

Excerpt from Kidzkick *DIY Ministry Manual Toolkit*

Finally! I did it! I broke down and developed a resource that you have been asking me to do for years!

I have been asked to teach workshops on Team Building Games and Initiatives for years. I have been hounded by these workshop attendees to make resources available to help them develop their own Ministry Manual. After presenting my last Team Building Workshop at the Children's Pastors' Conference, I came home inspired to write this resource to help churches, ministry leaders and volunteers develop this very important team building tool.

Teaching interactive, get-out-of-your-seats workshops are my forte. Let's face it, there is no better way to learn than to participate. After a fast-paced, getting-to-know-you ice breaker, I ask the attendees to randomly get into teams and stand in a circle. I give each team a ball and say "go." I wish there was a way I could depict the look on their faces! At this point some have come to the quick decision that they just landed themselves in the wrong workshop, while others might think I'm crazy, and others just stand there confused. After a few seconds of dead silence, the 'extroverts' in the group raise their voices in unison to point out my error: "go where? You did not give us any instructions!" Chaos breaks loose. Everyone chimes in; the room gets loud and everyone but the workshop speaker is talking. An observer might think that I just lost control of the class, but in reality I just proved a very important point. Your team has the potential of acting just as chaotic if, as a leader, you do not clearly define your mission, goals and objectives. Does your team have instructions on how to achieve them? Or are you one of those leaders that just says, "Go"?

One common complaint I often hear is the problem people have attracting and maintaining a strong group of volunteers. There are many factors that contribute to this dilemma, but one of the principal solutions is to develop a Ministry Manual if you do not already have one. Excited and motivated people are attracted to workplaces and teams that are set up to succeed, and where the institution has clearly defined their mission, goals, direction, boundaries and working procedures. Filling holes with volunteers is not building a team; it's just filling a hole. Andrew Carnegie once said, "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."

Volunteer Placement

(Tutorial- This is a brief summary of how you plan on placing volunteers. Marrying their personal gifts, interests, passions and personality traits to the position strengthens your team and leads to less issues in the future. Spend time and money developing a profile of your volunteers. It will be worth your investment and will produce happy, motivated and faithful leaders.)

We sincerely want each volunteer to be serving in an area where they can use their God-given talents, abilities, strengths, and spiritual gifts. We continuously work to refine the ways in which we place a volunteer into an appropriate ministry position. We also recognize that there may be times when a volunteer needs a break from a ministry for a time of refreshment and renewal or to care for personal and family situations.

As your pastor, my desire is to be the best leader I can possibly be. My intent is to develop a relationship with you as well as serve and support you as you serve others. Please feel free to contact me to discuss changes in your volunteer placement if desired.