

Engaging Your Community
Lutheran Hour Ministries Regional Outreach Conference
Alexandria, MN
March 19, 2011

Being the Hands and Feet of Jesus
Schedule/Procedure

- 1) Pre-launch Preparations
 - a) Be certain the congregation and leadership and pastor are on board. It is important that the congregation understands and sees the ultimate value in this ministry.
 - b) Identify one (or more) other person to be your Co-leader/Co-organizer who can be with you at all times while developing the event.
- 2) Check your church calendar to identify a reasonable day – usually in the spring and/or fall. Usually a Saturday seems to work well both for volunteers and organizations.
 - a) Identify organizations that need help on the day chosen to hold the event: Do a websearch. Use the yellow pages. Call other churches. Call your city's office.
- 3) Determine what needs to be done.
 - a) Call the Volunteer Coordinator at any of the organizations and speak with her/him.
 - b) Determine what is needed for the activity being described for the date you are available.
 - i) What type of work is requested?
 - ii) What type of training is required, if any?
 - (1) If training is required, who will do it?
 - (2) When?
 - iii) How volunteers can attend and help?
 - iv) How long will the volunteers serve that day?
 - v) What time during the day are volunteers needed?
 - vi) Who can help: individuals and/or groups, male and/or female, children allowed?
 - vii) What should volunteers bring (if anything): paintbrushes, buckets, rakes, rags, garden tools?
 - viii) What type of clothing should volunteers wear?
 - c) Get from the organizations the following information:
 - i) Exact address of ministry site.
 - ii) Contact person's name on the day of the event at the ministry site.
 - iii) Contact phone number on the day of the event.
 - iv) Place to park when they arrive.
 - v) Where to go once they arrive – in the house?, front door?, alley?, the garage?, etc.
 - d) Indicate that you will call the organization two weeks before the event to re-confirm your visit.
This is very important.
 - e) All of this information removes nervousness and stress and fear from the volunteers.
- 4) PR the event.
 - a) You might wish to start communicating this event even before you have plans in place. But once organizations have been identified and the date secure, get announcements in bulletins, on the wall, in newsletters, in Bible Studies, during/after/before worship services – any place where members of the congregation gather during the week.

- b) Make announcements creative and many. Whet the appetite, tease people to wonder what is happening, make it fun. Include contact information for someone in the church. If you use .ppt in services, include it on the screen before or after services. Use videos. Some ideas:

Three months before the event: Do you have hands and feet? You do? How do you use them for Jesus? Watch for an opportunity to use them for Jesus soon coming to Anyplace Lutheran Church.

Two months before the event: Coming soon to Anyplace Lutheran Church – the event you all have been waiting for – the first OFFICIAL “Being the Hands and Feet of Jesus” day Saturday, May 15th. More information coming.

One month before the event: Today begins the first OFFICIAL day to sign up for “Being the Hands and Feet of Jesus” to be held on Saturday, May 15th. On that day, Anyplace Lutheran Church will go into our community and serve. It might be raking, painting, reading, cleaning, visiting, packing food, playing with kids – but Anyplace Lutheran Church will serve as Jesus would serve – connecting and engaging with our community as Christ’s love compels us. We will meet at 8:00am here in the sanctuary and be finished mid-afternoon. All are encouraged to join and show that Anyplace Lutheran Church cares about and for the people who live in our community. For more information or to sign-up, talk to the people staffing the sign-up tables. Questions? Contact XXXX XXXXXX at xxx.xxxxx@xxx.com or call xxx-xxxx.

Two weeks before the event: Today is the last OFFICIAL day to sign up for “Being the Hands and Feet of Jesus” to be held on Saturday, May 15th. On that day, you will meet here in the Worship Center/Gathering Place at 8:00am. You will gather together according to the site you signed up to serve. Dress appropriately for the ministry you signed up to serve. Bring along any equipment or tools you were told to bring if you are serving in that capacity. If you indicated you could drive – don’t forget! Maps/directions/instructions to each place will be available when you get here. You should be returning around 1:00pm. Water and energy bars will be distributed. Looking forward to seeing you in two weeks. Questions? Contact XXXX XXXXXX at xxx.xxxxx@xxx.com or call xxx-xxxx.

One week before the event: Those who signed up for “Being the Hands and Feet of Jesus” this coming Saturday, May 15th: You will meet in the Worship Center/Gathering Place at 8:00am. Gather together according to the site you signed up to serve. Dress appropriately for the ministry you signed up to serve. Bring along yard or cleaning tools or painting equipment if you were told to do so. If you indicated you could drive – don’t forget! Maps/directions to each place will be available when you get here. You will be returning around 1:00pm. Water and energy bars will be distributed. If you still wish to serve and didn’t sign up or have any questions, don’t hesitate to contact XXXX XXXXXX at xxxx@xxxx.com or call xxx-xxxx. There is always room for people to help. See ya Saturday morning!

- 5) Create/develop sign-up sheets. Include enough spaces for people to sign-up according to the number of people the organization needs. Have spaces for name, phone number, email address.
- 6) Place sign-up sheets where people can sign-up! Have them available at all functions and events – especially on Sunday mornings. Have a person staffing the sign-up sheet tables to answer questions.
- 7) Monday, May 3rd, two weeks before the event:
 - a) Take all the sign-up sheets and consider if enough people signed up at each individual location to adequately do the work. If the numbers are small at a particular place, you might consider moving people from one site to another which is doing a similar a work.

