

The background of the entire page is a soft-focus photograph of several white lily flowers. Some are in full bloom, showing their characteristic six petals and prominent stamens with reddish-orange anthers. Others are still in bud form. The lighting is bright and even, creating a clean, fresh aesthetic.

*The Ultimate*

# EASTER VOLUNTEER TOOLKIT



# IS YOUR CHURCH READY FOR THE BIGGEST SUNDAY OF THE YEAR?

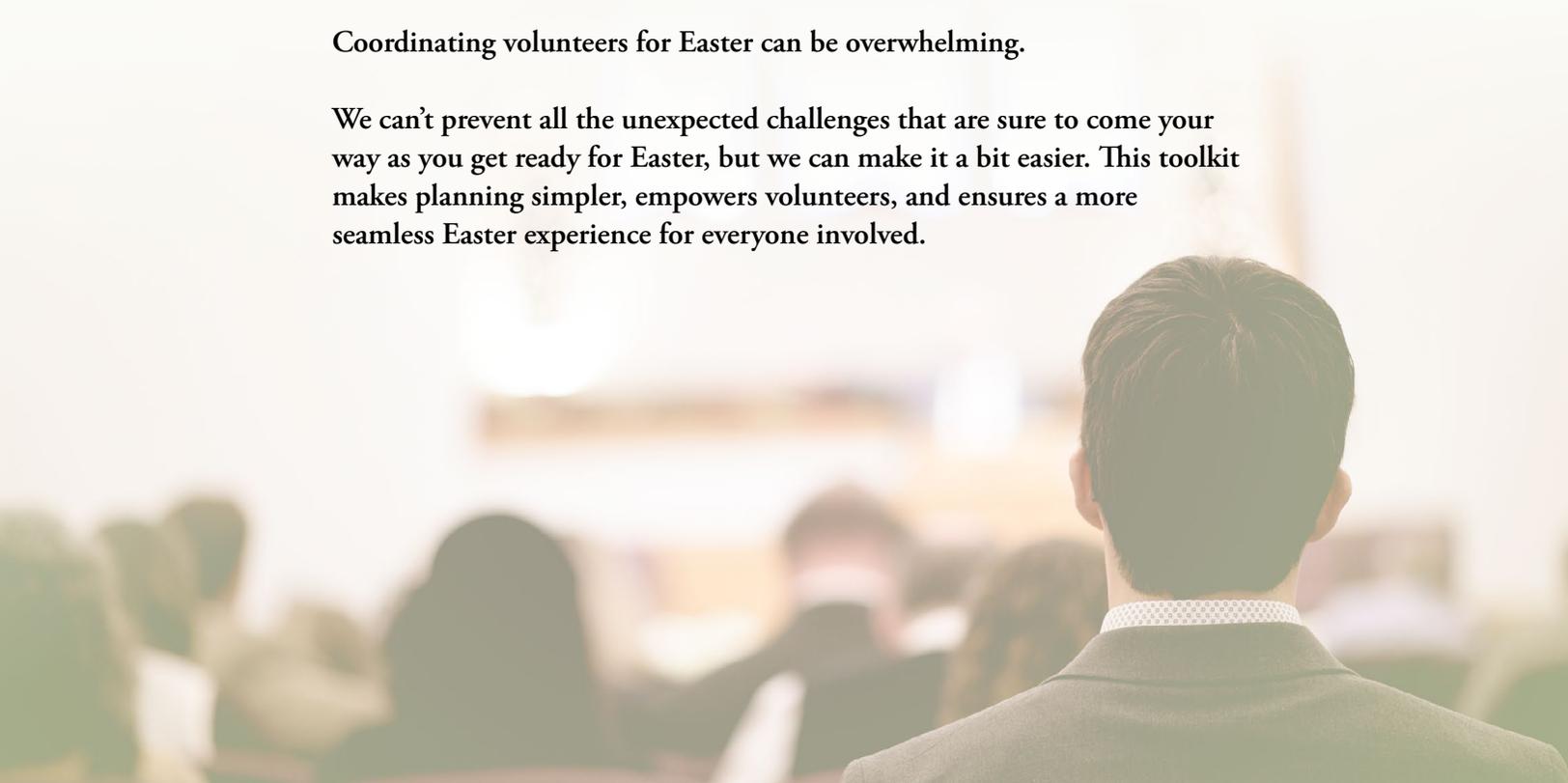
Easter is a time of celebration, renewal, and—let's be honest—lots of moving parts to coordinate.

