



## **Volunteer Orientation Checklist**

Thank you so much for taking part in the vision of our church through volunteering! Your service to Christ at our church is invaluable. The following checklist is provided as a basic guide for any volunteer. It is not meant to be exhaustive and only applies to the Adult Ministry areas.

### **Volunteer:**

- Have been approved by the leaders in your ministry area
  - Have received basic training specific for your ministry area
  - Have shared personal and household contact information with the church via a connect card or another mechanism
  - Have downloaded the Alliance Bible Church App and signed up to receive our email updates
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### **Volunteer Team Leader:**

- Have been approved by the leaders in your ministry area
- Have received a copy of our vision, values and statement of faith
- Have received basic training specific for your ministry area
- Have shared personal and household contact information with the church via a connect card or another mechanism
- Have downloaded the Alliance Bible Church App and signed up to receive our email updates
- Have been shown how to fill out and turn in reimbursement, deposit and event request forms

- Have received any necessary Planning Center permissions
  - Have received any necessary policies regarding your specific ministry
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### **Volunteer Director:**

- Have been approved by the Associate Pastor of Adult Ministries, Lead Pastor and the church Elder board
  - Have received a copy of our vision, values and statement of faith
  - Have received basic training specific for your ministry area
  - Have shared personal and household contact information with the church via a connect card or another mechanism
  - Have downloaded the Alliance Bible Church App and signed up to receive our email updates
  - Have been shown how to fill out and turn in reimbursement, deposit and event request forms
  - Have received any necessary Planning Center permissions
  - Have received any necessary policies regarding your specific ministry
  - Have received an Adult Ministry organizational chart
  - Have been placed on the AMLT weekly email
  - Have received a current copy of your ministry budget(s)
  - Have received key documentation such as your ministries strategic plan etc.
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