Ministry Brands®
Advance Your Knowledge Webinar Series

Connecting With and Supporting Volunteers

Welcome

Please take a moment to locate the Zoom Webinar controls.
Feel free to say hello or ask a question using the Q & A feature.

Welcome – Introducing our Panelists

Mark Crain
Staff Trainer

Kelly Mullican
Education Coordinator

Agenda

- Connect with Volunteers

  - Forms
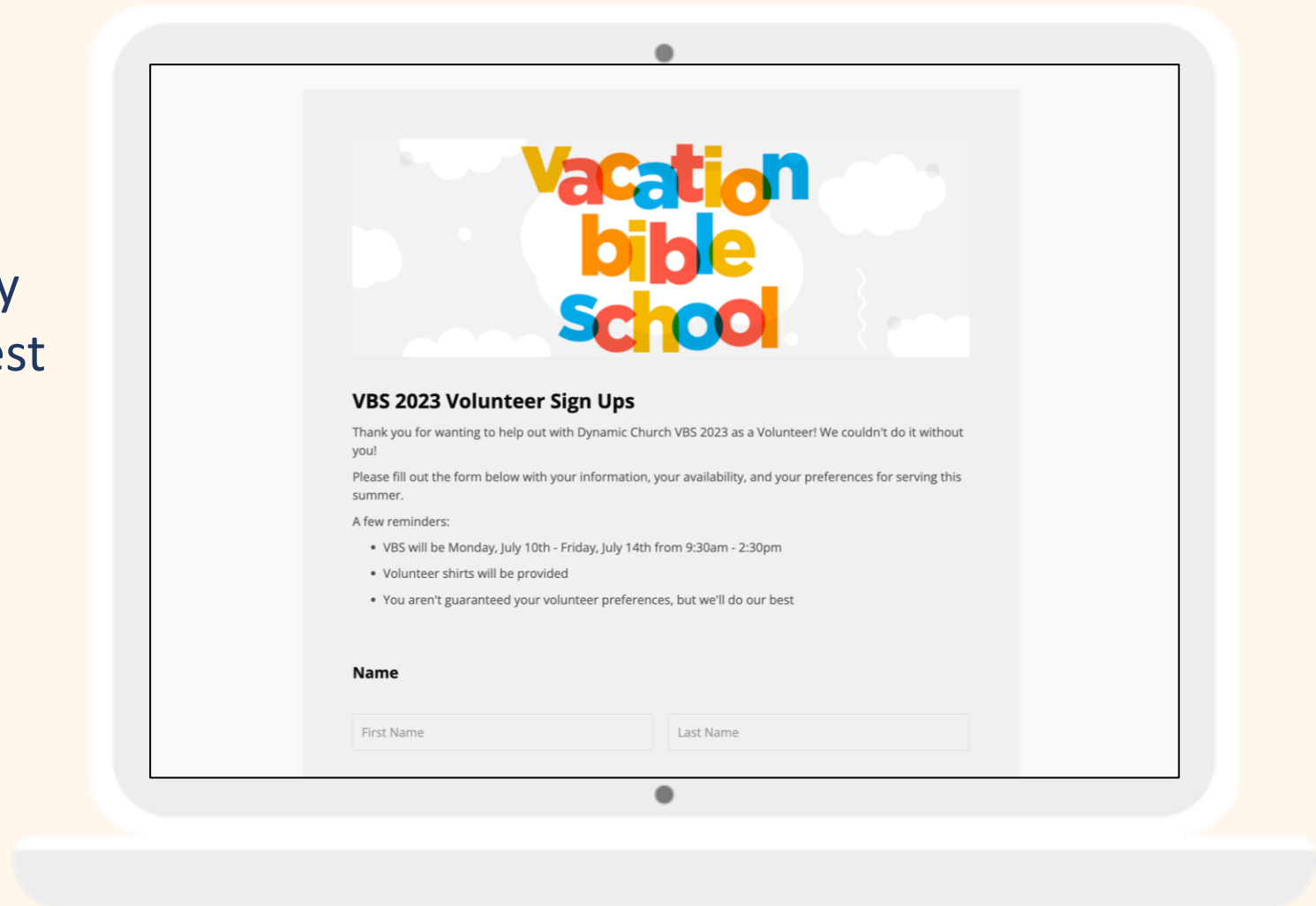
  - Group Finder

- Manage and Support Volunteers

  - ChMS Schedules

  - Worship Planning

Connect with Potential Volunteers Using Forms

Forms are a great, easy way to capture volunteer interest or sign up for specific volunteer positions and responsibilities!

