VOLUNTEER SCHEDULE

Who's serving this month

CHURCH _____ MONTH _____ PREPARED BY _____

Position	Week 1 Date _____	Week 2 Date _____	Week 3 Date _____	Week 4 Date _____	Week 5 Date _____	Notes
WORSHIP						
Worship leader						
Vocals						
Vocals						
Keys						
Acoustic guitar						
Bass						
Drums						
PRODUCTION						
Sound						
Slides / lyrics						
Livestream						
Lighting						
KIDS						
Check-in desk						
Nursery (adult 1)						
Nursery (adult 2)						
Preschool lead						
Preschool helper						
Elementary lead						
Elementary helper						
HOSPITALITY						
Greeter (main door)						
Greeter (side door)						
Welcome desk						
Coffee						
USHERS						
Usher						
Usher						
Offering count (adult 1)						
Offering count (adult 2)						
PARKING						
Parking team						
Parking team						

Name (C) confirmed Name (D) can't make it Name waiting to hear back

VOLUNTEER AVAILABILITY

Who can serve, and when

Fill this in before you make the schedule. If it has background check dates on it, keep it private.

Name	Email	Mobile	Teams	Positions they can serve	Services they can make	How often	Away dates	Serves with	Background check date	Notes

How often: Every week · Every other week · Once a month · When asked

TIPS

How to fill it in

1. Ask about availability first. A couple of weeks before you schedule the month, send volunteers the Availability sheet. Ask when they'll be away, which services they can make, and how often they'd like to serve.
2. Fill the hard-to-fill spots first, like worship leader, sound or nursery lead.
3. Don't overschedule anyone. Count how many times each person shows up before you send anything.
4. Schedule families together if they'd like that. Check the Serves with column.
5. Send each person one message with all of their dates.
6. Mark replies as they come in: (C) for yes, (D) for no. When someone can't make it, try to find a replacement that same day.
7. By midweek, follow up with anyone who hasn't replied. A personal text works better than another group message.
8. When it's done, send the schedule to everyone on it and let them know where to find the latest version.

WHEN A SPREADSHEET ISN'T ENOUGH ANYMORE

Sanctuary Serve keeps your schedule, replies and away dates together.

Volunteers accept or decline from their phone and add their own away dates, and you can see who still needs to answer. Your people records, forms and events are free in Sanctuary Core.

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