

# HER Call Ministries

## 2010 Volunteer Guide



**"The Network for Women in Ministry"**

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*HER Call is for His Glory!*

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# About HER Call Ministries

## Vision Statement

HER Call Ministries exists to inspire and equip women to be dynamic and biblically sound ministers and leaders to advance the Kingdom of God.

## Mission Statement

HER Call Ministries provides training, coaching and networking that enable women to pursue a plan of action for integrating faith, family and finances in order to fulfill their unique call to ministry in the Kingdom of God.

## 2010 Goals

While HER Call Ministries serves all Christian women, our primary audience includes women acknowledging a divine call to service and leadership in the Church and/or through works that evangelize and minister to the community. Our current project-based goals/objectives are as follows:

HCM Network: Increase database membership of 663 (as of July 13, 2009) to 1750 by April 1, 2010. Use media appearances, book-signing events, vendor events, and social media to achieve this. Create an interactive network via social media and other forms of communications.

HCM Press: Recruit volunteer writers and post bi-weekly blog entries of at least 300 words to blog for The Intensified Life. Sell at least 60 books (two per day) each month via street team, social media, etc. Connect with at least 20 others sites to create links back to the book. Collect weekly testimonials for blog by leveraging The Intensified Life Group on Facebook.

HCM Conference: Sell 200 or more tickets for the event. Bring back at least 80% of last year's attendees with a friend. Call last year's attendees to pray and encourage them. Offer special to last year's attendees.

HCM Products: Create shopping cart and set sales goal for items such as CDs, books, shirts, bags, etc.

# Links to HER Call Ministries

## **Organization Website**

<http://www.hercallministries.org>

## **Twitter.**

<http://www.twitter.com/hercall>

## **Facebook**

<http://bit.ly/61mN6k>

## **Blogs**

[www.theintensifiedlife.com](http://www.theintensifiedlife.com)

[www.hercallministries.org/blog](http://www.hercallministries.org/blog)

**VOLUNTEER SELF-EVALUATION**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Review Period: \_\_\_\_\_

to \_\_\_\_\_

**PLEASE READ EACH AREA AND RANK YOURSELF ACCORDINGLY.**

**1** = *I strongly disagree.*

**2** = *I disagree.*

**3** = *Neutral.*

**4** = *I agree.*

**5** = *I strongly agree.*

**EVALUATION**

	(1)	(2)	(3)	(4)	(5)
I consider myself a leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know my life purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know my gifts and talents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I communicate best by writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I communicate best verbally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I balance priorities well.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I seek opportunities to assist in areas beyond my own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I respect and follow advice of leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I consider myself a prompt person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I love to network and socialize.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am organized in my personal life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I get stressed out easily and quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Total Points divided by 12 equals Average Self-Evaluated Performance: \_\_\_\_\_**

**Comments:**

## VOLUNTEER JOB DESCRIPTION

**Role: HCM Admin Assistant**

Revised Date:

Term:

### DESCRIPTION

The Admin Assistant for HCM Network is responsible for assisting HCM CEO. This individual will keep order and cohesiveness among leaders and volunteer staff as it relates to ministry and projects.

### RESPONSIBILITIES

- Assist and report to HCM CEO on tasks and projects.
- Manage the speaking schedules for HCM CEO and Board Members.
- Maintain HCM website, Constant Contact, and other marketing initiatives.
- Be the central point of contact for general internal communications.
- Check and respond to general inquiries about HCM via email.
- Identify volunteer strengths and areas of opportunity.
- Set, attend, and organize monthly staff meetings and agenda.
- Create and distribute a monthly report of activities, goal successes, and progress to all staff prior to meetings.
- Send reminders for events, meetings, prayer need, etc.
- Develop relationships with administrative personnel in various ministries through Houston.
- Get to know the people who work cross-functionality in common work processes.
- Ensure that your work responsibilities are clear, defined, and realistic.
- Report to CEO weekly on project statuses.
- Seek guidance when necessary from other lead team members and administration.

### GENERAL SKILLS NEEDED

- Communications Skills
- Schedule Management
- Time Management
- Customer Service
- Phone/Email Etiquette
- Marketing
- Public Relations
- Email Marketing
- Strong Writing/Editing

## VOLUNTEER JOB DESCRIPTION

**Role:** HCM Community Outreach Lead

Revised Date:

Term:

### DESCRIPTION

The HCM Community Outreach Lead is responsible for overseeing the growth and management of the network. This individual will set goals and execute plans to increase membership and interaction among members.