The Big Day will be here before you know it. And as a church leader preparing for Easter, you have a lot on your plate.

No matter how big your church staff is, volunteers are a big part of that day. They'll help you park cars, welcome guests, care for kids, and so much more. These selfless acts of service play a crucial role in creating a gospel-centered experience for your community.

Coordinating volunteers for Easter can be overwhelming.

We can't prevent all the unexpected challenges that are sure to come your way as you get ready for Easter, but we can make it a bit easier. This toolkit makes planning simpler, empowers volunteers, and ensures a more seamless Easter experience for everyone involved.



# PURPOSE OF THE TOOLKIT

Your church's Easter experience is unique, and so is the way you use volunteers. That's why this toolkit is adaptable to your context.

Instead of just telling you what to do, this toolkit gives you ready-to-use tools that help you get things done.

Each section of this toolkit includes a short "quick guide" that highlights the key priorities for that area of volunteer management and explains how the tools included can help.

Each section references practical tools that accompany this guide that you can print and use (*or adapt and print*) right away.

# OVERVIEW OF RESOURCES

These tools center on five indispensable aspects of your Easter volunteer experience.

- 1. Mobilization** - Clarifying the volunteer roles needed and finding people to fill them.
- 2. Onboarding** - Preparing your volunteers to serve.
- 3. Scheduling and Communication** - Keeping everyone on the same page.
- 4. Day-of Operations** - Creating a smooth Easter experience for everyone involved.
- 5. Appreciation and Retention** - Saying thank you and assimilating volunteers into year-round ministry routines.

Here's what you'll find inside this toolkit to support your Easter volunteer efforts:

- **Checklists**
- **Templates**
- **Calculators**
- **Agendas**

These tools are easy to update and recreate, so you can quickly get your Easter volunteer experience up and running.

# MOBILIZING VOLUNTEERS

## *Quick Guide: Finding the Right Volunteers*

The tough part about Easter is you're usually trying to get a much higher number of volunteers involved than you do on a normal weekend. Because you're expecting more guests! We've designed the tools in this kit to help you not just find more volunteers but the right volunteers to make Easter run smoothly.

### **Figure out how many volunteers you need.**

Base this need on your attendance goal. Be bold. You want to be prepared for the guests you're asking God to bring to your Easter services. Our **Volunteer Needs Calculator**, included in the worksheets that accompany this guide, helps you grasp those needs. Just enter your Attendance Goal in the sheet, and the document will tell you how many volunteers you'll need.

#### **IMPORTANT NOTE:**

You may have different ideal ratios for these volunteer positions. Feel free to change the number in the recommended ratio column to match your own experience.

### **Leverage personal invitations.**

Many of your volunteers are just waiting to be asked. Once you know how many volunteers you need, make a list of people who are potential volunteers. Reach out to them and invite them to participate. Encourage your regular volunteers to invite people from their personal networks as well.

### **Make it easy to volunteer.**

Many people don't serve because the process feels too complicated. Our **Volunteer Interest Form Template**, included in the templates that accompany this guide, gives you the key information you need from prospective volunteers. Post the form online to make it easy to capture and include a form in your weekly print bulletin.

### **Share the need on social media with our pre-written templates.**

Our **Social Media Templates** included with the guide are simple and engaging. You can easily customize them for your branding needs.

