



RESOURCES *for* VOLUNTEERING

EVANGELICAL COVENANT CHURCH
DEPARTMENT OF CHRISTIAN FORMATION

Resources for Volunteering

Covenant Resolution

To view the *Covenant Resolution on Volunteering* (2000), go to:
<http://www.covchurch.org/resolutions/2002-volunteering>.

Although resolutions are not binding to an individual or church, they do carry significant weight. For further information about Covenant resolutions and their impact, go to:
<http://www.covchurch.org/resolutions>.

MOBILIZING AND CARE OF VOLUNTEERS

Building Effective Lay Leadership Teams, by George Barna (Issachar Publishers, 2002) ISBN 0-96712732-2-5 -- Order directly from George Barna at 1-800-552-2762 or www.barna.org.

Based on research, Barna describes what you need to know about developing and deploying effective lay leadership teams in your church. Use this as your blueprint to transition from a church of individual-based to team-based leadership.

Equipped for Every Good Work: Building a Gift Based Church, by Dan R. Dick and Barbara Miller

(Discipleship Resources, 2001) ISBN 0-88177-352-2

A four-tool process that can help you discover and develop the spiritual gifts, spirituality types, interaction styles, and working preferences of each person in your congregation. This process focuses on the gifts, graces, and abilities of the leadership core of a local congregation. It shifts the attention away from what we *do* and onto who we *are* as called, gifted, and empowered people of God. Through self-exploration and discovery, each person can gain new insights about what it means to be a disciple of Jesus Christ, and the entire congregation can grow as a faithforming spiritual community.

The Equipping Church: Serving Together to Transform Lives, by Sue Mallory (Zondervan/Willow Creek, 2001) ISBN 0-310-24067-0

A comprehensive look at how to mobilize lay members of your church into effective gift-based teams, illustrated with successful examples. Each chapter includes a section of "Equipping Principles" and questions for discussion and reflection.

(NOTE: *The Equipping Church Guidebook* is also available.)

The Equipping Church Guidebook, by Sue Mallory (Zondervan/Willow Creek, 2001) ISBN 0-31023957-5

This companion guidebook to *The Equipping Church* is an open-ended approach applicable for any congregation to catch and implement the vision of Ephesians 4:11-13: equipping the saints for works of service that lead to spiritual maturity in your church.

Equipping the Saints: Mobilizing Laity for Ministry, edited by Michael J. Christensen (Abingdon, 2000) ISBN 0-687-02445-5

Experts on congregational life tell us that ministry in the next century will depend more on called, trained, and committed lay leadership than it has since the days of the early church. This book addresses topics like recruitment of lay leaders, new

models for training and equipping, and the role of clergy in adopting this new partnership that Leonard Sweet calls "ancient-future ministry."

Experiencing LeaderShift: Letting Go of Leadership Heresies, by Don Cousins (David C. Cook, 2008) ISBN 1434768546

The author explores what makes a church leader successful. Lead using the gifts God has given you. Fulfill your calling to be a leader who equips others for the work of service. Multiple components available, e.g., book, Application Guide with DVD, Leader's Guide with DVD, Participant's Guide, Starter Kit.

How to Mobilize Church Volunteers, by Marlene Wilson (Augsburg Fortress, 1983) ISBN 0-8066- 2012-9

How do you motivate the volunteers in your church? Are you "burning out" your best people? What can you do with the pew-sitters? Do you find it hard to ask for help? This book points out common problems, establishes management principles, answers questions and offers a plan to turn the volunteer challenge into a reality. Includes worksheets, sample reports and problem solving exercises. Although this is not a recent publication, it remains a classic.

Me to We: A Pastor's Discovery of the Power of Partnership, by Alan Nelson (Group, 2007) ISBN 0764434861

The author guides your congregation to discover, develop, and deploy their gifts in service--and help your entire church reach its full potential. Explore practical ways to move your church from a pastor-centric model to one that maximizes its volunteers, staff, and everyone in your church. Includes a variety of "best practices" from interviews with churches that have released their pastors from "doing it all" -- and successfully turned the way they do ministry upside-down.