### RESPONSIBILITIES

- Be the point of contact for all HCM charity and community service event.
- Oversee and further develop a girls' mentoring program.
- Plan and coordinate HCM participate in annual Project Press.
- Develop processes, checklist of needs, tasks for general community service events.
- Work with appropriate lead to secure volunteers and training.
- Recommend community service partnership opportunities for HCM.
- Attend monthly staff meetings.
- Create a timeline with associated tasks for event marketing and planning purposes.
- Seek to simplify any work processes in order to cut cycle time.
- Get to know the people who work cross-functionality in common work processes.
- Ensure that your work responsibilities are clear, defined, and realistic.
- Report to CEO on project statuses on a schedule determined.
- Seek guidance when necessary from other lead team members and administration.

### GENERAL SKILLS NEEDED

- Leadership
- Networking Skills
- Time Management
- Customer Service
- Grassroots organizing
- Community Service
- Public Relations
- Volunteer Management
- Event Planning

## VOLUNTEER JOB DESCRIPTION

**Role: HCM Network -Lead**

Revised Date:

Term:

### DESCRIPTION

The Lead for HCM Network is responsible for overseeing the growth and management of the network. This individual will set goals and execute plans to increase membership and interaction among members.

### RESPONSIBILITIES

- Supervise volunteers working toward increasing HCM membership.
- Share HER Call Ministries at networking events and in social media.
- Recruit and train at least 9 volunteers for the HCM network staff; see organizational chart.
- Secure 1- to 6-month commitments from volunteers and provide Checklist of task. See example.
- Schedule volunteers for HER Call events.
- Identify volunteer strengths and areas of opportunity.
- Attend monthly staff meetings.
- Create a development plan and suggest curriculum for additional skills and training.
- Create a timeline with associated tasks for development plan.
- Seek to simplify any work processes in order to cut cycle time.
- Get to know the people who work cross-functionality in common work processes.
- Ensure that your work responsibilities are clear, defined, and realistic.
- Report to CEO weekly on project statuses.
- Seek guidance when necessary from other lead team members and administration.

### GENERAL SKILLS NEEDED

- Leadership
- Networking Skills
- Time Management
- Customer Service
- Social Media
- Marketing
- Public Relations
- Volunteer Management
- Event Planning

## VOLUNTEER JOB DESCRIPTION

**Role: HCM Press-Lead**

Revised Date:

Term:

### DESCRIPTION

The Lead for HCM Press is responsible for overseeing the growth and management HCM Press.

### RESPONSIBILITIES

- Supervise volunteers working toward advance HCM Press.
- Create an effective and sustainable process for volunteer writers.
- Recruit, train, and manage at least 9 volunteers for HCM Press staff. See organizational chart.
- Secure 1- to 6-month commitments from volunteers and provide Checklist of task.
- Secure two book-signings monthly for The Intensified Life.
- Identify volunteer strengths and areas of opportunity.
- Attend monthly staff meetings.
- Create a development plan and suggest curriculum for additional skills and training.
- Create a timeline with associated tasks for development plan.
- Seek to simplify any work processes in order to cut cycle time.
- Get to know the people who work cross-functionality in common work processes.
- Ensure that your work responsibilities are clear, defined, and realistic.
- Report to CEO weekly on project statuses.
- Seek guidance when necessary from other lead team members and administration.

### GENERAL SKILLS NEEDED

- Leadership
- Writing and Editing
- Time Management
- Customer Service
- Social Media
- Marketing
- Public Relations
- Volunteer Management
- Event Planning
- Graphic/Web Design (desirable, not necessary)

## VOLUNTEER JOB DESCRIPTION

**Role: HCM Conference -Lead**

Revised Date:

Term:

### DESCRIPTION

The Lead for HCM Conference is responsible for overseeing the successful planning, promotions, and execution of the bi-annual conference.

### RESPONSIBILITIES

- Supervise volunteers working at the bi-annual conference.
- Share HER Call Ministries at networking events and in social media.
- Recruit and train at least 17 volunteers for the HCM conference; see organizational chart.
- Secure 2-month commitments from volunteers to allow time for training.
- Provide Checklist of task. See example.
- Identify volunteer strengths and areas of opportunity.
- Attend monthly staff meetings for 8 months: six months before and two months after event.
- Create a development plan and suggest curriculum for additional skills and training.
- Create a timeline with associated tasks for development plan.
- Seek to simplify any work processes in order to cut cycle time.
- Get to know the people who work cross-functionality in common work processes.
- Ensure that your work responsibilities are clear, defined, and realistic.
- Report to CEO weekly on project statuses.
- Seek guidance when necessary from other lead team members and administration.

