

## IMPACT MINISTRY ORIENTATION PLAN

Prospective Volunteer \_\_\_\_\_

Date: \_\_\_\_\_

Orientation process for a prospective volunteer:

	<u>Date</u>	<u>Volunteer</u>
1) Equipper Diana Cornwell attempts to make at least three (3) telephone calls to prospective volunteer with overview of ministry commitment and days and hours required. Has prospect been through SHAPE and recognizes his/her spiritual gifts? Note: Diana will contact Equipper Johnnie Lowther to ascertain current position openings.		
2) When prospect is reached, Equipper Diana Cornwell sets up "interview" time to discuss volunteer ministry descriptions, answer questions, discuss spiritual gifts and possible places of ministry.		
3) After Q and A (question and answer period), if prospect is still interested in being a possible candidate, Equipper Diana Cornwell will fill out Volunteer Screening Form and set date/time for an onsite tour of IMPACT, buildings 1 and 2 and will view film. Note: Tours are scheduled on the first Wednesday evenings of each month.		
4) Following the tour, the prospect will have an orientation of policies and procedures, including available volunteer positions from which they may choose. At this time, Equipper Diana Cornwell will set a date/time for the prospect to shadow a current volunteer (during hours of operation) before making a commitment.		
5) If prospect wants to volunteer after shadowing, they will be placed in a specific ministry area/position. At that time, they are given position duties and weekly schedule; they are welcomed and become part of the volunteer team.		
6) Equipper Johnnie Lowther will initiate a six-week, follow-up interview ( <i>i.e.</i> , to check on volunteer, make sure this is the place they want to continue serving, find out how we can help, if there are any needs/concerns, etc.).  Date set: _____		

Dear Friends,

We are so excited that God is leading you to consider serving with IMPACT Ministry! We are very grateful for how He constantly provides for the needs of this ministry, and YOU can be an important part of that provision.

Through IMPACT Ministry, we are committed to giving those we serve the best possible environment that, while they are here, will allow them to be hopeful, encouraged, and experience the love of Christ. There are various areas of service that play a huge part in creating this solid foundation. One of the wonderful and unique qualities of IMPACT Ministry is that the use of each and every spiritual gift is available.

Your commitment to serve at IMPACT Ministry Family Resource Center is a serious and important decision. It comes with a great deal of responsibility and excitement.

With this letter, we are enclosing a form for you to complete. We will be praying with you as you consider becoming a part of the IMPACT team. Simply return the completed form when you are ready.

Should the Lord lead you in this direction, we couldn't be more thrilled to have you as a part of our ministry. We are daily reminded of the awesome task that is before us and honored that the Lord has chosen us to walk the path of assisting in our community the working poor, single parents, seniors, disabled, and those too little to care for themselves.

In Christ's Service,

Kim Danley

# First Baptist Church, Blue Springs 1<sup>st</sup> Serve

## IMPACT Ministry Family Resource Center Volunteer Screening Form

On the following pages, there is a list of areas in which you can help as you become familiar with our procedures and areas where ministry occurs. You are invited to complete the form below, return it to IMPACT Ministry in the enclosed envelope (208 NW 15<sup>th</sup> St., Blue Springs, MO 64015), and you will be contacted by the Equipper. We look forward to helping you find direction 1st hand . . . in your 1<sup>st</sup> SERVE, while showing God's love to those in need.

Name \_\_\_\_\_ Today's date \_\_\_\_\_

Circle appropriate choices:

DOB \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Work phone \_\_\_\_\_ Other Phone \_\_\_\_\_

Email address \_\_\_\_\_

Emergency contact (name and phone #'s) \_\_\_\_\_

Date that you accepted Christ as Savior \_\_\_\_\_

Are you a member of First Baptist Church of Blue Springs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been through the First Connections class? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently belong to a life group? \_\_\_\_\_ Yes \_\_\_\_\_ No

Please list three references:

<u>Name</u>	<u>Phone #</u>	<u>Relationship</u>	<u>Years Known</u>



For office use only

_____ Completed application reviewed (JD)	_____ Copy in master file (JL)	_____ Orientation postcard sent (JD)
_____ References called (JD)	_____ Background check paperwork received (JD)	
_____ 6-week follow-up phone call / interview (JL)	Shadow date and time: _____ / _____	AM PM

## IMPACT Ministry Position Descriptions

The following positions are currently in place at IMPACT Ministry Family Resource Center; however, not all positions are available, since we have very little volunteer turnover. In the future, we hope to have a larger facility where volunteer opportunities are endless and many more urgent needs can be met.