Serving God with Style: Unleashing Servant Potential, by Ronald C. Williams (Alban Institute, 2002) ISBN 1566992605

As individuals better understand their own behavioral tendencies when dealing with uncertainties and exercising their "faith styles," the more intentional—and thus, more productive—they will be. To that end, Williams has created the "Servant Resource Faith-Style Inventory" that congregations can use to enhance ministry effectiveness.

Sharing the Ministry: A Practical Guide for Transforming Volunteers into Ministers, by Jean Morris Trumbauer (Augsburg Fortress, 1995) ISBN 9780806602806;
www.augsburgfortress.org

Designed to nurture members in step-by-step spiritual growth as they discover meaningful ways to participate in ministry. Tools to recruit people, match them to areas of service and train them for ministry. Complete program in a three-ring binder.

Unfinished Business: Returning the Ministry to the People of God, by Greg Ogden (Zondervan, 2003) ISBN 0310246199

Pointing us back to the church as an organism, not an institution, the author shows how each of us is called to help finish the Reformation's unfinished business: expressing the priesthood of every believer practically in the church, the world, and all avenues of life.

VOLUNTEER LEADERSHIP SERIES (Group) www.grouppublishing.com

Equip your ministry with the right tools to recruit, train, and inspire your volunteers, Learn how to find the right people for the right job and manage your volunteers to better fit your church needs. These techniques and insights from the volunteer management experts include charts, questionnaires, training sessions, handouts, job descriptions, affirmations, evaluations, and more.

The six-volume set includes these titles (also available individually):

- Vol. 1: Creating a Volunteer-Friendly Church Culture (ISBN 9780764427459)
- Vol. 2: How to Energize Your Volunteer Ministry (ISBN 9780764427466)
- Vol. 3: Volunteer Job Descriptions and Action Plans (ISBN 9780764427473)
- Vol. 4: Volunteer Recruitment, Interviewing, and Placement (ISBN 9780764427480)
- Vol. 5: Volunteer Orientation and Training (ISBN 9780764427497)
- Vol. 6: Volunteer Encouragement, Evaluations, and Accountability (ISBN 9780764427503)

JOB DESCRIPTIONS

The Big Book of Job Descriptions for Ministry (Gospel Light, 2001) ISBN 08307-29186

Volunteers are often motivated by a clear, concise outline of their ministry responsibilities. This manual provides over 200 simple, ready-to-use job descriptions that can be customized for your specific church. Comprehensive CD-ROM is included.

Sample Job Descriptions for Churches – packet (Department of Christian Formation, ECC) – Order from www.covchurch.org/resource. (**in process of revision**)

This packet includes over 25 sample job descriptions for board or committee positions. Space is provided to adapt it to the individual church. A generic form is included for modification of positions not covered in the packet.

STUDIES – FOR INDIVIDUAL OR SMALL GROUPS

The 3 Colors of Ministry, by Christian Schwarz (Church Smart Resources, 2001) ISBN 1889638161; www.churchsmart.com

This book presents a holistic approach to identifying and developing your spiritual gifts. It is based on the three dimensions of God's nature, for which the author has chosen the colors of green, red and blue. In addition to emphasizing the critical importance of using your gifts in an authentically trinitarian way, this book shows you where you most need to focus your energies in order to bring this kind of balance to your Christian service. The natural result will be increased effectiveness. A gift test is included with this resource. (See also *How to Study the 3 Colors of Ministry in Your Small Group*, Christian Schwarz.)

Developing Your SHAPE to Serve Others, by Brett Eastman, et. al. (Zondervan, 2002) ISBN 031024675X

Part of the Doing Life Together Series, these six sessions will help you develop your God-given design at home, at work, at church, and in your community in a way that extends God's love to others and enriches your own life immeasurably. (DVD is also available.)

Discover Your Spiritual Gifts, by C. Peter Wagner. (Regal, 2005) ISBN 0830736786
Like every believer, you receive gifts from the Holy Spirit at the time of your new birth. But how can you know for certain what your gifts are and how should you use your gifts to best serve God? Wagner's self-guided questionnaire includes explanations of all 28 spiritual gifts mentioned in the Bible. You'll also understand the difference between your natural and spiritual gifts. For easy use and self-scoring, a spiritual gifts inventory is included in the back of the book.