### GENERAL SKILLS NEEDED

- Leadership
- Networking Skills
- Time Management
- Customer Service
- Social Media
- Marketing
- Public Relations
- Volunteer Management
- Event Planning

## VOLUNTEER JOB DESCRIPTION

**Role: HCM Products -Lead**

Revised Date:

Term:

### DESCRIPTION

The Lead for HCM Products is responsible for overseeing the creation, management, and sales of HCM products. This individual will set goals and execute plans to increase revenue that underwrites HCM activities.

### RESPONSIBILITIES

- Supervise volunteers working toward increasing HCM products catalog and sales.
- Create an effective and sustainable ordering and shipping process for products.
- Recruit, train, and manage at least 4 volunteers for HCM Products staff. See organizational chart.
- Secure 1- to 6-month commitments from volunteers and provide Checklist of task.
- Suggest sales staff volunteers to HCM Network-Lead for events.
- Identify volunteer strengths and areas of opportunity.
- Attend monthly staff meetings.
- Create a development plan and suggest curriculum for additional skills and training.
- Create a timeline with associated tasks for development plan.
- Seek to simplify any work processes in order to cut cycle time.
- Get to know the people who work cross-functionality in common work processes.
- Ensure that your work responsibilities are clear, defined, and realistic.
- Report to CEO weekly on project statuses.
- Seek guidance when necessary from other lead team members and administration.

### GENERAL SKILLS NEEDED

- Leadership
- Product Creation
- Time Management
- Customer Service
- Sales
- Marketing
- Social Media
- Volunteer Management

## VOLUNTEER COMMITMENT

I, \_\_\_\_\_, a volunteer of HER Call Ministries commit to the best of my abilities and with the help of the Holy Spirit my whole-hearted service in the position of \_\_\_\_\_ for a time period of \_\_\_\_\_ starting \_\_\_\_\_ and ending \_\_\_\_\_. I understand that my employer is Jesus Christ; therefore, I minister unto Him at all times. I am in no competition but rather a member of a team, leading individuals to Jesus Christ. My employer is Omnipotent, Sovereign and Supreme; therefore, I have the right to serve with integrity of heart and with the right motives, as I trust that He is in charge.

My service will be offered with humility and integrity. I am accountable for representing a host of spiritual leaders whose reputations I will not jeopardize. Information, contacts, and discussions will be held in strict confidence. I will use email, social media and any other communications on behalf of HER Call Ministries for the sole purpose of ministry business and not personal gain.

If at anytime I am unable to fulfill my duties or complete the time period of service indicated above, I will immediately and graciously report to the Lead Volunteer and relinquish my role. I will gladly serve with the understanding that this assignment does not receive compensation by monetary gifts or tangible goods.

I have fully reviewed and understood the contents of this Volunteer Guide and will employ it as I fulfill my commission at HER Call Ministries.

**VOLUNTEER**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**LEAD**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# Example Checklist of Tasks

Volunteer Role & Contact Info: \_\_\_\_\_

Lead Person, Role, Contact Info: \_\_\_\_\_

## **Daily Tasks**

- Review and work at accomplishing specific goals created for this day.
- Read emails and send replies to inquiries.
- Return phone messages.
- Attend any appointments.
- Work on other specific duties as planned.
- Check off goal(s) that were completed.
- Add goal(s) that are not completed to tomorrow's goals.

## **Week-End Tasks**

- Create daily goals for upcoming week to assist in reaching week's goal.
- Enter all receipts of income and expenses into your budgeting spreadsheet.
- Schedule any appointments for next week. Try to keep appointments together.
- Contact any new members interested in ministry.
- Contact at least five members on ministry roster to further build rapport.
- Enter any new or edited shared contact information in database.
- Check with volunteer leaders to see if anything is needed.
- Add goal(s) that are not completed to next week's goals.

## **Month-End Tasks**

- Create weekly goals for upcoming month to assist in reaching month's goal.
- Submit new member welcome letter requests to Administrative Assistant.
- Attend monthly ministry meeting(s).
- Audit processes and make adjustments to ensure work is effective and efficient.
- Review goals for previous month to see if you have accomplished them.
- Add any uncompleted goal to next month's goals. Identify weaknesses and create plan of action for success.