Connect with Potential Volunteers Using Forms

Access the Forms manager from your ChMS database!

Create new forms using templates or from scratch, edit existing forms, check form submission responses, and more.

Don't see Forms? Talk with your system administrator about your permissions.

Connect with Potential Volunteers Using Forms

Use Form Fields to capture simple information you need from your Volunteers.

- Ask questions with the Radio Button, Dropdown, and Checkbox fields
- Capture agreements with the Digital Signature
- Add relevant documents with File Upload
- Gauge interest with the Slider

Connect with Potential Volunteers Using Forms

Use Form Fields to capture simple information you need from your Volunteers.

- Ask questions with the Radio Button, Dropdown, and Checkbox fields
- Capture agreements with the Digital Signature
- Add relevant documents with File Upload
- Gauge interest with the Slider
- Find out their name and contact information with the Contact Info Fields
- Add explainer text with Static Content

Connect with Potential Volunteers Using Forms

Signup Slots

Add Signup Slots to **'VBS Registration'.**

Users can select multiple slots

Lesson Teacher ✏️ 🗑️

Pre-K and Kindergarten
2 Spots

1st and 2nd Grade
2 Spots

3rd and 4th Grade

VBS Volunteer T-Shirt Size (optional)

Lesson Teacher

Lesson Teacher   Classroom Helper   **Activity Leader**   Activity Helper

| **Outdoor Games** | **Song Leader** | **Crafts** | **Skits** |
| 2 Spots | 4 Spots | 3 Spots | 2 Spots |

Additional Form Fields can help you capture more specific information regarding specific volunteer opportunities, donations needed for your ministries or events, and more.

MB

Connect with Potential Volunteers Using Forms

Publish your form quickly and easily to start connecting with Volunteers!

- Download and use a QR code
- Embed the form in your website
- Access the form using the Direct Link
- Set up and use texting keywords

(Access form publishing options from Form Properties within the Form builder)

Forms

Form Properties: VBS Registration

General   Advanced Theme   HTML   Submission   Payment   Email

QR Code

Download

Embed code

`<script src="https://forms.ministryforms.net/embed.aspx?formId=ab89b182-cca3-4849-bfcb-7033686d3504"></script>`

Copy Embed Code

Direct Link

https://coaching.learnchms.com/external/form/ab89b182-cca3-4849-bfcb-7033686d3504

Cancel   Done

MB

Connect with Potential Volunteers Using Forms

Go one step further and create Workflows based on your Volunteer forms!

Connect with Potential Volunteers Using Group Finder

Use the Group Finder to allow people to search, explore, and **add themselves** to groups, classes, ministry teams, and more! You control all filter options - even the ability to search geographically!

No more 'man-in-the-middle.' When an individual joins, it emails the group leader with an individual's contact information and *adds the individual to the group! *(if you set it to - not required).

https://documentation.learnchms.com/external/article/1822

MB

Connect with Potential Volunteers Using Group Finder

Connect with Potential Volunteers Using Group Finder

Find A Group

Any Age Groups ⌄	Any Day of the Week ⌄
Any Group Purpose ⌄	Any Meeting Day ⌄
Any Meeting Time ⌄	Find Groups Close To You
	Enter your full address

View Map

Group	Details	
Nursery Volunteer Interest — We are looking for volunteers to fill various roles in the nursery, These roles include caring for the infants, teaching Sunday Schools lessons to the 2-3 year olds, and more. Note that all volunteers will be required to submit to a background check before they are allowed to volunteer with any children.	**Leader(s):** Abigail Adams **Day: Time:**	**Join**
Stewardship Committee 2023-2025 — This group is for those interested in serving on the Stewardship Committee for the next two years. Note that this is a two-year commitment and requires the volunteer to be a member of the church in good standing.	**Leader(s):** Steve Agard **Day: Time:**	**Join**

MB

Connect with Potential Volunteers Using Group Finder

Community Church | Classes & Groups

https://example.getstarted.church/connect/classes-groups

Manage and Support Volunteers Using ChMS Schedules

Schedules | Worship Planning ↗ | **Create A Schedule**

- Schedules are a fantastic tool to organize your weekly volunteers and events. Whether you are using it to schedule 1 week or the entire year, your volunteers will know exactly when and where they are expected to be and with the built-in communication tools, they will always be kept in the loop.

