



**RECRUITING  
VOLUNTEERS  
CONFIRMATION  
STUDENTS & FAMILIES**

---

TOOL KIT WORKSHOP  
FEBRUARY 11, 2023

# STARTING A SIMPLE ORGANIZED SYSTEM IN THE FALL

- In September, we announced that we would be hosting two Worship Volunteer Training Nights. One was on an early Sunday evening and the other was on Wednesday, which is a Confirmation night.
- We had different training stations of the following volunteer roles: Communion Serving, Acolyte, Scripture Reading, Ushering and Greeting.
- There was a simple form for the families to fill out where they filled out their contact information, positions of interest, and service time preference.
- Then the volunteer coordinator created a profile for them in MSP and sent the family a follow up email with their log in information and more details about volunteering.

# USING DIFFERENT APPROACHES THAT ARE FLEXIBLE AND WORK FOR FAMILIES

- Along with MSP, we created a Signup.com for families to use to serve communion. The families are used to using Signup.com for coordinating events relating to confirmation. This made the process easier for them and another option than creating a profile in MSP.
- Offering training outside of the Training Nights and making sure the student and families feel comfortable in their volunteer roles.
- Showing and demonstrating all the steps of each volunteer role and creating videos for students and families to refer back to.
- Encouragement and appreciation!

# RESOURCES PROVIDED TO NEW VOLUNTEERS

## EXAMPLE OF VOLUNTEER FORM

### New Worship Volunteer Information Form

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Volunteer Roles of Interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Worship Service Time Preference: (check one)**

**Sunday 8:30 AM**

**Sunday 9:45 AM**

**Sunday 11:00 AM**

**Monday 6:30 PM**

**Kristy will email you with your username and password and a link to sign in and select dates to volunteer**

## EXAMPLE OF FOLLOW UP EMAIL

Hi Katie,

Thank you very much for attending our confirmation worship volunteer training night. I hope you found the training informative and helpful in preparing to volunteer during Word of Peace's worship services. I have created a profile for you in our scheduling program, Ministry Scheduler Pro (MSP). I have added the positions, to your profile.

Here is your log in information:

Username:

Password:

Here is a link to log into your account:

<https://secure.rotundasoftware.com/29/web-terminal/login/peace/>

Once you are logged in, you will be able to change/update you profile settings and view the upcoming schedule. To volunteer for a position, select the "my schedule" or the "full schedule" tab. On those pages you will be able to view the open positions available on future services. Click the "volunteer now" link to sign up for the selected position. If you have any questions or concerns, please do not hesitate to email, or call me. I would love to help! Thank you again, and we are looking forward to seeing you soon!

Blessings,

Kristy Phillips

Volunteer and Adult Ministry Coordinator

Word of Peace Lutheran Church

[kphillips@wordofpeace.org](mailto:kphillips@wordofpeace.org) | (763)496-2421

# RESOURCES PROVIDED TO NEW VOLUNTEERS

## Service Hours FAQ

### Q. What does it mean to volunteer in worship?

A. You will assist in various roles that help a service run smoothly and efficiently. Whether it's hospitality of greeting people as they arrive, lighting candles before the service, or holding a tray during communion, your role as a volunteer is very important!

### Q. What are the different ways to volunteer in worship for service hours?

A. There are many different ministries to volunteer for during worship services:

**Acolyte:** You will wear a white robe and sit with the pastors for the duration of the service. You will light the candles before worship and receive the offering. The sacristan and pastors will help you remember what to do and where to be.

**Communion Server:** You will hold a tray during communion and your parent will serve wine at the same station. Sign up online at [signup.com/go/rHtCLT](https://signup.com/go/rHtCLT)

**Greeter:** You will stand inside Door 1, 2 or 3 and welcome guests as they arrive.

**Usher:** You will stand by the sanctuary doors and hand out bulletins to guests. You will also help pass the offering plate and guide people to communion stations.

**Nursery Helper:** You will assist in the nursery and help take care of young children during worship. There will be a staff member in the nursery at all times.

**When volunteering for any of these roles, you will be guided along the way and training is available at the Confirmation Orientation.**

### Q. When do I arrive and where do I go?

A. Please arrive 15 minutes before the worship service. Check in with Kristy Phillips in the Volunteer Reception Area. She will answer your questions and sign your Confirmation folder after the service.

### Q. Who do I contact if I have any questions or concerns?

A. Kristy Phillips, Volunteer and Adult Ministry Coordinator: [kphillips@wordofpeace.org](mailto:kphillips@wordofpeace.org) or (763) 496-2421

### Q. How many service hours do I get from volunteering in worship?

A. You will receive one service hour for every worship service that you volunteer.

### Q. How will I know what to do if I have never volunteered in worship before?

A. Come to the Confirmation Orientation on **Sunday, October 2, 6-7 PM** or **Wednesday, October 12, 7:30-8:30 PM**.

## Word of Peace Worship Volunteer Descriptions

**Greeter** is a friendly, dedicated person willing to provide that first important connection as the face of Word of Peace. Greeters welcome all those who enter the church building and provide direction for guests as needed.

**Usher** must be warm, reliable and accommodating as they play a key role in making sure all who worship at Word of Peace feel welcome and are comfortable and that worship services run smoothly. They greet people, provide direction, distribute bulletins, take attendance counts, collect offering, direct people to Holy Communion and keep the worship space tidy.

**Head Ushers** are the lead of our usher teams. They must be experienced Ushers who are responsible, organized and able to provide instructions to their team. They will be the one to instruct and help the other ushers.

**Scripture Readers** are clear and practiced speakers given the privilege of using their speaking ability to effectively share God's Word from the pulpit helping provide meaningful worship. Kristy will send the scripture readings via email the Wednesday before the scheduled service with instructions.

**Sacristans** are dedicated, trustworthy people who provide vital support to worship, our Pastors and volunteers. They provide instruction for Acolytes and those who serve Holy Communion as needed and assist in worship during communion distribution. Their role also includes preparation of the elements for communion, baptisms and worship.

**Acolytes** are responsible youth given an up close altar experience that puts them in an active role in worship as a helper to the Pastors. They light and extinguish candles, receive offering plates and sometimes serve as Tray Holders at communion services when needed. The Pastors and Sacristan help the Acolytes in their role.

**Communion Servers** graciously and respectfully participate in worship services by distributing bread or wine during Holy Communion as we receive the body and blood of Christ. In this meal our Lord comes to us, forgives us our sins, renews us in faith and leads us into new life. When distributing wine, the wine server says, "The Blood of Christ shed for you". When distributing bread, the server says, "The Body of Christ, given to you". The Sacristan will assist and lead the communion servers.

**Tray Holders** are an important part of our worship services during Holy Communion. They stand with the Pastors and Communion Servers at distribution time to hold trays that worshippers place their empty cups into after communing.

**Nursery Helpers** are Confirmation youth who are required to be caring and faithful helpers in our nursery during worship services and special events. They will need to interact with small children and assist the nursery staff as needed.