members to serve has proven to fostering unity, fellowship and excitement within the church. But communicating volunteer needs to members and knowing that members follow through to meet those needs presents challenges.

Inside the Church

Whether undertaken by church staff or lay leaders, coordinating volunteers to meet internal needs like childcare and ushering is most often done by word of mouth recruitment, spreadsheet management, and phone calls or emails to overcome shortages or last-minute cancellations. This is ineffective and stressful.
During the Holiday Season
Planning church events, hosting holiday meals or food drives, collecting for local charities or coordinating volunteers to serve with local ministries, the holidays are busy! This is a peak time for church staff but church members often turn up in droves for these special events. This can be overwhelming for the church and the ministry to manage.

Year Round Community Service
After the holiday push, or after sporadic large-scale coordinated outreach or ministry events, churches often experience a “vacuum” effect. Church and ministry staff and volunteer organizers simply do not have the tools to sustain the holiday-time level of activity or to capitalize on the members’ motivation throughout the year.

How can a church gather the constant flow of volunteer needs at ministry partners, filter them, and put them in front of members year round? Even if they could, how would members sign up, get reminders, etc?
In an age when the business world, online shopping, and social media tools connect us all so well, church staff and lay leaders still communicate volunteer needs to their members via:

- Pulpit
- Bulletin
- Emails
- Word of mouth (e.g. Small Groups)

But paper, email, and word of mouth could never effectively engage your members to convey and respond to the high volume of year-round volunteer needs at your church and in the community.

Members of Fellowship Bible Church in Little Rock, Arkansas can find opportunities to serve through various community ministry partners on the church website.

www.MeetTheNeed.org
### Recruiting Volunteers by Traditional Methods

<table>
<thead>
<tr>
<th>Recruiting</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inside the Church</td>
<td>Phone calls and emails</td>
<td>Largely inefficient</td>
</tr>
<tr>
<td></td>
<td>Newsletters, bulletins</td>
<td>Stressful for staff and leaders</td>
</tr>
<tr>
<td></td>
<td>Announcements from the pulpit</td>
<td>Volunteer turnout can be overwhelming and hard to manage</td>
</tr>
<tr>
<td></td>
<td>Word of Mouth</td>
<td>Creates a “vacuum” effect after the season</td>
</tr>
<tr>
<td>Holiday Season</td>
<td></td>
<td>Manual efforts cannot be sustained year round</td>
</tr>
<tr>
<td>Year Round</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recruiting Volunteers With Technology

How many staff members would your church have to add to effectively respond to the needs in your church and community? Working with the same limitations of traditional methods, more staff would still not address the problem. The staff is not to blame for the “bottleneck” in the process. Meet The Need has applied technology that can revolutionize this process in ways that unlimited staff resources never could.

Instead, imagine:

- Members can “shop” on your church’s website for opportunities to serve inside or outside the church that fit their skills and interests.
- Members and partners can access the Meet The Need system seamlessly without ever leaving the church’s website.
- Volunteers who “opt in” to receive emails from you or from partner ministries are notified automatically of new needs.
- Internal ministry leaders and local ministry partners are empowered to post their volunteer needs directly into the system for members to see.
- You completely controlling what is displayed on your website.
By transferring ownership “out” (to partners) and “down” (to team leaders) for posting and managing volunteer needs, the process is more efficient and church has greater impact in the community as more engaged members and a greater impact in the community as members have greater access to opportunities to serve.

Use your website to let local ministry partners connect directly with your members.

www.MeetTheNeed.org
# Recruiting Volunteers With Technology

**Recruiting** | **Methods** | **Results**
--- | --- | ---
Inside the Church | Church staff and ministry leaders enter needs. | Church members “shop” for volunteer opportunities directly on the church site.
 |  | Ministry partners enter the organization’s needs directly.
Holiday Season | Church or local partner ministry staff input needs for special holiday events. | Volunteer “vacuum” effect is avoided; energy and effectiveness is maintained year round.
Year Round | Church or local partner ministry staff input ongoing needs. |  

[www.MeetTheNeed.org](http://www.MeetTheNeed.org)
In Grapevine, Texas, Gateway Church’s Bless! System powered by Meet The Need allows ministry partners to present needs to church members. Church Members can “shop” for needs to meet in various categories.
2 Registering Volunteers

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

Registering Volunteers by Traditional Methods

Churches typically gather volunteer information from Members and Small Groups using paper and pen on a sign-up sheet or maybe even with an online form. Paper registrations often return to you incomplete, illegible, or incorrect information. Whether online or on paper, all of this information still needs to be entered into a spreadsheet to be tracked and managed which requires a great deal of manual effort.
### Registering Volunteers by Traditional Methods