Discover Your Spiritual Gifts the Network Way, by Bruce Bugbee (Zondervan, 2005) ISBN 0310257468

This is a small booklet containing five assessments in the areas of traits, observation, experience, conviction, and ministry fit to help people understand their spiritual giftedness.

Discovering God's Vision for Your Life. Order from Stephen Ministries, 314-428-2600, www.stephenministries.org/spiritual_gifts.htm

A comprehensive set of integrated resources that congregations can use to help individuals discover their spiritual gifts and become involved in gifts-related ministries. The eight-hour course that serves three purposes: 1) discovering your own spiritual gifts using the Haugk Spiritual Gifts Inventory, 2) education about spiritual gifts, calling and discipleship, and 3) motivation for ministry.

Experiencing LeaderShift: Letting Go of Leadership Heresies, by Don Cousins (David C. Cook, 2008) ISBN 1434768546

The author explores what makes a church leader successful. Lead using the gifts God has given you. Fulfill your calling to be a leader who equips others for the work of service. Multiple components available, e.g., book, Application Guide with DVD, Leader's Guide with DVD, Participant's Guide, Starter Kit.

Gifts, by John Ortberg, et. al. (Zondervan, 2000) ISBN 0310220777

As part of The Pursuing Spiritual Transformation series, this study guides you in developing a hunger to be used by God. Includes leader's guide.

How to Study the 3 Colors of Ministry in Your Small Group, by Christian Schwarz (Church Smart Resources) www.churchsmart.com

This handbook enables any small group leader to guide a group through the life-transforming process of discovering their spiritual gifts. Based on the book *3 Colors of Ministry*, it shows you how to establish the three pillars of a **3 Color Group**:

Pillar 1: Discovering the 'all-by-itself' principle

Pillar 2: Bringing the Bible to life

Pillar 3: Striving for spiritual balance

This group leader's guide provides suggestions for one, three, six or twelve sessions. Its concepts can be related to virtually any form of small group. (See also *The 3 Colors of Ministry*, by Christian Schwarz.)

LifeKeys: Discover Who You Are, by Jane A.G. Kise, et. al. (Bethany House, 2005) ISBN 0764200755

LifeKeys book is a comprehensive guide to discovering your talents, spiritual gifts, passions, values, and personality—all that God made you to be. Includes engaging stories, inventories, self-tests, and other easy-to-use exercises. *Finding Your Fit*, a gift discovery guide for teens, is also available. www.lifekeys.com.

LifeKeys Leadership Resource Notebook: Discovering Who You are, Why You're Here and What You Do Best, by Jane A.G. Kise, et. al. (Bethany, 2003) ISBN 0764200771

This comprehensive guide helps people discover how God has uniquely created them. Stories, inventories, self-tests, and other easy-to-use exercises make will help those longing to find or deepen meaning in life, considering volunteer opportunities, contemplating career changes, or desiring to become more useful to God. The book, workbook, and leader's material provide all that's needed for a LifeKeys workshop.

Network Kit: The Right People, in the Right Places, for the Right Reasons, at the Right Time, by Bruce Bugbee and Don Cousins (Zondervan/Willow Creek, 1994) ISBN 0310412315

Network is a six-session program to help Christians understand who God has uniquely made them to be and mobilize them to a place of meaningful service in the local church. Each participant in Network will work through a series of assessments which leads them to discover their unique blend of spiritual gifts, personal style, and ministry passion. Additional copies of Leader's Guide and Participant's Guide are available.

Serving with Your God-Given Design (Doing Life Together Series – Zondervan, 2002) ISBN 0-310-24675-X

This study is part of the Doing Life Together Series. It helps members identify each other's unique SHAPE for ministry and launches them into ministry.

S.H.A.P.E. (Saddleback Church) – Order directly from: www.saddleback.org/ministry.

