

# Volunteer Process Redesign Dashboard

March 23, 2021

Overall Program Status:

Green

- Scope – no change
- Time- no change
- Budget – no change

Program Status Legend- **Green** (on track), **Yellow** (at risk), **Red** (not on track)

## Program Objectives, Scope, and Key Deliverables (from 9/22/19 NLI Report)

### Make The Woodlake Weekend Worship Experience A Model of Excellence

Worship is a core part of congregational life. We heard positive comments about worship during the NLI leadership retreat. We also heard helpful feedback from mystery worshippers that suggested attention needs to be given to strengthening all aspects of the worship experience. Likewise, over the course of the weekend, we heard comments about expanding worship leadership participation. Lastly, and more practically, the weekend worship experience currently has four weekend worship services that have four distinct styles and orders of worship. This significantly increases the complexity of the preparation and execution for the weekend. Given all of this and the number of other excellent options for worship in the community, it is important that Woodlake take a good look at the weekend worship experience and make changes so that you may more easily connect with those who you have such a strong desire to reach in the surrounding community.

A. Create a team to redesign the weekend worship experience and bring a proposal to CLC to be fully implemented by May 2021.

B. Assess the four worship services and styles for staff and resources alignment

**C. Create a volunteer recruitment and training process < Scope expanded to encompass all Woodlake UMC volunteers To create and formalize a process to recruit, engage, equip, and retain volunteers in the ministries and missions throughout the church and beyond. Recognizing the project is split into these three areas of the volunteer process at Woodlake UMC**

## Project Status Summaries

Project Name	Project Leads	Decision	Due Date	Status	Accomplishments and Updates
Kickoff Team, Research, Background Work	Winnie/Pam/Jill	WIIT	10/27/20	✓	
Update WIIT on Volunteer Process	Winnie/Pam/Jill	WIIT	1/11/2021	✓	
Develop Volunteer Tagging Process (Database)	Winnie/Pam/Jill	CLC	3/12/2021		Team plans to utilize the existing Shelby database. Met with super users and got a better ideas of how to use existing database. Pam will continue to work with Shelby to define volunteer tracking in the software
Develop Volunteer Recruitment Best Practices	Winnie/Pam/Jill	CLC	3/12/2021		Team developing a church-wide volunteer handbook.
Develop Recognition Process	Winnie/Pam/Jill	CLC	3/12/2021		Reached out to Melissa Hatch, Chair of Lay Leadership, to coordinate appreciation efforts.
Develop Management Framework	Winnie/Pam/Jill	CLC	3/12/2021		Development of organization chart for each ministry area including job descriptions.
Develop Volunteer Process Recommendation	Winnie/Pam/Jill	CLC	3/12/2021		Draft to WIIT 4/19 Draft to CLC 04/27/21
Present Final Recommendation to CLC	Winnie/Pam/Jill	CLC	5/25/2021		
Volunteer Process Launch	Winnie/Pam/Jill	CLC	6/01/2021		Launch to staff – summer roll out – implement in program year.

## Upcoming Tasks and Milestones

- All Workstreams Complete – 4/1/21
- Volunteer Process Preliminary Recommendation to CLC – 4/27/21
- Volunteer Process Final Recommendation to CLC - 5/25/21

## Budget

Total Allocated Budget - \$0

- Travel allowance - \$0
- Consultant fees - \$0
- Meals, hospitality - \$0

YTD Budget - \$0

YTD Actual - \$0

YTD Variance - \$0

Remaining Funds - \$0