



**Nazarene  
Compassionate  
Ministries**

*Compassion as a lifestyle*



December 2015

## In This Issue

[Current Funding Opportunities](#)

[Volunteer Management](#)

[Save the Date: Compassion  
Conference](#)

## About NCM USA/Canada

Nazarene Compassionate Ministries seeks to live and act compassionately in the world following Christ's own life and ministry. We seek to be incarnations of the same gospel that Christ lived and preached and to be witnesses to the same love and compassion God has for our world.

**In the United States and Canada, NCM works closely with Compassionate Ministry Centers (CMCs) to bring compassion and healing to communities that need the love and presence of Christ.**

### Mission

Nazarene Compassionate Ministries USA/Canada partners with Nazarene interests to facilitate ministries which address the temporal as well as the spiritual needs of the economically disadvantaged.

### Churches

Local churches are the primary avenue for Nazarenes to reach out



Forward to a Friend

## Merry Christmas!

One of the ways we can spread the Joy of Christmas into 2016 is to invest time in the lives of those we serve.

This can be accomplished by donating our time in the local church, local ministry, or with ministries throughout the world. It is our job to accomplish the Great Commission.



For those of us who are ministry leaders or pastors, we must intentionally create space for volunteers to engage with us in ministry. By this, we enable our volunteers to answer God's call on their life. We enable them to answer the Great Commission.

May this Christmas be a blessing to you. I pray that 2016 will be a year of special ministry.

Share the Joy of Christmas,

Jay Height

[jheight@nazarene.org](mailto:jheight@nazarene.org)

*Coordinator, Nazarene Compassionate Ministries USA/Canada*

## Current Funding Opportunities

### U.S. Soccer Foundation Safe Places to Play Grants

supports enhancement of field space in under-served communities. [More Info](#)

*Deadline: January 29, 2016*

*Amount: \$50,000*

to those in their communities. Nazarene Compassionate Ministries seeks to support churches in starting and maintaining ministry to the underserved and marginalized. We believe every church, no matter size or budget, can find ways to meet needs in their community with compassion, creative, and the firm foundation and life-changing power of the Gospel message.

### **CMCs- Compassionate Ministry Centers**

A Compassionate Ministry Center is a non-profit organization dedicated to meeting the needs of the under-resourced in the community. While these organizations are often affiliated with a specific local church, they are in a strategic position to unite others in their community around a high-needs cause.

### **NDR- Nazarene Disaster Response**

Nazarene Disaster Response is Nazarenes mobilizing for disaster through Readiness, Response, and Recovery. Local Nazarenes are in a unique position to understand, serve, and remain with disaster victims in their own neighborhoods. In large-scale events the denomination can come alongside local efforts with the support of volunteers and donors from across the country and through our strong partnerships with other disaster relief agencies. NDR serves victims regardless of race, creed, or economic status by concentrating on assistance to the poor, elderly, and handicapped.

### **W&W- Work & Witness**

Work & Witness provides opportunities for Nazarenes to serve together in support of existing ministries such as churches, CMCs, and Nazarene Disaster Response.

**YSA and Sodexo Foundation** provide small grants for youth-led service learning projects aiming to end child hunger. [Learn More](#)

*Deadline:* January 15, 2016

*Amount:* \$400

**Start a Snowball** provides seed money for youth-led philanthropic projects. [Information](#)

*Deadline:* Ongoing

*Amount:* \$100

**HUD's Choice Neighborhoods Program** supports planning and action grants for place-based revitalization strategies aiming to transform housing, improve education and inter-generational mobility for youth, and promote safety, good schools, and commercial activity within communities. [Notice of Funding](#)

*Deadline:* February 9, 2016

*Amount:*

\$500,000 (2-yr Planning Grant)

\$2 million (3-yr Planning and Action Grant)

## **Volunteer Management**

**Most nonprofits organizations and churches rely on the time, energy, and resources of volunteers to successfully accomplish their goals. Volunteers provide skills, enthusiasm, and community ownership. Volunteering also gives church and community members opportunities to respond to the holistic needs of the community.**

The GEMS model outlines steps for successfully maximizing the potential of volunteers.

**1. [Conduct a Needs Assessment](#)** that examines the organization's vision for the future and identifies roles volunteers can play in achieving the vision.

- What are some jobs that volunteers could fill in the organization?
- How can organizational strengths be leveraged to take advantage of an opportunity?
- How can weaknesses be minimized?
- How can volunteers help?

**2. [Create Job Descriptions](#)** for each volunteer role that outline volunteer duties and responsibilities within the organization.

- A volunteer should never be recruited for a position that cannot be clearly and properly defined.
- Analyze tasks needed to perform the job and determine knowledge and skills required to complete them.
- Guides recruitment of the right person for the job, defines the volunteer role, aids training and evaluation, and provides continuity

Work & Witness can be any type of project, from construction to evangelism to compassionate outreach.

## Contact

Toll Free Number: 1-800-306-9950

Fax: (913) 577-0893

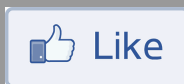
General Email:

[ncmusacan@nazarene.org](mailto:ncmusacan@nazarene.org)

Coordinator: **Jay Height**

Direct Line: (317) 281-6768

E-Mail: [jheight@nazarene.org](mailto:jheight@nazarene.org)



during transitions.

- Ensure work done by the volunteer is aligned with the organization's mission and vision.
- **Include the following elements:** (a) title and purpose, (b) organization name, (c) major objectives, (d) duties and responsibilities, (e) qualifications and requirement, (f) communication and relationships, (g) orientation and training, (h) times and location, (i) commitment required, (j) contact information.