S.H.A.P.E. stands for Spiritual gifts, Heart, Abilities, Personality, and Experiences. In the Saddleback program, CLASS 301 discusses how these factors combine in each of us to determine how we are designed to serve God. Graduates of CLASS 301 meet with an interviewer who is trained to help them see how their unique S.H.A.P.E. can be used.

S.H.A.P.E.: Finding and Fulfilling Your Unique Purpose for Life, by Erik Rees (Zondervan, 2009) ISBN 0310292484

Based on the purpose of ministry outlined in *The Purpose Driven Life*, this guidebook gives you tools to help you uncover your God-given S.H.A.P.E.—your unique blend of Spiritual Gifts, Heart, Abilities, Personality, and Experiences—and apply it in ways that bring confidence, freedom, clarity and significance.

Spiritual Gifts, by Paul Stevens (LifeGuide Bible Study Series – InterVarsity, 2004) ISBN 978-0-8308-3062-6

This study helps you to recognize your spiritual gifts and the gifts of others. And he leads you to consider how to practically use these gifts to glorify God in your relationships, your work and your world. Includes additional questions for starting group discussions and for meeting God in personal reflection. Also features an expanded leader's notes and a "Now or Later" section in each study. 8 sessions

What You Do Best in the Body of Christ: Discover Your Spiritual Gifts, Personal Style, and God-Given Passion, by Bruce Bugbee (Zondervan, 2005) ISBN 0310257352

The author shows Christians how to discover and apply their unique passion, spiritual gifts, and relational style within the church. Expanded Edition.

Your Spiritual Gifts Can Help Your Church Grow, by Peter Wagner (Gospel Light, 2005) ISBN 0830736972

In these 12 sessions you will help people discover their spiritual gifts and learn how to use them in ministry.

YOUTH STUDIES

Congratulations You're Gifted - Discovering Your God-Given Shape to Make a Difference in the World, by Doug Fields and Erik Rees (Zondervan/Youth Specialties, 2008) ISBN 0310277256

Based on the popular S.H.A.P.E. book for adults, this teen version walks through the same process of discovery with students. Written by the bestselling author and pastor at Saddleback Church, Doug Fields, this book will help teenagers understand who they are, how they can serve, and why they serve.

Spiritual Gifts - Uncommon Youth Series, by Jim Burns and Doug Fields (Regal) ISBN 0830746455

The authors take high school students through a study of the spiritual gifts listed in Scripture and then work through an exercise to help them discover their own gifts and how to use them. Watch teens come to life when they discover that they are gifted and have much to offer the body of Christ. Corresponding DVD is available

Find Your Fit: Dare to Act On God's Design for You (LifeKeys for Teens), by Jane Kise and Kevin Johnson (Bethany, 1998) ISBN 0764221477

Engaging stories, self-tests, inventories and easy-to-use exercises help teens see how their talents, spiritual gifts and personality add up. Based on LifeKeys, the acclaimed, ground-breaking guide to self-discovery.

Find Your Fit: Dare to Act On God's Design for You - Leader Guide, by Jane Kise and Kevin Johnson (Bethany, 2000) ISBN 0764224131

Resource for youth group leaders and Christian school teachers or guidance counselors leading a group through Find Your Fit.

Find Your Fit: Dare to Act on Who You Are-How Your Talents, Interests, and Personality Add Up to You! - Discovery Workbook, by Jane Kise and Kevin Johnson (Bethany, 1999) ISBN 0764222899

This workbook expands on the life discovery exercises found in the book.

SPIRITUAL GIFT INVENTORIES

Some of the print resources previously listed might include spiritual gifts inventories. The following resources provide individual inventories.

Finding Your Spiritual Gifts Questionnaire, by C. Peter Wagner (Regal Books, 2005) ISBN 0830736948

This questionnaire incorporates the The Houts Questionnaire. Developed in 1976 by Dr. Richard Houts, it was later adapted by Dr. C. Peter Wagner. Includes sign gifts, discussion on celibacy, exorcism, voluntary poverty, discerning of spirits. Available for purchase from www.gospellight.com.

