

Training Volunteers Worksheet

Step 1.
Complete this chart for 3 volunteers or groups of volunteers who currently receive training at your church

				Sample
Name				Worship attendance entry volunteers
Why training is provided				So the data is accurate and they don't mess up the computer
How and when training is provided				Their first day, by the church secretary
Training content				She walks them through the procedure from beginning to end.
Thoughts for improving this training				Include stories of how the data is used by the pastor in his ministry; perhaps at an annual appreciation brunch.

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Step 2.

Pick three volunteers or groups of volunteers not currently being trained at your church. Do some creative brainstorming about training for these people. Duplicate this page as needed!

Sample

Name				Board members
Why training should be provided				To build unity, to establish common background
How and when training could be provided				Staff & bd chairs gather & write some material. Post it on church website. Write up a fun 'quiz' for each to complete after reading the material.
Possible content				Church mission and vision; purposes of boards; stories of their impact; vision of the future; procedures
Additional thoughts				Maybe also a quarterly potluck for bd members & families, followed by an interesting speaker, with a movie for the kids

Step 3. Implement one of your new ideas. Then make a note to revisit this worksheet and implement another idea 3 months from now.

Collective wisdom – contribute to it and benefit from it. Share your training ideas by sending them to Karen@theequipper.org and they'll be posted at www.theequipper.org.

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