



# Planning for Volunteers

by Aldin Tinsley

In a recent online survey the question was asked, "What is the biggest need in your children's ministry area?" Fifty-five percent of those polled responded, "Workers."

The recruiting and care of volunteers is perhaps one of the greatest challenges that one faces today in children's ministry. It is a constant cry that a children's pastor hears from the children's ministry leadership team. It seems that as soon as he gets one department adequately staffed, another department is begging for help. So how do you find the right person to fill the needed ministry positions, and then how do you keep your volunteers involved in ministry?

Many times we rush to just fill the spot with a warm body, only to find out in a few months that the volunteer is ready to hang it up and your ministry leader is ready to leave. Finding and placing volunteers by their ministry gifting and strengths is extremely important. In doing this, you are placing volunteers in areas they will enjoy, and ministry is more fulfilling for them.

Successful volunteer staffing requires a game plan. You need to sit down with your children's ministry leadership

team and assess your volunteer needs. Look at all areas where you need volunteers. Be creative and visionary with your ministry needs. Your assessment should include the following: position title, number of people needed, description of who will be ministered to, job description, time requirements to do the ministry, and time it takes to prepare



for the ministry. I have had my ministry team leaders think through and develop this list for their areas of ministry. It really helped.

## JBQ Coordinator

**Ministry Description:** JBQ is a ministry that disciples elemen-

tary-age children in the Word of God through cooperative competition.

**Volunteers Needed:** (Here you should list the objective.)

**JBQ Ministry Coordinator:**

Number of people needed—one.

**Time Involved:** Two to three hours a week, and five hours once a month during the JBQ season for meets.

**Job Description:** The JBQ coordinator will be responsible to give oversight to the JBQ ministry and act as the liaison for the JBQ ministry to the children's pastor. He/she will recruit the JBQ coaches and volunteer staff, set up practice times with the coaches, and ensure teams are registered with the district and for special meets.

**Present Need:** (List that need here.)

## JBQ Coach

**JBQ Coach:** One coach per team

**Time Involved in Ministry:**

One hour a week for practice and five to six hours once a month on Saturdays during quizzing season.

**Job Description:** The JBQ coach will work with the children in coaching them and teaching them how to be effective quizzers. They will work

with the children to learn and understand the questions in the Bible Fact Pak.

**Present Need:** Two

## **JBQ Assistant Coach**

**JBQ Assistant Coach:** One per team

**Time Involved in Ministry:** One hour a week for practice and five to six hours once a month on Saturdays during quizzing season.

**Job Description:** To assist the JBQ coach in coaching the JBQ team.

**Present Need:** One

## **JBQ Official**

**JBQ Officials:** Two per team

**Time Involved in Ministry:** Five to six hours once a month on Saturdays during JBQ quizzing season.

**Job Description:** To serve as a JBQ official during the meets. Each official must take the National JBQ official certification test.

**Present Need:** Four

## **Final Tip**

You need to look at every area of ministry and develop a similar plan. Be creative in de-

veloping your list for each area of ministry. Remember, you are creating a list of what you would like to have ideally in ministry, not what you have now or what you presently need. Have a vision for growth. After determining what you are looking for and what your exact needs are, you will be ready to start to meet the challenge of recruiting volunteers.

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### **Questions for Further Study—**

1. Make a list of present volunteers needed within your children's ministries department.
2. Take the time to write down their titles, job descriptions, and time involvement.