Houts Download, by Richard Houts. Order from:

<http://www.growingleadership.com/resources/default.aspx>

A self-assessing instrument to help ascertain your ministry gifts and the related opportunities for Christian service. Buy individually or bulk for your small group or congregation. Call for bulk pricing. This well-known tool does not include sign gifts.

Spiritual Gifts Inventory, by Dr. Larry Gilbert (Church Growth Institute) - Order from Church Growth Institute, P.O. Box 4404, Lynchburg, VA 24502, 1-800-804-0777.

<http://store.churchgrowth.org/epages/ChurchGrowth.sf>

Hard copy available in quantity discount. Includes questionnaire; 2-part, self-scoring answer sheet; brief gift descriptions; and instructions. Also available in Spanish and Korean.

Spiritual Gifts Test – www.kodachrome.org/spiritgift

An online gifts assessment tool. Measures a fairly substantial list of the 19-24 gifts. You may also print a hard copy. A youth edition is also available.

Team Ministry Spiritual Gifts Inventory Questionnaire – For a free online test visit their web site at www.TeamMinistry.com or

<http://www.churchgrowth.org/analysis/index.html>.

Based on nine team or task-oriented gifts. Available in English (youth and adult versions), Spanish, Korean, and Chinese/Mandarin. Also available for group analysis.

Trenton Spiritual Gifts Analysis– Order from the International Centre for Leadership Development and Evangelism, 1-800-804-0777 or www.GrowingLeadership.com.

Popular among many liturgical churches, the Trenton Spiritual Gifts Analysis is a comprehensive gifts inventory tool. Seventeen gifts are tested; sign gifts are not included. Gifts of music, intercession and craftsmanship are included.

Uniquely You – Order from UY at 1-800-501-0490 or www.uniquelyyou.com; for information call 706-492-5490.

Uniquely You is a ministry that offers tools for both church and business sectors with a range of resources for team-building, based on the DISC model. UY does spiritual gifts diagnostics in combination with spiritual gifts analysis to help those taking the survey (and those doing ministry placement) to understand how certain spiritual gifts will tend to be expressed through different personality types. A ready-made editable list of church ministry positions and a suggested list of gifts that support various ministry tasks and abilities are available, as well.

Wesley Spiritual Gifts Questionnaire, by Donald Hohensee (Fuller Seminary Press) ISBN 1881266052 – Order from the Fuller Seminary Bookstore at 626-584-5357 or www.fullerseminarybookstore.com.

The *Wesley Spiritual Gifts Questionnaire* is a 17-page self-scoring gifts inventory designed to help Christians ascertain what their particular gifts are and how they can best minister in the church. It is an adaptation of the earlier Houts questionnaire which was previously published by the Fuller Evangelistic Association. The Fuller Seminary Press printing of the Wesley inventory is a reprint of the 1982 edition. It includes a concise definition of various spiritual gifts along with scripture references. It is generally written for non-charismatic churches.

ORGANIZATIONS

The following organizations specialize in helping churches to mobilize lay ministry. For specific information regarding the scope of services/resources available, contact them directly:

Church Volunteer Central
(Group Publishing)
www.grouppublishing.com
www.churchvolunteercentral.com
1-800-761-2095

Church Volunteer Central is a volunteer management system that helps you find, train, and retain volunteers. Some information is available at no charge, but a wealth of information is available through a yearly membership to CVC.

Churches Planting Ministries
www.covchurch.org

- Churches Planting Ministries is a national initiative of the Evangelical Covenant Church designed to encourage and facilitate local congregations engaged in community ministries with the poor and at risk. For more information about CPM, contact your conference coordinator or the Covenant Resource Center.

Covenant Mission Connection
5101 N. Francisco Avenue
Chicago, IL 60625
1-800-903-0262
commission@covchurch.org
www.covchurch.org

- Connects Covenanters with "hands-on" service projects related projects (usually 1-2 weeks—particularly for youth, adults, and families.

