

# AUUA CERTIFICATION PROGRAM

## VOLUNTEER MANAGEMENT MODULE

### Section 1

#### Goal/Area of Focus:

Need to support primarily administration but also other church functions, job definition

Level 1: Identify specific areas where volunteer participation would be beneficial. How would they be used? How would volunteer participation increase their commitment to UUism and the congregation?

Level 2: Research and describe possible recruitment practices and discuss volunteer recruitment as a Ministry within the organization.

### Section 2

#### Goal/Area of Focus:

Training & evaluation

Level 1: Describe current training and evaluation processes for volunteers. Based on these observations, how could the processes be improved?

Level 2: Find a resource (book, class, webinar, etc.) on volunteer management and make recommendations on how the process could be improved within the organization. Include information on how to redirect volunteers when necessary.

#### Volunteer Management

Non-profits. Look for workshops in local district, through non-profits like Red Cross, United Way, etc.

Timbauer, Jean Morris. *Sharing the Ministry. A Practical Guide for Transforming Volunteers into Ministers.* Minneapolis, MN: Augsburg Fortress, 1999.

Wilson, Marlene. *The Effective Management of Volunteer Programs.* Boulder, CO: Johnson Pub. CO., 1976 (Note: This title is old but is a classic. Many other available.)

#### Goal/Area of Focus:

Care and Keeping of volunteers

Level 1: Describe the practices within the organization to demonstrate appreciation of volunteers.

Level 2: Describe at least two other methods of caring for and demonstrating appreciation.

## **Suggested Reference Materials**

*This list reflects only a small portion of the possible resources available on this subject and the candidate is encouraged to find and cultivate other resources for their use. Please note the resources used when submitting final material.*

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