MB

Manage and Support Volunteers Using ChMS Schedules

March 13, 2022

4:00 PM

Dinner Service

Attendent

1 Linda Allen

2 Cheryle Bright

3 Edwin Butler

4 Amanda Gerber

5 Michael Rea

6

- On the schedule grid, positions can show one of several statuses

  - 1) Accepted - Name with a green checkmark

  - 2) Declined - red search box, a name with strike-through

  - 3) Pending (Notified) - Name with yellow "?"

  - 4) Not Notified (No email address!) - Name with a gray and a red "!"

  - 5) Not Notified - show as a name with a gray "..."

  - 6) Unfilled (blank) - show as a blank search box

Manage and Support Volunteers Using ChMS Schedules

Specific actions include:.

- Copy Volunteers from Previous: Fills in an entire Date (or time, or team) with a couple of clicks. Select the date/time to copy from, and then adjust specifics or exceptions as needed before sending invitations.

- Mark as...: Set the status for an individual or set an entire team or time as "Confirmed".

- Send Invites: Sends a simple Serving Request email from your church
    - Select "Send Invites" for a specific team, time, or date. Or, use "Send Invites to All" to work individuals across all dates on this schedule.
    - The email includes a "Respond to Requests" link that allows the Volunteer to Accept All, Decline All, or to Accept/Decline each specific item, no log-in needed.
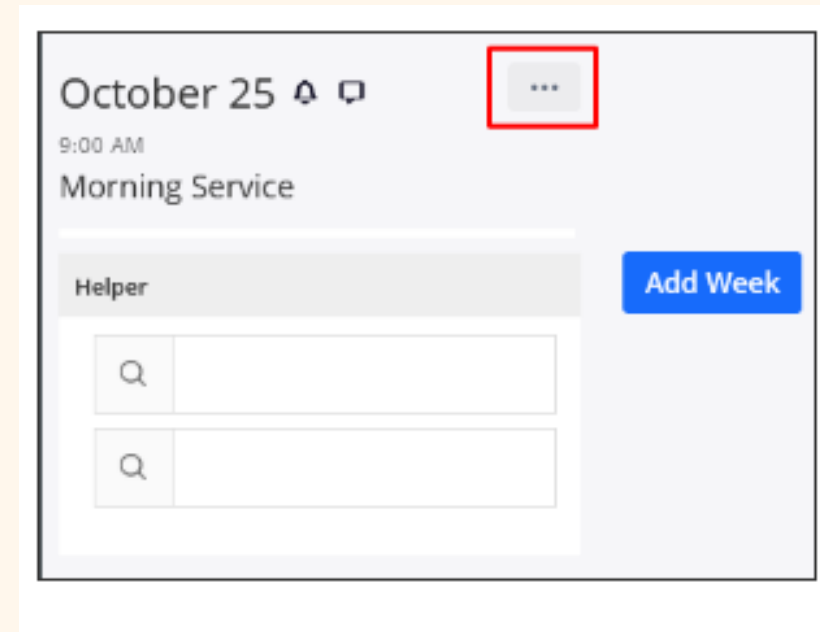
Manage and Support Volunteers Using ChMS Schedules

Specific actions include:

- Remove/Add to change any elements (individuals, positions, teams, or times) included on this specific date (without affecting other dates or the future schedules you create)