<u>Hours Needed</u>	<u>Current Positions</u>
9:30 am – 12:30 pm, Tues / Thurs	<u>Administration</u> – Files, enters data, completes reports, compiles statistics, creates and/or types correspondence and thank-you letters, manages Harvesters Community Food Bank on-line ordering, designs flyers, operates copy machine, maintains form and supply inventory.
Varies	<u>Bookkeeping</u> – Versed in Quick Books Pro 2003
Varies	<u>Communications</u> – Graphic artist to design flyers, cards, and maintain an Information board, write press releases, contents for brochures, programs, manuals, etc.
9:30 am – 12:30 pm, Tues / Thurs	<u>Front Desk</u> – Greets client with a smile and a word of encouragement, then and fills in appropriate information on form, checking monthly and weekly dates. If client is new, completes new form, asking for all needed information, according to policy.
9:30 am – 12:30 pm, Tues / Thurs	<u>Food Counter</u> – Greets client with a smile and a word of encouragement. Hands out the ‘Bags of Hope’ (15-20 lbs. each), according to procedure. Enters each visit in client’s file. At end of shift, returns files to front desk attendant to file.
As needed	<u>Garden Designer and Landscaper</u> – Helps with seasonal and ongoing design and upkeep of the Community Prayer Garden at IMPACT Family Resource Center.
9:45 am – 12:00 pm, Tues / Thurs	<u>Greeters</u> – Controls the flow of clients, offers a welcome, a kind word and a helping hand to each client, hands out tracts and prayer cards, and offers for clients to pray one-on-one with a prayer partner.
9:45 am – 12:00 pm, Tues / Thurs	<u>Grocery Carryout</u> – Helps caregivers, seniors, and disabled persons carry groceries to his/her vehicle. Must be able to lift up to 20 pounds.
Varies	<u>Infant Resource</u> – Stocks and maintains diapers and infant supplies. Keeps inventory of diapers and infant supplies, including hangar count. Keeps Equipper informed of items needed to order from Harvesters. Sorts infant clothing, doing repair and washing, when necessary. Hangs clothing for display. Schedules appointments with moms to fill clothing needs. Vacuum and dust clothing area and display area. Hosts baby showers for donations.
Early AM; times vary	<u>Pick-up and Delivery</u> – Picks up and unloads bakery and bread from area stores, shops at Harvesters once a week, unloads frozen deliveries, stocks freezers, and fills meat bags. Lifting is required. Must be able to lift up to 20 pounds.

9:30 am –  
12:30 pm,  
Tues / Thurs

Prayer Team – On hand to pray one-on-one and to present God’s word. Prepares tracts, treat bags, and balloons to hand out. Collects prayer cards to pray over, copies and sends cards to prayer chain. Mails cards of encouragement and makes phone calls or home visits. Maintains records and staff calendar.

Time scheduled  
by Director

Special Events – Recruits volunteers and solicits donations by networking with clubs, organizations, churches, and businesses within the community. Helps plan all special events, such as the Backpack Drive, the Christmas event, luncheons, Ministry Fair, church presentations, etc.

Time scheduled  
by Director

Special Projects – Completes miscellaneous projects, such as carpentry, painting, cleaning, etc. Must be able to perform physical work and lift as necessary.

8:30 am –  
12:30 pm,  
Sunday

Sunday Greeter – Places IMPACT sign and grocery cart at front door of church before first service. Hands out grocery bags for ‘Bags of Hope’ as people come in for each service. After second service, collects donated items and delivers to IMPACT Family Resource Center.

9:30 am –  
12:30 pm, Tues  
/ Thurs; 4:30 –  
6:30 PM; Wed

Warehouse – Sorts groceries, stocks shelves, and fills grocery bags and meat bags. Does light cleaning, yard work, trash clean-up, and box break-down, etc. Must be able to lift up to 20 pounds. Carpentry skills helpful.