

Resources for Volunteering

Print Resources

The following print resources are appropriate for individual or group use. Unless otherwise noted, books are available for purchase from Covenant Bookstore at 1-800-621-1290 or www.covchurch.org.

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

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.

Discovering God's Vision for Your Life (Stephen Ministries). 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.

The Effective Management of Volunteer Programs, by Marlene Wilson (Volunteer Management Associates, 1996) ISBN 0-9603362-0-6 – Order directly from VMA, 1-800-944-1470, www.volunteermanagement.com
This guide contains practical strategies and proven ideas: a source for information on volunteer attitudes and philosophies, developing volunteer training programs, management roles and techniques, motivating volunteers, goal-setting, planning and evaluation, creative job design, volunteer recruitment essentials, interviewing techniques. Includes worksheets, exercises, and diagrams.

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 faith-forming 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. (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.”

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.

Involving Members/Attendees in Ministries - Net Results reprint pac – Order directly from Net Results: 806/762-8094, ext. 198.

Includes two different spiritual gifts inventories, as well as information on how to utilize them most effectively. A local congregation needs to purchase only one pac, because permission is given to photocopy in any quantity needed for that congregation.

LifeKeys, by Jane A.G. Kise, et. al. (Bethany House, 1996) ISBN 1556618719

LifeKeys 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

Network: The Right People...In the Right Places...For the Right Reasons, by Bruce Bugbee, et. al. (Zondervan/Willow Creek, 1994) ISBN 0310412218

Network is a 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. Participants are also taught the biblical nature and purpose of the church as the body of Christ and the unique importance of each member's contribution. Network Participant's Guide, by Don Cousins, et. al.

(Zondervan/Willow Creek, 1994, ISBN 0310412315) is also available. The video series is available for rental from the Covenant Resource Center, 1-800-338-IDEA, resource.center@covchurch.org.

Sample Job Descriptions for Churches - packet (Department of Christian Formation, ECC) – Order directly from the Covenant Resource Center, 1-800-338-IDEA, resource.center@covchurch.org.

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.

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

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.

Serving with Your God-Given Design (Doing Life Together Series – Zondervan, available August 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.

Sharing the Ministry: A Practical Guide for Transforming Volunteers into Ministers (Augsburg Fortress, 1995) ISBN 0-8066-0280-5

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.

The Soul of a Steward – Summer, 2002 (The Evangelical Covenant Church)

Each Covenant Church automatically received a copy of this issue, which focuses on using God-given abilities—both within the church, as well as outside of the church. For additional copies of this issue, contact the Covenant Resource Center, 1-800-338-IDEA or resource.center@covchurch.org.

Spiritual Gifts, by Charles and Anne Hummel (LifeGuide Bible Study Series – IVP) 0-8308-1062-5

This LifeGuide study explores what spiritual gifts are, what their role is in the body and how we can discover which gifts God has given us. The studies examine key passages on spiritual gifts and look at specific examples of how they were manifested in the early church. 12 sessions.

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 is available, as well.

What You Do Best in the Body of Christ, by Bruce Bugbee (Zondervan, 1995) ISBN 0310494311 Shows Christians how to discover and apply their unique passion, spiritual gifts, and relational style within the church.

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

How to find your gifts and use them to bless others. Teacher's Manual (ISBN 0830716815) Group Study Guide (ISBN 0830717587), and individual questionnaires (13 pages – ISBN 0830717889) are also available.

YouthBuilders: The Word on Finding and Using Your Spiritual Gifts, by Jim Burns and Doug Fields (Gospel Light, 1995) ISBN 0830717897

Help students discover and use the abilities God has given them. 12 sessions. Reproducible manual.

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.

Spiritual Gifts Inventories

Some of the print resources previously listed might include spiritual gifts inventories. Here are a few of the inventories that are available in separate format.

Finding Your Spiritual Gifts: Wagner-Modified Houts Questionnaire, by C. Peter Wagner (Regal Books, 1995) ISBN 0830717889 – Available for purchase from Covenant Bookstore, 1-800-621-1290, www.covchurch.org.

Includes sign gifts, discussion on celibacy, exorcism, voluntary poverty, discerning of spirits.

The Houts Inventory of Spiritual Gifts, by Richard Houts – Order from the International Centre for Leadership Development and Evangelism, 1-800-804-0777 or www.GrowingLeadership.com. This well-known tool does not include sign gifts.

Spiritual Gifts Test – www.kodachrome.org/spiritgift

An online gifts assessment tool. Measures a fairly substantial list of the 19-24 gifts. The Spiritual Gifts Profile Sheet is located at www.cforc.com/sgifts.cgi?help.

Team Ministry Spiritual Gifts Inventory Questionnaire – Order from Church Growth Institute, P.O. Box 4404, Lynchburg, VA 24502, 1-800-804-0777. For a free online test visit their web site at www.TeamMinistry.com.

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

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, www.uniquelyyou.com; for information call 706-492-5490

From personality profiles to spiritual gift inventories, Uniquely You has a number of assessment tools, including: 7 Spiritual Gifts with 4 DISC Personality Types, 23 Spiritual Gifts with 4 DISC Personality Types. Uniquely You also has a profile available in Spanish.

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.

Modeled after the Houts Inventory, this questionnaire tests 24 gifts from a Wesleyan perspective.

NOTE: For a bibliography of spiritual gift resources (some sites listed have free inventories and “on-line” inventories) compiled by Dr. Paul Bramer, Assistant Professor of Christian Education, North Park Theological Seminary, go to: www.northpark.edu/sem/admiss/spirgiftbiblio.asp.

People Resources

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

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” related projects (usually 1-2 weeks)—particularly for youth, adults, and families.

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 find clarity of God’s purpose and direction for their lives and ministries.

Natural Church Development
www.gospelcom.net/growingleadership/leadershipedge

- NCD is a tool to help your church develop essential qualities of a healthy church.

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.

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

Hillside Covenant Church
Contact: Sandy Long,
Coordinator of Welcoming & Belonging
2060 Magnolia Way
Walnut Creek, CA 94595
925/934-1110

- Currently using LifeKeys, The Equipping Church, and The Equipping Church Guidebook; plan to use the gift assessment process from Stephen Ministries.

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: Sally Gill or Kim Schweitzer
3525 Broadway
Rockford, IL 61108
815/399-9296

- Uses *Network*, among other tools and processes

Forest Park Covenant Church
Contact: Rev. Paul Bengston, Assoc. Pastor
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 an adaptation of *Network*, among other tools and processes

Pine Lake Covenant Church
Contact: Rev. Chris Breuninger, Pastor
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 and ministries in local Covenant churches. If your church does a good job of mobilizing lay ministry, please let us know! If you are interested in connecting with other leaders who are responsible for mobilizing lay volunteers, contact the Covenant Resource Center at 1.800.338.IDEA or resource.center@covchurch.org.

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