- Contact: to send a quick email to everyone scheduled for that position, team, time, or date. You can specify what statuses to include (Pending, Accepted, etc.). Contact works for all dates, past, and future.
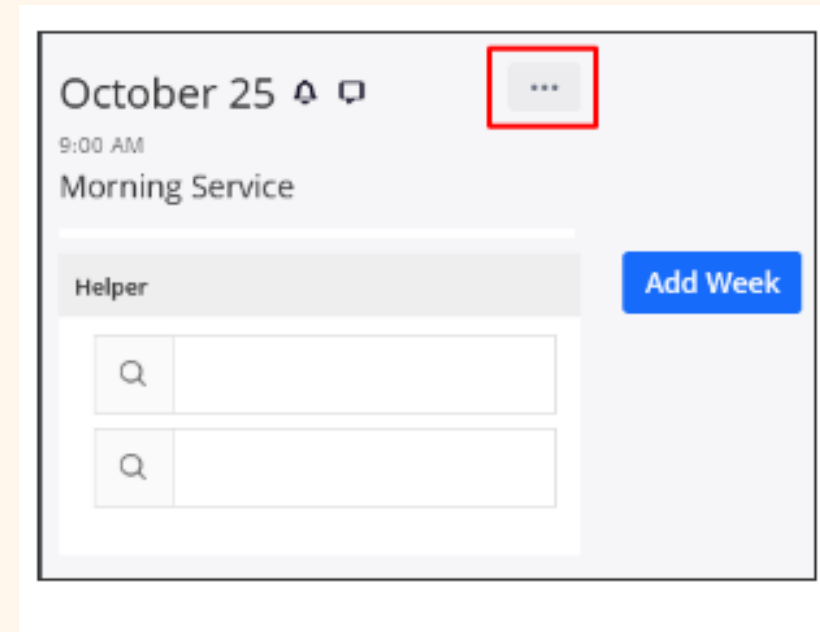
Manage and Support Volunteers Using ChMS Schedules
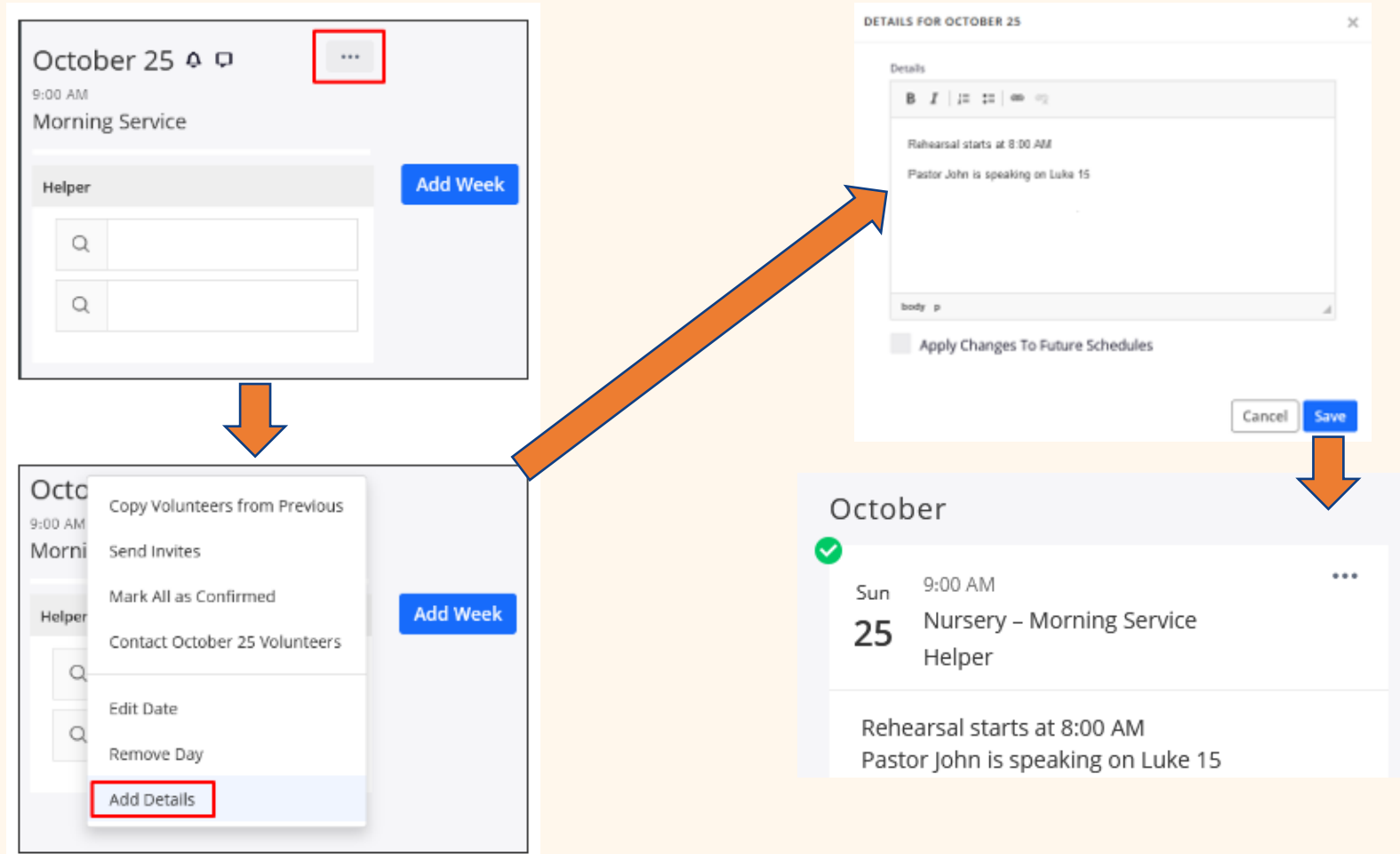
Manage and Support Volunteers Using ChMS Schedules

