

HOW TO APPROACH SOMEONE WITH A NEW MINISTRY OPPORTUNITY

- 1.) Begin with prayer. Ask God to show you who he has called to do a particular task and when you should ask them to do it. Pray about the gifts the person has and the gifts needed for the new ministry opportunity. Do not approach someone in an slipshod manner and expect them to say yes. Remember you are not simply getting a job done, you are involving someone more deeply in their church and with their Lord.
- 2.) Set a time to speak with someone in face to face, not in writing and not with a note or letter. If you must ask them at church, don't do it in the parking lot. Don't just walk up and ask if they have a minute. Tell them before church that you'd like to talk to them about something after church. Find a place where you'll not be interrupted.
- 3.) Be yourself, personal, friendly, and as persuasive as you can be without overdoing it. Have a contagious belief about the church and be able to share that belief. Let them know why you are there to talk with them.
- 4.) Let them know why they have been selected. Cite their attitude and involvement in the church. Share your perception of their faith, dependability, and experience. Talk with them about the gifts they have and the gifts needed to carry out the new ministry opportunity. This means you must prepare in advance to ask them properly.
- 5.) Use a written job description whenever possible. There may be some available from the church office; if none are available, jot a few notes down concerning the need. Define the task honestly and completely. What is expected of the volunteer? Be specific about how much time is needed to carry out the responsibility and how long you expect them to commit themselves to the position.
- 6.) Share what training and support will be available for them. Discuss other resources which are available and who they will be working with. Answer their questions about your expectations. Let them know what to do if they decided after starting the job that it is not for them.
- 7.) If there is an evaluation procedure for the position, explain it. Indicate how they will receive feedback and how they should share their recommendations. Explain how they will be related to the structure and organization of the congregation. Explain how the work done in the position helps the congregation carry out its mission.
- 8.) Listen to their concerns. Hear both the words that are being said and the things not spoken. Repeat any information that they need to hear again.
- 9.) Indicate to them when you need them to give you an answer. If the answer is needed immediately, let them know. If they will have some time to think about it, set a specific time that you will contact them to obtain their answer. Suggest to them that they take time to pray about it and you will be back in touch. The follow up visit is better done in person.
- 10.) Let them know if there is an installation for formal start up to the position. Express your appreciation to them for their time. Offer your support to them as they begin serving. Write a note to them following the first meeting or time they serve to say thank you.