<table>
<thead>
<tr>
<th>Registering Information</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Information</td>
<td>Sign up sheets and online forms</td>
<td>Information can be incomplete or incorrect. Information gathered in different ways is difficult to pull together.</td>
</tr>
<tr>
<td>Organizing Information</td>
<td>Spreadsheets</td>
<td>Incomplete or incorrect information is not usable. Risk of error or missed information. Data can be difficult to manage and manipulate.</td>
</tr>
</tbody>
</table>
Registering Volunteers With Technology

How much time and energy could be saved if the gathering and organizing of information could be automated? We all lead busy lives. Allowing volunteers to make commitments and provide their information at any time day or night, would simplify the process for everyone.

Registrations can be collected right on the website. Critical information can be required to submit the form.
The registration system within Meet The Need’s software allows you to:

◊ Replace sign up sheets and online forms with an online-shopping-type interface on your church’s web site where members can search and sort needs at any time of day or night.

◊ Even if members go directly to a local ministry’s site to sign up to meet specific needs, you will still see where they volunteered and what they did. You can even gather testimonials!

◊ Easily accept registrations for one-time or recurring (e.g. weekly) needs.

◊ Easily view contact information on your Dashboard for all those who signed up for each need and share this information with the coordinator.

◊ Automatically keep only open needs visible to members on your website; needs or volunteer shifts that have been claimed are instantly removed.

Easily track needs met and needs outstanding and automatically keep the outstanding needs up to date and in front of your members.
## Registering Volunteers With Technology

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<tr>
<th>Registering</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gathering Information</td>
<td>Comprehensive online registration and information gathering processes.</td>
<td>Risky transfer of data from collection tool to management tool is eliminated.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Vital information can be required, format can be specified for completeness and consistency of data is assured.</td>
</tr>
<tr>
<td>Organizing Information</td>
<td>Dashboard gathers and presents information.</td>
<td>Data and reports can be filtered and sorted. Registrations can be saved for recurring needs.</td>
</tr>
</tbody>
</table>
“Not only does Meet The Need release the bottleneck 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.”

Kim Crosby, Missions & Outreach
Van Dyke Church, Tampa, FL

Members “shop” for needs or volunteer opportunities on your website and then “check out” to commit to meet those needs.
3 Reminding Volunteers

Feel confident that the number of volunteers you or expect is the number that will actually follow through or show up to serve!

Reminding Volunteers by Traditional Methods

Churches typically spend many hours trying to confirm volunteer commitments and to leave reminders or notify volunteers of changes.

Reminders

Sending emails, making calls, and leaving voicemails is extremely time consuming and leaves you unsure who got the message and who will show up to serve.

Cancellations

If someone notifies you that they cannot meet their commitment, you are left scrambling to find a replacement, sending more emails, making more calls, and uncertain of the need being met.

Adjustments

Volunteering for local ministries as a groups can be great for your members, Sunday School class, or Small Group. But if you commit to send a group of volunteers and cannot be sure how many members will show up, you risk having too few representing your church and disappointing the ministry partner.

www.MeetTheNeed.org
## Reminding Volunteers by Traditional Methods

<table>
<thead>
<tr>
<th>Task</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmations and Reminders</td>
<td>Phone calls and emails</td>
<td>Labor intensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can’t reach people</td>
</tr>
<tr>
<td>Cancellations</td>
<td>Take last-minute calls and emails</td>
<td>Too few show up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Adjust quantities needed on spreadsheet</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Groups may call or email (or may not!) as they grow and shrink</td>
<td>Too many or too few show up</td>
</tr>
</tbody>
</table>
Reminding Volunteers With Technology

Are you often surprised by the number of volunteers who do – or do not show up to serve? Do you often find yourself shifting volunteers or recruiting more due to last minute changes or cancellations? Meet the Need’s online systems go far beyond registration. Throughout the process, the website can serve as a hub for changes or cancellations and the needs and reports are automatically adjusted to reflect the changes so you always know what to expect and what you still need.

When necessary, commitments can be changed directly in the system. A cancelled volunteer spot will automatically show up back in the system.
Technology can now make it easier to manage reminders, cancellations, and adjustments:

**Reminders**
Emails can be scheduled 21 days, 7 days, and 1 day before the volunteer’s scheduled date. This saves time and decreases no-show rates.

**Cancellations**
If a volunteer cancels through your website or the church/company’s site the need will automatically reappear on your site as an unmet need.

