

Guidance:

'Annual Catch Up' with Volunteers

Intent

To ensure that there is a common understanding between Volunteer and Leader of how the volunteer feels about the role, if they intend to continue, and if more training is required. The hope is always that there is ongoing communication between Volunteer and Leader, however there are occasions where this ongoing communication slips down the priority list, and doesn't happen. There have been many occasions where a simple frank chat could have avoided misunderstanding about how motivated the volunteer feels, how long they plan to keep supporting this role, and whether they would benefit from giving or receiving training or mentoring. The request for an 'annual catch up' is simply to ensure that there is some communication.

Approach

The request is that the volunteer and Principal-Contact/leader meet privately for however long it takes to cover a few points. In many cases 10-15 minutes (perhaps over coffee?) will suffice, in other cases, especially in periods of change either in the role or of the individuals, then more time may be required. The discussion can follow a path directed by the 2 individuals, but it is suggested that these points be touched on:

- Thanks!
- How are you feeling about your involvement in this ministry?
- Is there anything we can do to help you in this role, and to feel even better about it?
- Is there any training or mentoring we (or you) could offer?
- How long do you see yourself continuing in this role?
- Any suggestions as to how we could improve?

We plan to set up ChurchSuite so that on each anniversary of the Volunteer starting a reminder is sent to volunteer and leader, along with these notes. Then the leader simply has to 'sign' to agree that an appropriate discussion has taken place, and an Email will be sent to both confirming this.