

# This Ministry is Never Complete - Maintenance is the Key!!

## Suggestions for Maintenance of Parish Volunteer Management and Screening Programs

### Preamble

Once you have your program running (that means most if not all of the initial 10 steps are up to date or are well on their way), it is now time to think about how you will maintain this program. This was never planned to be a one shot deal!

The following are some ideas of how you can plan ahead to work to maintain this very important ministry in your parish. As I am sure you have already figured out, having a coordinator of this ministry is a must and finding one who likes details and is very organized is a definite asset. If you have any other ideas regarding maintenance of the volunteer management and screening program, please forward them to my office and I will incorporate them in my work. We are always looking for helpful ideas from parishes.

Remember to call the diocesan office if you need help!

As the Parish Volunteer Coordinator, there are basically two areas of maintenance:

1. The day to day, month to month stuff such as:
  - keeping an up to date *Volunteer Position List*
  - ensure that any newly recruited volunteers have an up to date copy of the job description and any other material such as a code of conduct that should be part of the volunteer package
  - ensure they are properly trained and supported to fulfill their position
  - any screening measures are up to date and current
  
2. Once a year you need to review all job descriptions to ensure they are current based on the expectations of the position. I suggest that you take your *Volunteer Position List* and divide it into two sections:
  - a) **a May list** – those positions that usually start up or change in the early fall such as church school teachers, youth ministry leaders, altar guild, adult study leaders, nursery care givers, chalice bearers, servers, counters, etc.
  - b) **a November list** – those positions that usually start up, change or are appointed at vestry such as wardens, parish council, lay members of synod, treasurer, bookkeeper, etc.

If a position does not fit tidily into either list, just put it under one so that it does not get forgotten and therefore not reviewed!

The bottom line is that your entire Volunteer Position List must be checked over at least once a year to ensure four things:

- 1) that every job description is up to date and properly reflects the position
- 2) that everyone fulfilling the positions has a current job description and volunteer package that assist them in doing their job

- 3) that any new jobs created have a job description written and that steps are taken to ensure that training and support are given (go back and check the 10 steps for any other important stuff such as recognition)
- 4) that the volunteer coordinator ensures that new and existing volunteers have been appropriately screened and are receiving training and supervision as stated in the job description

Just a note for those parishes that have undergone a big change in recent time, such as a clergy move, a big building project or new staff added to your parish. Experience tells us that this tends to shift the volunteer and staff world a great deal in parishes. You should expect that many of your positions will change a great deal, some will go away, some will be added and others will need great revamping. As times change, so do all the positions in our organizations and this is a good thing!

Good Luck!