Sending Reminders:

• Use the bell icon to open the reminders tool. You will be presented with an easy-to-read modal that shows all the reminder options available to you.

https://documentation.learnchms.com/external/article/1342 for how to activate SMS in ChMS

Manage and Support Volunteers Using WorshipPlanning

WorshipPlanning allows you to create specific teams for your volunteers and ministries, schedule those teams or individuals, and even allow your volunteers to sign themselves up for volunteer opportunities!

Integration with your ChMS makes this easy.
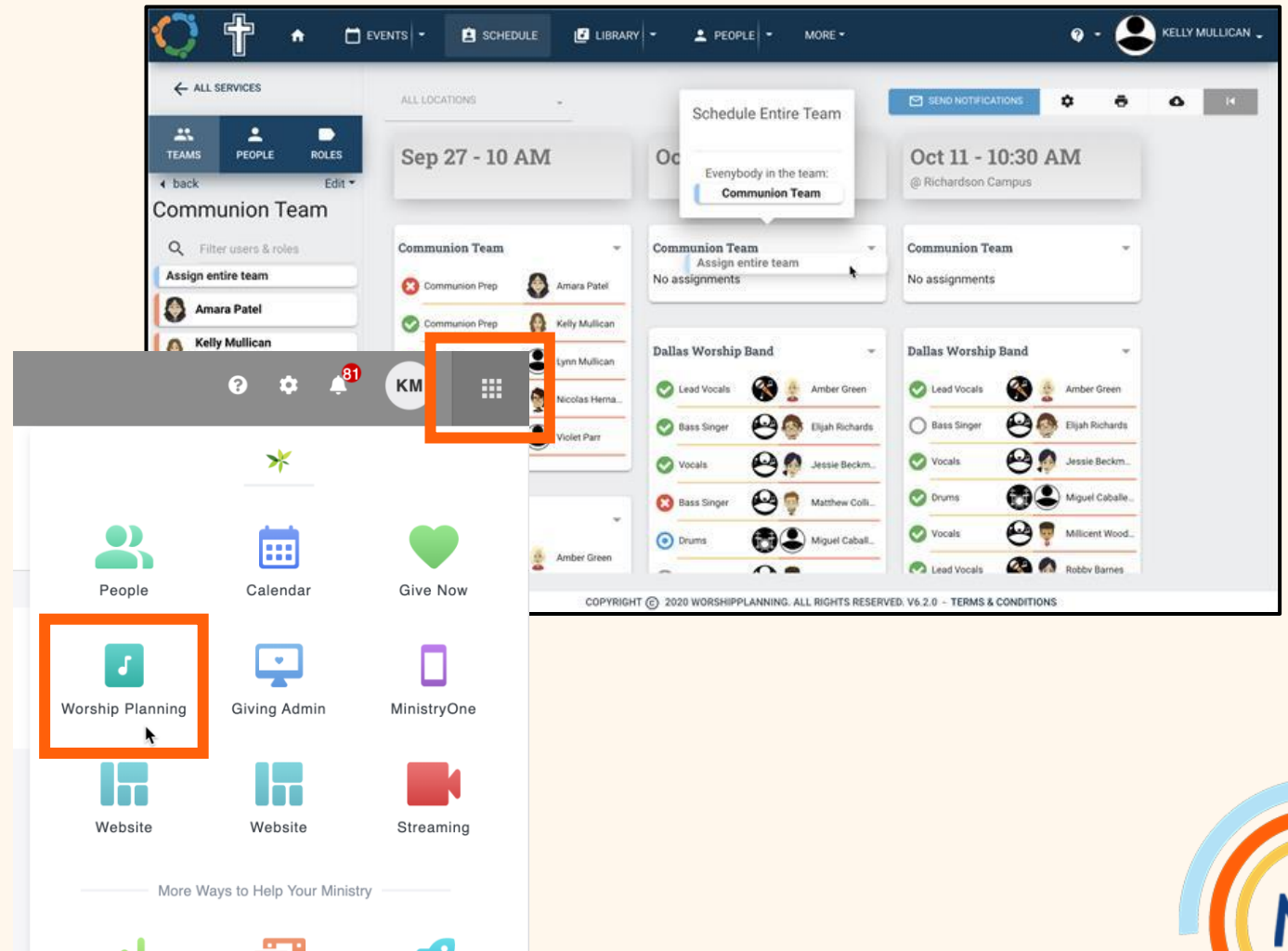
Manage and Support Volunteers Using WorshipPlanning