**Adjustments**
Groups can go online to adjust their commitment by increasing or decreasing the number of group members available to volunteer. You know how many volunteers to expect. You can also adjust the number needed “on the fly”.

www.MeetTheNeed.org
<table>
<thead>
<tr>
<th>Task</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmations and Reminders</td>
<td>Automatic emails 21 days, 7 days and 1 day before their volunteer date(s)</td>
<td>Decrease no-show rates and save time emailing all volunteers</td>
</tr>
<tr>
<td>Cancellations</td>
<td>Your volunteers cancel through your church’s web site</td>
<td>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!</td>
</tr>
<tr>
<td>Adjustments</td>
<td>Your groups of volunteers can increase or decrease the number of people in their group through your church web site</td>
<td>Actually get the number of volunteers that you expected!</td>
</tr>
</tbody>
</table>
4 Revising Needs and Assignment Details

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

Revising Needs and Details by Traditional Methods

Churches typically communicate changes in manual, unreliable ways. Changes made to the level of volunteer participation needed or the logistics of fulfilling the need are normally communicated to volunteers by email or phone. Communicating this way is labor intensive and unreliable. You cannot be certain that volunteers will get the messages and you run the risk of people showing up at the wrong times or the wrong places.
# Revising Needs and Details by Traditional Methods

<table>
<thead>
<tr>
<th>Revising</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Revisions</td>
<td>Paper and pen or spreadsheets</td>
<td>Static, not instantly shared with others</td>
</tr>
<tr>
<td>Communicate to Prospective Volunteers</td>
<td>Emails and phone calls</td>
<td>Labor intensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Not certain that key individuals will/can easily share the updates</td>
</tr>
<tr>
<td>Communicate to Current Volunteers</td>
<td>Emails and phone calls</td>
<td>Labor intensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Can’t reach some so can’t be sure all received message</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Some people show up and wrong times and/or places</td>
</tr>
</tbody>
</table>
Revising Needs and Details With Technology

Do you work with several different local ministries and find it difficult enough to get that information to your members – then your communication challenges are multiplied by the inevitable changes and revisions to needs or event details?

When you and your partners make revisions directly in the system, the Meet The Need Dashboard instantly communicates the change to all your volunteers. Ministry partners can make their own changes as needed. All these revisions automatically appear on your website, scheduled reminder emails are automatically updated with the revised information, and email notifications can be created to target specific volunteers affected by the revisions.

From the dashboard, you can see commitments made and needs that have been met.
### Revising Needs and Details With Technology

<table>
<thead>
<tr>
<th>Revising</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Revisions</td>
<td>On Meet The Need Dashboard. Revisions can be made by the ministry partners themselves.</td>
<td>Instantly communicated to all current and prospective volunteers</td>
</tr>
<tr>
<td>Communicate to Prospective Volunteers</td>
<td>Updates on Dashboard instantly adjust quantities shown and details on your site</td>
<td>Notification in seconds when a change is made with no extra effort</td>
</tr>
<tr>
<td>Communicate to Current Volunteers</td>
<td>Content of reminder emails automatically changes. You can also auto email all volunteers in each shift that has changed.</td>
<td>Volunteers show up at the right place and the right time</td>
</tr>
</tbody>
</table>
As you or your ministry partners need to make revisions, the information is updated automatically from the dashboard, and changes appear on the website and in upcoming reminders.
5 Recording Volunteer Time and Needs Met

Measure the activity level and impact of your church in serving during any specified time period!

Recording Volunteer Time and Needs Met by Traditional Methods

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 members inside or outside the church on your church’s private, access-controlled Dashboard. Even if that member or small group signed up through a local ministry’s web site (rather than your web site), you will still know everything those members did to serve at that ministry – including testimonials about their experience that day.
Churches typically find it difficult to track the needs met through the efforts of their members while trying not to lose sight of those needs still outstanding. Maintaining any kind of reliable volunteer records can be nearly impossible.

**Track Outstanding Needs**
Compile paper forms and create spreadsheets to know whether you have enough volunteers. This is difficult and prone to inaccuracies.

**Audit Hours Volunteered**
Tracking the hours actually worked by each volunteer on paper and in spreadsheets is very difficult to maintain.

**Calculate Volunteer Hours**
Tracking overall volunteer hours on paper is time consuming and difficult to organize and manage over time to see historical data.
## Recording Volunteer Time and Needs Met by Traditional Methods

<table>
<thead>
<tr>
<th>Recording</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
</table>
| Track Outstanding Needs   | Add up volunteer registrations across paper forms and spreadsheets to see whether you have enough volunteers | 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 | Hard to maintain records in the short term and to retain in long term |
| Calculate Volunteer Hours | Enter paper notes into spreadsheets or use a calculator                | Time consuming  
Inaccuracies  
Difficult to go back and pull historical numbers |
Recording Volunteer Time and Needs Met With Technology

Is it difficult or impossible to look back into paper lists and multiple event rosters to compile a historical picture of your church’s impact in the community? Finally, reliable data can be maintained and gathered over time in a consistent, integrated system. Various reports can be generated to show specified data sets by event, category or type of event, by month or year, etc.