The I.T.A.F.E.R.R. System
<http://www.creativepotentialconsulting.org>

- Implementing I.T.A.F.E.R.R. helps you establish healthy patterns within your church. This system can help people feel ready to serve, affirmed in their willingness, and recognized for giving themselves to God and the church.
Invite; **T**raining; **A**ffirmation; **F**eedback;
Evaluation; **R**ecognition; **R**eflection

Leadership Network
2501 Cedar Springs, Suite 200
Dallas, Texas 75201
1-800-765-5323 or 214/969-5950
www.leadnet.org

- The mission of LN is to accelerate the emergence of effective churches, e.g.: develop leadership teams; equip and deploy the people of God for service; understand and engage the culture; build authentic community; and achieve missional impact.

Mission of Grace Foundation
P.O. Box 231491
Sacramento, CA 95823
Toll-free: 1-877-GRACE2U
www.gracefound.org

- This organization (founded by Covenanter Carol Davis) provides training, coaching and consulting to help individuals and organizations, seeking clarity of purpose and direction, to identify and live their missions gracefully.

Natural Church Development

- NCD is a tool to help your church develop essential qualities of a healthy church. One study focuses on spiritual gifts.

www.gospelcom.net/growingleadership/leadershipedge

Stephen Ministries
2045 Innerbelt Business Center Dr.
St. Louis, MO 63114
314/428-2600
www.stephenministries.org/spiritual_gifts.htm

- Provides Christ-centered training and resources for one-to-one lay caregiving, spiritual gifts, small groups, inactive members ministry, evangelism, spiritual growth.

Uniquely You
1-800-501-0490 (for orders)
1-706-492-5490 (for info.)
www.uniquelyyou.com

- UY is a ministry that offers tools with a range of resources for team-building, spiritual gifts diagnostics, spiritual gifts analysis, personality profiles. Training and seminars are available.

Volunteer Management Associates
320 S. Cedar Brook Road
Boulder, CO 80304
1-800-944-1470
www.volunteermanagement.com

- VMA is a consulting and publishing company dedicated to providing quality volunteer management training and resources for organizations and churches which utilize volunteers.

COVENANT CHURCHES

The following represent some of the Covenant churches that are effectively mobilizing lay ministry:

Trinity Covenant Church
Contact: Susan Falcetta,
Director of Ministry Connection
302 Hackmatack Street
Manchester, CT 06040
860/649-2855

- Uses a modification of *S.H.A.P.E.*, among other tools and processes

Broadway Covenant Church
Contact: Kim Schweitzer
3525 Broadway
Rockford, IL 61108
815/399-9296

- Uses *Network* about 2-3 times a year. They usually offer it after a new member class but find that existing members attend, too. Some take it again, because they're at a different place in life and want to explore other ways to use their gifts.

Forest Park Covenant Church
Contact: Wally Coots
3815 Henry Street
Muskegon, MI 49441
231/780-4784

- Uses *S.H.A.P.E.*, plus Spiritual Gifts Test
www.kodachrome.org/spiritgift
among other tools and processes

Evangelical Covenant Church
Contact: Susan Sommerman,
Ministry Opportunities Director
12010 SE 240th Street
Kent, WA 98031
253/631-0222

- Uses *S.H.A.P.E.* which is taught as a 4-hour workshop 2-3 times a year. Their biggest resource in mobilizing volunteers is an annual ministry interest checklist that is completed every spring in their worship service. They use this as a database of interested volunteers and contact them regularly when a ministry opportunity arises. They have developed an expectation in the church that every one will serve. communication channels inform about long- and short-term ways to serve.

Peninsula Covenant Church
Contact: Brian Rhen
3560 Farm Hill Blvd.
Redwood City, CA 94061

- The I.T.A.F.E.R.R. System, as well as *S.H.A.P.E.*

Pine Lake Covenant Church
Contact: Rev. Chris Breuninger
1715 228th Avenue SE
Sammamish, WA 98075
425/392-8636

- Uses modification of *S.H.A.P.E.*, plus the *Wagner-Modified Houts Questionnaire*, among other tools and processes

This listing was compiled by the Covenant Resource Center and reflects a sampling of current resources that can be helpful in mobilizing volunteers in the church. Is your church using resources that are not included on this listing? Please let us know! Contact us at 1.800.338.IDEA or resource.center@covchurch.org.