Build teams to manage your ministry volunteers.

Add roles so you know what the team is responsible for.

Be specific or keep them generic – it all depends on your church and your ministries!

Manage and Support Volunteers Using WorshipPlanning

Team Templates allow you to build out your volunteer positions *now* and decide who will fill those positions *later*.

A great building block to start planning events months in advance.

Manage and Support Volunteers Using WorshipPlanning

The drag & drop scheduling page makes selecting and changing volunteers and roles within your teams easy.

Schedule an entire team all at once, fill in the blanks from a team template, or select roles and volunteers individually.

Manage and Support Volunteers Using WorshipPlanning

Once you've scheduled your volunteers, make sure they're notified!

Notifications can be sent via email or text message and volunteers can easily respond with their intent to serve.

Manage and Support Volunteers Using WorshipPlanning

Volunteer responses appear automatically on the Schedules page.

You'll know who can help, who you need to substitute, and who you need to follow up with.

Manage and Support Volunteers Using WorshipPlanning

- Volunteer portal dashboard

- Calendar – mark availability

- Receive email (and/or text) notifications for volunteer schedule assignments

- Volunteers can view and sign up for available opportunities
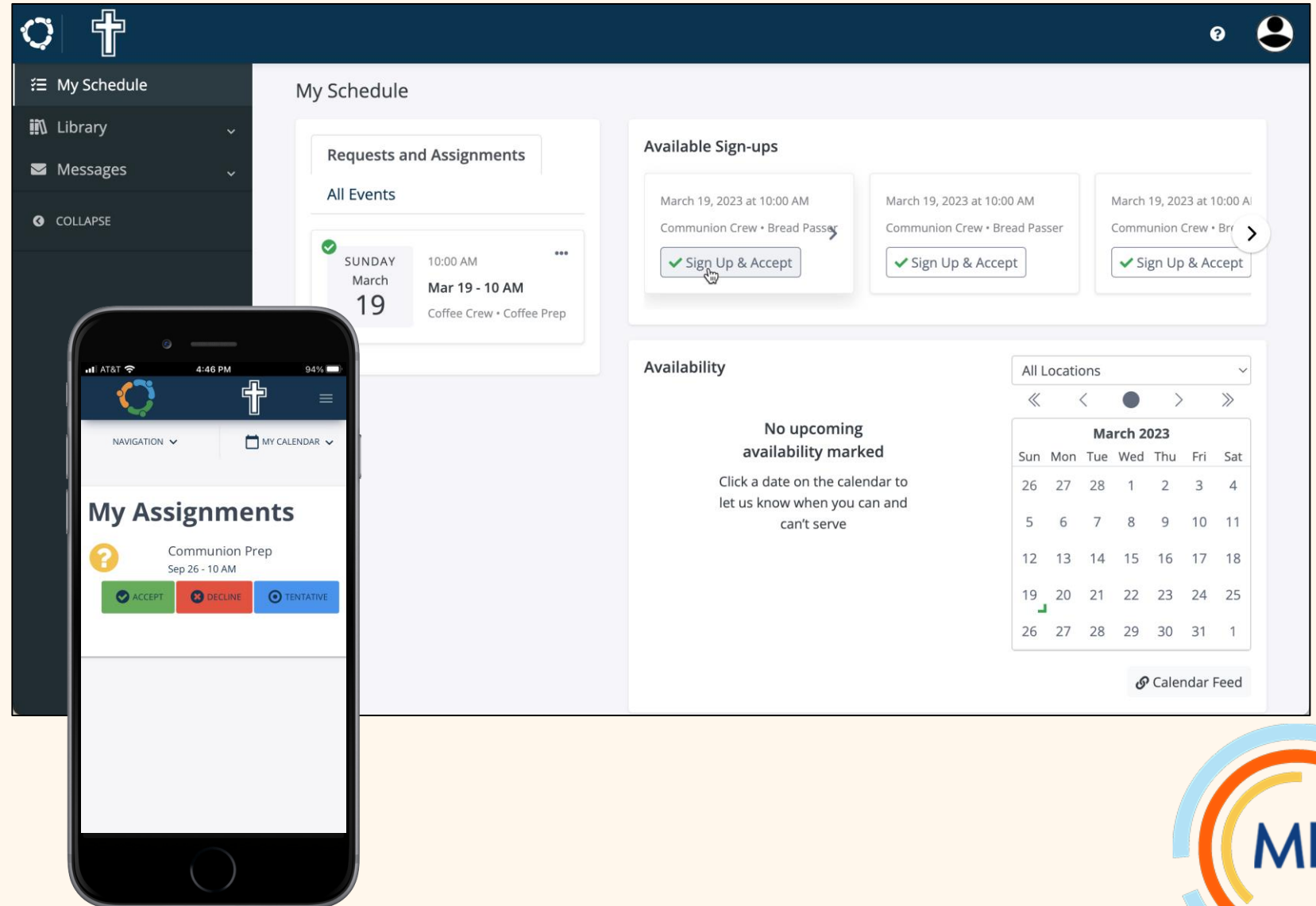
Agenda

