

Schedule & Reservation System

Here's an example of how one may work:

Volunteer Schedule

-Create a volunteer schedule that covers two or three months. Ask volunteers to share days they will be unavailable and assure them you'll adjust if plans change. This multi-month schedule helps you identify needs early.

-Every Wednesday, send the upcoming Sunday's schedule to volunteers so they may let you know if their plans have changed.

RSVP System

-Every Thursday, email a parent a request they can easily reply to. It may read something like this:

Subject: Reserve your spot this Sunday (date)

Would (name or your child) like a spot in his/her class this Sunday?

Reply with **one** of these selections:

1. First Service only
2. Second Service only
3. Both services if possible

Please reply by Friday evening. Check the email sent Saturday morning to confirm you have a spot.

-Every Saturday morning, email the Sunday schedule to parents and volunteers. (This may or may not show who each buddy is paired with.) This allows everyone an additional opportunity to let you know if plans have changed. Because each child's safety is a priority, you may need to show a student is on a waiting list. This may prompt a volunteer to serve or remind a parent to let you know they cannot attend after all. Often, the wait list is resolved before Sunday. This email is also an opportunity to encourage and/or remind people of policies.

This is extra work, but the peace you feel on Saturday nights and Sunday mornings, knowing you've done all you can to keep your ministry running smoothly and safely, is worth it!