# EASTER VOLUNTEER ONBOARDING AND TRAINING

## *Quick Guide: Preparing Volunteers for Success*

For the year's biggest day, focus your volunteer prep on the 5 Ws and H of volunteer ministry.

### **Who:**

Help volunteers understand where they can go for help and support as they serve.

### **What:**

Make sure every volunteer knows exactly what they need to do during Easter. Simple job descriptions are perfect. See our **Easter Volunteer Job Descriptions** in the templates that accompany this guide for an idea of how to craft them.

### **When:**

Every volunteer should know a basic timeline of the activities they're responsible for. That timeline is different for every role, but it usually includes the time they need to arrive and other key milestones. For example, childcare workers should know when parents will start dropping kids off, when to serve snacks, and when to expect parents to return. You can begin with our **Volunteer Schedule Samples** in the worksheets provided along with this guide.

### **Where:**

Ensure every volunteer knows where to go. Provide a map of your campus, if necessary. Even consider signage if you have a tough campus to navigate.

### **Why:**

Many volunteers serve in behind-the-scenes roles where the gospel impact may not always be immediately clear. It is essential to help them understand their vital role in creating a welcoming, gospel-centered experience for Easter services. This begins with how you invite individuals to serve and continues through a structured onboarding process.

A well-planned onboarding meeting is valuable for equipping new volunteers. This meeting should not only introduce them to their specific responsibilities—such as children’s ministry, greeting, or ushering—but also reinforce the overarching mission behind their service. By clearly articulating the “why” behind these roles, you help volunteers see the eternal significance of their contributions.

For a suggested structure of this meeting, refer to the **Sample Itinerary for Easter Volunteer Onboarding Meeting** in the templates provided along with this guide.

### **How:**

Introduce your volunteers to the key attitudes of a great volunteer. You may have your own list, but some version of the ones below should probably be there.

- **Flexibility**
- **Servant’s Heart**
- **Joyful Spirit**
- **Team Mindset**

You can go over these attitudes during your onboarding meeting and touch on them again in a pre-Easter service huddle.



# SCHEDULING AND COMMUNICATION

## *Quick Guide: Ensuring Everything Runs On Time*

### **Plan early.**

Start now, if at all possible. Use the **Master Volunteer Schedule** in the worksheet included with this guide to organize volunteers around various shifts and ensure no holes in planning.

### **Keep volunteers informed.**

Ideally, you have a few weeks between mobilizing your volunteers and Easter. A few key updates you'll want to clarify during that time span.

- Key dates and deadlines, such as training sessions, final schedule confirmations, arrival times, etc.
- Role-specific information, particularly related to what a volunteer should wear and what to bring with them.
- Last-minute schedule adjustments (they always happen, don't they?).

As volunteers sign up, ask for their preferred communication method (email, text, or phone). You'll be more likely to connect with your volunteers if you use their preferred method instead of requiring them to adapt to yours.

This is where an [effective Church Management System](#) comes in handy. Because church management software allows you to communicate with specific groups (such as greeters, children's ministry leaders, etc.) through a variety of methods, you can get role-specific updates to specific people in a timely manner.

### **Send reminders.**

When you send your volunteers reminders, you help to ensure no one drops the ball and everyone has what they need. You want to send these the day before the volunteer's shift and include information like when they're serving, where they need to be, who to contact in case of a change, and what to wear. See our [Easter Volunteer Shift Reminder Template](#) to get a recommendation for how this might look.

# STREAMLINING VOLUNTEER MANAGEMENT WITH THE RIGHT TOOLS

Managing volunteers isn't for the faint of heart. To manage volunteers well, you need organization, clear communication, and a system to cover every role.

You don't just need volunteers for one week a year either; your challenge is to develop a volunteer system that ensures your ministry's success all year round.

And anyone who has managed church volunteers knows last-minute no-shows, unclear responsibilities, and difficulty keeping volunteers involved can have major implications for the church's ministry.