- Connect with Volunteers

  - Forms

  - Group Finder

- Manage and Support Volunteers
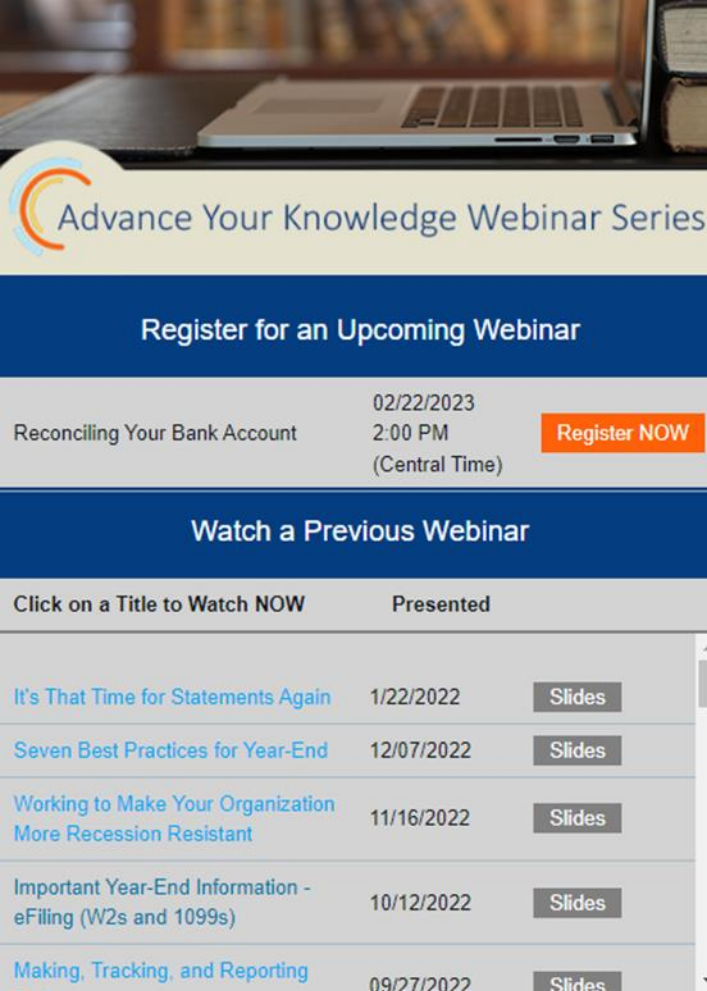
  - ChMS Schedules

  - Worship Planning

Where can I watch this webinar again?

Watch or Register to attend Webinars

@ Community.Shelbysystems.com

No Login Required!

The Next Advance Your Knowledge Webinar

Preparing to Sail into Summer Activities

April 26, 2023
3:00p E / 2:00p C

Link to register here