

## New Volunteer Training

START DATE: \_\_\_\_\_

FORM DUE TO CHURCH OFFICE: \_\_\_\_\_

Volunteer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

| Task                                     | Trainer    | Contact Info               | Date Completed |
|--|------------|----------------------------|----------------|
| <b>1 PRIOR TO VOLUNTEER HIRE</b>         | SUPERVISOR |                            |                |
| BACKGROUND CHECK                         |            |                            |                |
| FINGERPRINTS                             |            |                            |                |
| SPIRITUAL GIFTS INVENTORY                | ONLINE     | umc.org (under Our People) |                |
| <b>2 TASK OVERVIEW</b>                   | SUPERVISOR |                            |                |
| MISSION STATEMENT                        |            |                            |                |
| JOB DESCRIPTION / DAILY DUTIES           |            |                            |                |
| DRESS CODE                               |            |                            |                |
| PERFORMANCE APPRAISAL OVERVIEW           |            |                            |                |
| OVERVIEW OF EACH DEPT.                   |            |                            |                |
| <b>3 TOUR</b>                            | SUPERVISOR |                            |                |
| INTRODUCE TO STAFF AND OTHER VOLUNTEERS  |            |                            |                |
| FACILITY TOUR / BUILDING NAMES           |            |                            |                |
| <b>4 PHONES</b>                          | SUPERVISOR |                            |                |
| GENERAL PHONE OPERATION                  |            |                            |                |
| INTEROFFICE PHONE NUMBERS                |            |                            |                |
| TRANSFERRING CALLS TO OTHER OFFICE       |            |                            |                |
| DIRECTING PHONE CALLS INTERNALLY         |            |                            |                |
| <b>5 VOICE MAILBOX</b>                   |            |                            |                |
| SETTING UP GREETINGS                     |            |                            |                |
| SETTING UP AWAY MESSAGES                 |            |                            |                |
| ADMINISTER VOICEMAIL WITHIN OFFICE       |            |                            |                |
| ADMINISTER VOICEMAIL REMOTELY            |            |                            |                |
| <b>6 INFORMATION SYSTEMS ORIENTATION</b> |            |                            |                |
| COMPUTER STARTUP, LOGIN, AND PASSWORD    |            |                            |                |
| GENERAL EMAIL POLICY & PROCEDURES        |            |                            |                |
| EXTERNAL ACCESS TO EMAIL                 |            |                            |                |
| PERSONAL FOLDERS                         |            |                            |                |
| STORING - SAVING - DELETING EMAILS       |            |                            |                |
| AWAY MESSAGE                             |            |                            |                |
| <b>7 SOFTWARE SYSTEM TRAINING</b>        | SUPERVISOR |                            |                |
| BASIC NAVIGATION                         |            |                            |                |
| LOGIN AND PASSWORD                       |            |                            |                |
| OTHER                                    |            |                            |                |
| <b>8 OFFICE EQUIPMENT USAGE</b>          | SUPERVISOR |                            |                |
| COPIER / SCANNER                         |            |                            |                |
| FAX MACHINE                              |            |                            |                |
| POSTAGE METER                            |            |                            |                |
| <b>9 WEBSITE KNOWLEDGE</b>               | SUPERVISOR |                            |                |
| SITE CONTENT AND NAVIGATION              |            |                            |                |
| <b>10 SUPPLIES</b>                       | SUPERVISOR |                            |                |
| OFFICE SUPPLY ORDER PLACED ON _____      |            |                            |                |
| <b>11 VACATION POLICY</b>                |            |                            |                |

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

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| Task                              | Trainer    | Contact Info | Date Completed |
|-----------------------------------|------------|--------------|----------------|
| SEND SUPERVISOR DATES             |            |              |                |
| ALTERNATE VOICEMAIL MESSAGE       |            |              |                |
| EMAIL "AWAY MESSAGE"              |            |              |                |
| <b>12 REPORTING OUT SICK</b>      | SUPERVISOR |              |                |
| CALL SUPERVISOR                   |            |              |                |
| TRY TO FIND REPLACEMENT WHEN SICK |            |              |                |
| <b>13 GENERAL OFFICE</b>          | SUPERVISOR |              |                |
| OFFICE KEY                        |            |              |                |
| ACCESS CODE CARD                  |            |              |                |
| ALARM CODE                        |            |              |                |
| CLOSING - LOCKING                 |            |              |                |
| LIGHTS                            |            |              |                |
| OFFICE MACHINES On/Off            |            |              |                |
| HEAT / AIR THERMOSTATS            |            |              |                |
| <b>14 DEVELOPMENT</b>             | SUPERVISOR |              |                |
| TRAINING EVENTS FOR VOLUNTEERS    |            |              |                |
| <b>15 MEETINGS REQUIRED</b>       | SUPERVISOR |              |                |
|                                   |            |              |                |
|                                   |            |              |                |
|                                   |            |              |                |
|                                   |            |              |                |

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date