[St. Luke's Episcopal Church](#) has learned to leverage Realm to simplify the process and ensure those disasters don't sidetrack the church's ministry. With Realm, scheduling volunteers has become simple. Volunteers love using it, too.

*"I've had people mention that it feels like a real team effort when they can see the big schedule and drill down to see who they are working with on a particular shift,"* said Megan Wyman, executive assistant to the rector at St. Luke's Episcopal Church *"They can see everyone who's working together to make a Sunday happen. It's a good feeling of camaraderie to see that all together."*



With Realm, your church can:

- Easily create volunteer schedules and automate reminders.
- Enable volunteers to sign up and receive updates from anywhere.
- Provide leaders with a clear overview of who is serving and where they are needed.

To learn more about how St. Luke manages volunteers with [Realm](#), visit the [ACS Technologies](#) website.

# DAY-OF COORDINATION FOR EASTER SERVICES

## *Quick Guide: Creating a Seamless Easter Experience*

### **Create a volunteer check-in station:**

Whether you decide to have a single station or multiple stations based upon roles or service locations will largely depend upon your volunteer numbers and space considerations. Regardless, you need a centralized communication hub where volunteers can go to sign in, get instructions, ask last-minute questions, and maybe get some refreshments. The provided **Volunteer Check-In Sheet** in the worksheet provides gives you a way to track volunteers as they check in.

### **Host a pre-service huddle:**

A huddle gives your team a chance to touch base with all the volunteers before they serve so you can encourage them, give them last-minute reminders, and pray with them. If possible, it should be led by someone on your pastoral team (if not your lead pastor). See the **Sample Pre-Easter Service Huddle Itinerary** in the accompanying templates for how to organize this time.

### **Expect the unexpected:**

Not everything will go as you or your volunteers plan. Look at our **Troubleshooting FAQ** in the accompanying templates to see the kinds of topics you'll want to cover.



# APPRECIATION AND RETENTION

## *Quick Guide: Keeping Volunteers Engaged Long-Term*

### **Say thank you.**

Do your best to make sure your volunteers know you appreciate all they've done to make an impact for Jesus during Easter. Whether you send handwritten cards or emails, be sure to say thank you. Our **Sample Thank-You Note Templates** included with this guide can help you get started. Feel free to make them your own!

### **Celebrate their service.**

Consider hosting a celebration event for volunteers where you can say thank you and share about what God did during the Easter season. If possible, give them a small gift as a reminder of their service. Challenge your volunteers to continue serving throughout the year. Check out our **Volunteer Appreciation Event Checklist** included with this guide for some help planning your event.

### **Invite them to serve again.**

One of the best parts about involving more people in your Easter services is that many will get involved in ongoing ministry opportunities in your church. Yet, often, you'll need to ask. Build into your process where you follow up with volunteers who aren't serving elsewhere and try to get them plugged in long-term.

### **Highlight the impact volunteers make.**

Sharing stories of how God worked through the service of your volunteers helps pique the interest of volunteers next year. Make sure you spend the time to ask. If you host a celebration service, you can hand out the form there. Or you can email it to your volunteers after the event. It's also a great way to get feedback from those who serve! You can use the **Volunteer Impact Stories Form Template** included with this guide.





## *Conclusion*

# EMPOWERING YOUR VOLUNTEERS FOR EASTER SUCCESS

Your church has an incredible opportunity during Easter this year. You'll likely have people on your campus who won't step foot in a church any other day of the year, and your volunteers play a critical role in helping them take the next step in their spiritual journeys.

Use the tools in this kit to help your volunteers have a smooth Easter experience so you can create a culture of service that extends long beyond Easter Sunday. As you lead your volunteers this Easter, remind them that their service matters—it's a powerful reflection of the ministry culture in your church. Humble, hospitable volunteers point people to the God they serve!



**MAY THIS  
BE THE BEST  
EASTER FOR  
YOUR CHURCH!**