

VOLUNTEER ORGANIZATION

How any given church chooses to organize its volunteer base depends greatly on the size of the church and the scope of the work. For a church with 30+ members actively involved in service to the partner school, the example below could be a helpful way to organize volunteers. (Headings will depend on projects adopted.)

- **Site Coordinator**
 - **Day of Service Director**
 - Volunteer Coordinator
 - Landscaping Team Leader
 - Painting Team Leader
 - Cleaning Team Leader
 - **Food Pantry Director**
 - Volunteer Coordinator
 - Inventory Coordinator
 - **Clothes Closet Director**
 - Volunteer Coordinator
 - Inventory Coordinator
 - **Etc.**

In the above example, every volunteer is committed to one specific service project, which is led by one specific leader, with all work coming under the leadership of the Site Coordinator. We have found this format to be an effective one. The one exception that we have found to be helpful is in the area of Special Teams, namely, Transportation and Procurement.

- **Special Teams:**
 - **Transportation:** The Transportation Team provides transportation of goods and people for all of the other teams, for example, the Food Pantry and the Clothes Closet. This team will likely serve on an on-call basis except where regular deliveries are needed, and by necessity will be people with trucks, large SUVs, or trailers.
 - **Procurement:** The Procurement Team works to procure specific goods and services needed by all other teams, for example working with local restaurants and grocery stores to get food donations for the Food Pantry, or with clothing stores to get clothes donations for the Clothes Closet. Successful procurement volunteers are usually people with a heart for the work being done, and the communication skills required to convey the importance of that work to third parties. They typically have negotiation skills, boldness, creativity and business contacts. It's often helpful for the Procurement Team to have a document describing the work being done available for potential donors, along with the Tax ID number of the school or church available for write-offs at tax time. (See sample below.)