- b) Determine from the sign-up sheets people who could serve as Team Leaders for each site. Collar those people during the following two weeks to ask if they would serve in that capacity.
 - i) It requires
 - (1) arriving early Saturday morning to greet those going with them to the ministry site.
 - (2) serving as the spoke-persons/contacts when they arrive at the site. They need to be people who feel confident about leading.
 - (3) taking a few pictures of their team and their activities.
 - ii) Indicate to the leaders they will have a Team Leader's Folder with ALL the ministry site's information, the names of all volunteers, and a map to the site.
 - c) Call ALL the sites where the ministry is planned.
 - i) Have a conversation with the ministry about the number of people that have signed up. They will be expecting a call from you on that day (you indicated this earlier in your conversations with them) so that they can consider the numbers you have for their site and make certain they are prepared to receive you. Have the conversation with them:
 - (1) do you have enough people to serve their needs?
 - (2) should you cancel?
 - ii) Be certain they are ready to receive you with the numbers you have signed-up to serve.
 - iii) Confirm the information you already have from them:
 - (1) Exact address of ministry site.
 - (2) Contact person's name on the day of the event at the ministry site.
 - (3) Contact phone number on the day of the event.
 - (4) Place to park when they arrive.
 - (5) Where to go once they arrive – in the house?, front door?, alley?, the garage?, etc.
 - iv) Check accuracy and make necessary changes to the Team Leader's Folder.
 - v) Print and place all information in the Team Leader's Folder (see 8e below).
 - vi) If you don't connect with them by phone on Monday, continue to call until you do!
- 8) Once arrangements have been finalized, begin to gather and create the following:
- a) Buy bottles of water so each participant can grab some before they leave on Saturday morning.
 - b) Buy some granola/power bars/snacks so each participant can grab some before they leave on Saturday morning.
 - c) Gather small brochures/business cards which can be given to participants who can then give them to interested individuals – something people can leave with people so a connection is created between you and them.
 - d) Create signs – indicating the name of the organization in big, bright letters. As people arrive on Saturday morning, direct them to look for the organization's sign/name in the Worship Center/Gathering Place for which they signed-up and they can gather with the rest of the people going to that place.
 - e) Put together 3 (three) Team Leader's Folder (one set for organizer, two sets for each Team Leader) for each ministry site which includes all the information gathered when you called them for final arrangements. Each folder should include:
 - i) Maps/directions to the site.
 - ii) Names of all people signed up to serve at that site.
 - iii) Information about the ministry site – work to be done, people to be served, individuals to contact in case of questions, phone numbers, site contact person, length of time to serve.
 - iv) Enough brochures/business cards so each participant can have three of them to distribute.
 - f) Put together an alphabetic master list of ALL participants indicating which ministry site they signed-up to serve.

- g) Develop a devotion and prayer to use before departing Saturday morning – 10 minutes
MAXIMUM – an encouraging, cheerleading devotional which focuses on their work as the hands and feet of Jesus but which drives toward earning the right to be heard talking about Him, too!
 - h) If you have the capabilities, develop and show a looping .ppt slide show which can be shown as people arrive on Saturday and enter the Worship Center/Gathering Place and get ready – slides of the logos of the sites, people being served, etc. Also, find some good DVD music to play while people arrive. Make the beginning of the Saturday event exciting, warm, fun.
- 9) The weekend of the event: Friday evening or early Saturday morning – set-up.
- a) Place the bottles of water in an easily accessible place for people to grab as they leave.
 - b) Place the granola/energy bars/snacks in an easily accessible place for people to grab as they leave.
 - c) Have 2 (two) of the Team Leader Folders for each ministry site ready to give each Team Leader.
 - d) Have the alphabetical master volunteer list printed and available.
- 10) Saturday morning.
- a) Set-up Worship Center/Gathering Place.
 - i) Turn on lights.
 - ii) Start the .ppt slide show and the music DVD.
 - iii) Make certain mics work.
 - iv) Set-up the ministry site signs in the Worship Center/Gathering Place where individuals will gather.
 - v) Have someone ready to take pictures of the opening and the groups leaving.
 - b) Give Team Leader Folders to each Team Leader as s/he arrives.
 - c) Have the Team Leaders for each site stationed at their place in the Worship Center/Gathering Place.
 - d) Greet the people as they arrive.
 - e) Direct people to the Worship Center/Gathering Place and the organization they signed up to serve – they should look for the sign.
 - f) If people don't remember the name of the site, refer to the master list.
 - g) By 8:10am, start the devotion.
 - h) At 8:20am, go through basic volunteer expectations: what to say, what not to do, etc.
 - i) Send them on their way by 8:30am– pick up water and energy bars before they leave.
 - j) If possible, whoever is leading the entire event should attempt to get to all the ministry sites to visit and encourage those serving. It should be possible to get to most of them and visit for 10 minutes or so. Take pictures as visits occur. Map out your drive **before** Saturday morning.
 - k) When people are finished at their sites, they simply return to Anyplace Lutheran Church and then return home. Since sites will vary in their ending times, it would be impossible to try to return to debrief all together.
- 11) Recognize the day and work and volunteers: have personal testimonies in church, take the pictures of the event and make a short .ppt presentation, lift up/identify those who served during worship services – make them special.
- 12) Determine a time to debrief in some form or fashion – gather the Team Leaders together for an evening to discuss what was good, bad, successful, failed, etc.
- 13) Begin to plan the next one after evaluating and assessing the event.