### 3. **Identify** individuals and groups with the needed knowledge or skills.

- What type of people would be able to do this job?
- Where can we find people with these skills?
- Who might be interested in this position?

### 4. **Recruit volunteers** by encouraging qualified individuals to apply.

- Target recruitment to audiences likely to have the special skills and characteristics that are needed
  - *What skills are needed?*
  - *Who could provide these?*
  - *Where are the people with these skills?*
  - *How can we communicate with them?*
  - *What would motivate them?*
- Realistically portray the benefits, practices, supports, and challenges of volunteering during recruitment
- Build positive attitudes and emotions toward volunteering
- Use multiple recruitment strategies including word-of-mouth invitations through ambassadors who have experience with the program, including current volunteers and program participants.
- Tailor content of recruitment messages to the motivations of prospective volunteers

### 5. **Screen volunteers** to ensure their needs are matched with the organization's needs.

- Establish criteria for accepting and disqualifying volunteer applicants
- During initial contact, review the job description, time commitment, expected relationship with clients and staff, basic requirements such as skills and background check. Follow up by sending an application and job description. Record the inquirers contact information.
- All potential volunteers should complete an application that gathers contact information, demographics, education and experience, hobbies, release for criminal records check, references, availability, motivation for volunteering and expectations.
- Interview applicants to determine if they have the ability, interest, and commitment to pursue the position, and compatibility with the organization's philosophy and vision.
- Check references to verify applicant suitability for the position.
- Conduct a criminal background check to identify red flags.

6. **Select** the best person for the job.

- Rank potential candidates based on how well they meet the required qualifications.
- Create a written agreement between organization and volunteer.
- Say "no" to applicants who are not a good fit for the position to protect the reputation of the program and well-being of clients.
- Identify alternative positions for applicants who do not meet the criteria for a particular position.

7. **Orient volunteers** to the organization, staff, volunteers, and clients.

- Describe the organization, its history, mission and vision, values, programs, clients, and successes.
- Build relationships between paid and volunteer staff.
- Outline the volunteer role and how it contributes to the organization's mission and vision.
- Review policies and procedures, code of conduct, accountability and monitoring, supervision, attendance policy, confidentiality, conflict of interest, and training requirements.
- Give a tour of the facilities.

8. **Protect volunteers** by identifying and planning for future actions that might cause harm to the organization, paid and volunteer staff, or clients.

- Review insurance coverage and government regulations.
- Identify and evaluate risks.
- Control risks through training, emergency procedures, safety equipment, and supervision.

9. **Resource volunteers** by providing them with tools needed to perform their jobs.

- Offer ongoing support that is based on needs of the volunteer

10. **Train volunteers** to succeed at their jobs

- Effective training identifies skills, knowledge, and behaviors that are critical to strong job performance.
- Effective training is practical, experiential, and tailored.
- What information do volunteers need to perform the work?
- What skills do they need to successfully and safely work?
- What attitudes or approaches do they need to succeed?
- Formal training includes lectures, demonstrations, role-playing, case studies, and simulations.
- Coaching involves demonstrating a skill, observing the volunteer performing the skill, and providing feedback and analysis.
- Volunteers are more likely to implement a new skill if they feel competent to perform the task on their own, through opportunities to practice the skill in a safe setting.
- Volunteers who feel better equipped to perform their roles are more satisfied with their experience.

11. **Engage volunteers** within 30 days of training and orientation to ensure that they feel needed and that they are making meaningful

contributions.

- Plan for increasing volunteers' level of responsibility over time.
- Strengthen volunteer sense of connection by inviting them to attend meetings, plan events, join committees, and manage projects.
- Increase volunteer commitment by giving them interesting, challenging jobs that contribute to the organization's mission and vision.
- Connect new volunteers with others in the organization to create a sense of belonging.

**12. Motivate volunteers** to continue by ensuring their needs are being met.

- Need for Achievement is the drive to excel, set higher goals, seek greater responsibility, and strive to succeed.
- Need for Power seeks to influence the behavior of others.
- Need for Affiliation requires frequent contact and close relationships with others.

**13. Evaluate volunteer performance** to provide feedback and assistance that make volunteers feel supported and important.

- Appraise volunteers using a constructive process that is directly related to the job description and tasks the volunteer has tried to do.
- Ask what areas the volunteer would like to improve or learn more about.
- Rate the volunteer's performance in each area, explain any areas of concern, and create an action plan for improvement.

**14. Recognize** the time, effort, and talents of your volunteers to convey the important role they play.

**15. Retain volunteers** by meeting their needs and motivations, and providing fulfilling relationships with the organization, clients, and volunteers.

## **SAVE THE DATE!**

**Compassion Conference**

**July 14-16, 2016**

**at Olivet Nazarene University**

**Compassion Conference** is a global gathering that will inspire you to lead your church in living out God's call to compassion and equip you for transformational ministry.

It's an intentional space where you can connect, collaborate, create, and begin to change your world.

**Join together with other leaders and practitioners from the Church of the Nazarene around the world.**

Learn together what it means to live in the margins of your community, and reflect on biblical perspectives on the church's role in living out compassion in transformative ways.

We can no longer turn our heads to the needs in our communities. Compassion is the Church in action. And the time is now to go deeper.

**Register Today**

**Nazarene Compassionate Ministries**

USA/Canada Region

17001 Prairie Star Parkway

Lenexa, KS 66220, USA

**Phone: 1.800.310.6362 \* Email: [JHeight@nazarene.org](mailto:JHeight@nazarene.org)**