

WEEKLY VOLUNTEER COMMUNICATION CHECKLIST

ASSESSMENT & PREPARATION

- Recast vision for ministry
- Spotlight a volunteer
- Review feedback, comments and questions from weekend services
- Review upcoming curriculum bottom line
- Gather stories/prayer requests
- Gather info on notable upcoming events
- Put together training element
- Attach schedule and curriculum

SEND EMAILS

- Update bounced emails
- Respond to questions
- Send update/corrected email if necessary