

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