

All Saints Church Five-Year Strategic Plan Team Charter Planning Worksheet

Key dates: Oct 28 Committee members, overview and goals due
 Nov 13 Programs, objectives and 2020 budgets due

PRIORITY AREA COMMITTEES

We encourage you to reach out to three to five people in the parish who have a heart for your issue or practical experience that would benefit your area. Once you have scheduled your first meeting, please let us know when it is so Tony or Elizabeth may join you to help as needed. **We will do this in the next stage.**

Volunteer Involvement Charter (10/28/2019)

Overview

Through volunteer involvement parishioners strengthen their connection with their fellow parishioners, the Parish and most importantly, God. Engaged, active parishioners help bring the Parish closer to becoming a Kingdom Church and support the ministries/missions outlined in the 5-year strategic plan and beyond.

Goals (Five Years)

- Broaden volunteer participation by offering opportunities for each person affiliated with All Saints to find one or more ministry/mission areas where he/she can devote time and energy to the glory of God, his/her own spiritual fulfillment, and deeper connection with parishioners in the Parish.
- Leverage, mine and match the talents of parishioners to support and empower ministry/mission leaders in the Parish's ministries/missions.

Signature Programs/Initiatives

Historically, the Parish has not disseminated information about volunteer opportunities nor systematically reached out to new or uncommitted parishioners to see if there is a ministry/mission that speaks to them. Each parishioner could have a ministry/mission that speaks to them.

- Identify and regularly update key volunteer opportunities (*i.e.*, those in support of the Parish's ministries/missions) and generate descriptions for the key positions.
 - Initially, identify all existing volunteer opportunities, compile list of current volunteers within the Parish and analyze effectiveness in support of the Parish's ministries/missions.
 - Take a survey of the congregation to identify existing talents that may be leveraged.
 - Regularly review list of volunteers, volunteer opportunities and key position descriptions, and re-analyze effectiveness of volunteer opportunities and participation.

DRAFT Volunteer Involvement Charter (10/28/2019)

- Meet at least annually with leaders of the key Parish ministries/missions to: (1) discuss existing and future volunteer opportunities/needs, and (2) assess existing “volunteer outreach” efforts and solicit recommendations for improving them.
- Publish/disseminate periodically a “volunteer menu” that lists all the “open spots” in which people can volunteer. Would engage all mediums available to the Parish – publications, website, social media, etc.
 - Design and publish annually a “Ministries/Mission Opportunity Guide” that includes all ministries/missions, contacts and how volunteers can contribute. Make sure to include the guide in “welcome materials” distributed to new ASC members or other interested individuals.
- Create a renewed vision by Year 2 for a volunteer “fair” to be held at least once per year thereafter.
- Require of each ministry/mission: (1) periodic rotation of key volunteer positions and (2) affirmative outreach to parishioners outside of current volunteers’ circle of friends (*i.e.*, add expanding volunteer participation as measurement of success for each ministry/mission).
- Celebrate volunteers, ministries/missions with annual recognition Sunday or something similar.
- In collaboration with the Communications Committee, develop a plan to share with the Parish on a regular basis the important (*i.e.*, not all) accomplishments of the Parish ministries/missions.

Each of these program/initiatives will be evaluated at the end of each year to determine whether they should continue or be revised, or if new or complementary program/initiatives should be implemented.

Measurable Objectives

- Year 1: Create an inventory of existing volunteer opportunities and participation; publish opportunities using multiple communication media, including the Ministries/Mission Opportunity Guide.
- Year 1: Develop a volunteer opportunity form.
- Conduct periodically a survey of parishioner talents and share results with Parish ministries/missions.
- Conduct a survey annually of ministry/mission leaders to determine the quality of volunteer activity at All Saints Church. Would suggest the following questions:

DRAFT Volunteer Involvement Charter (10/28/2019)

- On a scale of 1-5 (to be defined), how would you rate the volunteer involvement at All Saints Church? and
- On a scale of 1-5 (to be defined), how would you rate the volunteer support at All Saints Church?

High-level resource needs (to be included in budget worksheet by November 13 deadline)

- **Key staff:** Require input from, and access to, all members of the Parish clergy and staff whose roles touch the Parish ministries/missions. Some staff support will be required to assist with volunteer resource needs identified below.
 - Beginning in early 2020, Father Matthew's new position would include a volunteer component.
- **Volunteers:** Establish a Volunteer Steering Committee [2-3(?) parishioners] to provide time, talent and leadership to create and manage the volunteer "system."
 - Volunteer support for identifying major program efforts of ministries/missions.
 - Outreach to gauge interests of parishioners:
 - Email,
 - Phone calls, and
 - Coordination with ministry/mission leaders.
 - Volunteer support for conducting parishioner talent survey; collection of survey information and parishioners' talents and set up of talents in data base.
 - Volunteer support for writing ministries/mission narratives for communication efforts. Volunteer support for creating website, social media and print communications.
- **Resource needs:**
 - Design and printing for "marketing and informational" materials (est. \$2,500 - \$3,000).
 - Est. \$1000 to cover costs for securing clearances for volunteers who may need to take mandatory training required by the Episcopal Church and/or have background investigations.