Reports can be generated to depict data and see the trends and measure impact over time. You have the ability to generate reports showing how and where your members have served. Members can even see data pertaining to their own volunteer time for themselves.

www.MeetTheNeed.org
Track Outstanding Needs
You can easily see how many volunteers are committed and how many are still needed.

Audit Hours Volunteered
The Meet The Need Dashboard can be used to record the volunteers who came and how long they stayed. This keeps your data in one convenient place and reports can easily be generated from the Dashboard.

Calculate Volunteer Hours
Data can be maintained for many years and can easily be exported into reports to measure impact.

Volunteer hours and response can be tracked in the dashboard so the data remains complete in one location.
## Recording Volunteer Time and Needs Met With Technology

<table>
<thead>
<tr>
<th>Recording</th>
<th>Methods</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track Outstanding Needs</td>
<td>See at any time how many volunteers have signed up and how many are still needed for each shift</td>
<td>No need for data entry or calculations</td>
</tr>
<tr>
<td>Audit Hours Volunteered</td>
<td>Use your Dashboard to record how many came and how long they stayed</td>
<td>Convenient one-stop place to record volunteer attendance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Instant updates to volunteer hour and count reports</td>
</tr>
<tr>
<td>Calculate Volunteer Hours</td>
<td>Click a button to run and export reports showing volunteer hours and counts for any time period and/or any volunteer activity</td>
<td>Information your staff needs in seconds</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Easy access to historical data for years to come</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View testimonials to share with your congregation!</td>
</tr>
</tbody>
</table>
Gateway Church Case Study

With more than 18,000 members Gateway Church in Dallas, Texas is the 13th largest church in the country (according to Outreach Magazine). Gateway Church has grown so substantially because it’s living out a powerful God-given vision to see people saved, healed, set free, discipled, equipped, empowered and serving.

Even a large church like Gateway, with a large Outreach and Missions staff, struggles to put the needs of its ministry partners in front of its members - there are just too many needs arising every day and too many members at the church to possibly match up the right member to the right opportunity on a constant basis. Members are willing and able to serve but it’s nearly impossible for any to unleash its members fully – doing so would require tracking all those needs as they arise, showing them to members, matching members to those that fit their skills and, and following up to make sure the needs are met.

Church members and local ministry partners using Bless! never have to leave the Gateway Church website to use the Meet The Need system.
So Gateway partnered with Meet The Need to launch its Bless! initiative in 2011. Bless! mobilizes the congregation to serve outside the four walls of the church during the holidays and year round. Gateway tells its members, “There are so many ways, big and small, to reach out to others. Partner with God and discover the joy of loving people and meeting their needs.” Through Meet The Need, Gateway unveils to members and groups live, current opportunities to serve that fit their heart, passions, skills and interests at 50 local ministry partners. All of those partners are grouped under categories such as the Elderly, Orphan, Prisoners, etc. Specific needs of each partner are shown in each section.

Each ministry partner has access to the system so they can keep their own needs up to date. This removes the burden of gathering and communicating a constant flow of local opportunities off of the church staff. Church members simply sign up through an easy “online shopping” experience on the church’s web site anytime of day or night. They are easily able to find the opportunities that best fit their skills, interests, and availability. Meanwhile, Gateway Church can easily monitor the needs that are displayed on the church website and to then track every member and group who has served.

The system even gives volunteers and ministry partners the opportunity to submit testimonial that can be shared with the church family! Throughout that entire process, the members and the community never leave Gateway Church’s website so their online experience is seamless from registration to completion.
You strive every day to be a good steward, making the most of the resources and donated time and funds available to your church.

To learn how technologies at our disposal can help you efficiently recruit and coordinate volunteers to maximize your church’s impact in the community, contact Meet The Need today.

Call 813/527-0222 or email Membership@MeetTheNeed.org.

“Meet the Need is the major component that drives the “Bless!” initiative at Gateway Church. The purpose of “Bless!” is to encourage the church to serve outside the four walls of our building, by connecting our members with the ministries that we relate and partner with. We have had a wonderful and effortless experience with MTN from our initial design sessions to full integration on our website. We are so excited about the positive response we have received from our members and our ministry partners who have utilized MTN for the purpose of building the Kingdom by reaching out to those in need.”

Troy Wierman, Associate Pastor, Local/National Outreach, Gateway Church