CHRISTMAS VOLUNTEER PLANNING / 1 OF 2

Make the plan before the rush.

A reusable checklist for Christmas Eve, Advent services, community meals, and outreach events.

- [ ] **4 weeks before | Define the event**

  List every service or shift separately. Record start/end times, volunteer arrival times, locations, and the coordinator for each team.

- [ ] **3 weeks before | Ask about availability**

  Ask what people can actually do before assigning them. Make it easy to decline, and consider family plans, travel, and attendance at worship.

- [ ] **2 weeks before | Confirm the coverage**

  Choose assigned roles or open sign-ups. Confirm each person explicitly. Check for overlapping roles and allow time between services.

- [ ] **1 week before | Resolve the gaps**

  Follow up with people who have not replied. Arrange willing backups. Share instructions and check training or eligibility for specialized roles.

- [ ] **48 hours before | Send one clear reminder**

  Include the date, arrival time, location, role, and coordinator contact. Tell volunteers how to report a change. Avoid sharing the full contact list.

- [ ] **After the event | Thank and learn**

  Thank people specifically. Ask what helped and what was confusing. Keep useful notes for next year without publishing private volunteer details.

One coordinator. One current schedule.

Use this kit with paper, a spreadsheet, or Sunday Serve. The plan works without buying software.

Free to adapt and share with your church or ministry network.

CHRISTMAS VOLUNTEER PLANNING / 2 OF 2

See the coverage at a glance.

Print one worksheet per service or shift. Keep completed sheets within your coordinating team.

Event / service: _____

Date: _____ Service time: _____

Coordinator: _____ Reply by: _____

Role / team	Arrive	Volunteer	Confirmed?	Backup / note

Final check

Every opening filled? Every assigned person confirmed? Arrival times clear? Overlaps checked? Backups willing? Instructions shared?

Only invite eligible volunteers into roles with screening or training requirements. This worksheet does not replace your church's safeguarding policies.