

IHM Outreach Commission Meeting

November 8, 2018

Agenda

1. Opening Prayer
2. Introductions & Agenda Review
3. Outreach Corners (Ministry Marketing)

We will feature different ministries in Outreach Corner articles over the next few months. The idea is to increase awareness of each ministry, its work and successes and its needs. To focus on the Advent Giving Tree, Respect Life and Birthline, St. Anthony's, and Honduras will be featured hopefully before Christmas. Some simple guidelines for Outreach Corner articles are attached.

4. Finding Volunteers

Each ministry is in need of volunteers from a few to many people. Some resources for finding and retaining volunteers from the Archdiocese as well as internet resources are attached.

5. Budget Update

An update of spending through Oct 31 is attached.

6. New Ministry Opportunities

Several new ministry opportunities were discussed: Stephen Ministry for one-on-one support for parishioners in crisis, Habitat for Humanity, and Beyond This Hunger. Some of these needs may be met by current ministries, and others may be supported by Fr. Bob. Paul will discuss further with the Parish Staff.

7. IPL Light Bulb Opportunity

IPL will be providing, through Gleaners, thousands of energy-efficient light bulbs to be distributed across Marion County by December 31. Both St. Vincent de Paul and the Boulevard Place Food Pantry will receive hundreds of bulbs. Requests for bulbs to be distributed by ministries should be sent to Paul by Nov 16. An allocation this time cannot be guaranteed, but more bulbs will be available each quarter in 2019.

8. St. Anthony's Career Day

St. Anthony's is holding a Career Day on Dec 13 for seventh and eighth grade students. They are looking a breadth of career opportunities for their students to learn more about. Chris and Gary will contact resources they know; Paul has already connected the Hispanic Professional Engineering chapter and Health and Science Innovations to the school.

9. Updates from Ministries

Cathedral Soup Kitchen

The work is going well and usually they have enough help-. Service Saturdays will help there soon.

Service Saturdays

Service Saturday volunteers have helped at Lord's Pantry/Anna's House and will be helping at Birthline soon. They are focused this year on supporting other IHM ministries.

Honduras

The Honduras mission has 14 adults signed up for the February trip. They will be assembling backpacks to take, doing some construction, remodeling and organizing a food brigade.

Anna's House

Anna's House will have a fundraiser Dec 20 at Prime 47 (Chris will provide details). They will be buying a new grill for use. They are seeking access of a 28 ft box truck twice per month to pick up generous donations from Walmart.

Caring Community

Caring Community will distribute 84 poinsettias this season to seniors over 80 in the parish and those who have lost someone this year.

Respect Life

Respect Life was very active with the 40 Days for Life event including chairing committees and sponsoring several confirmation students at the dinner. Teens for Life will be restarting at North Central with renewed vigor and leadership. March for Life is organizing for the DC trip Jan 16-19 and some support is available; contact Mary Dougherty. The Indy March for Life will be Jan 22, starting with a mass at St. John's followed by a march to the state capital.

Boulevard Place Food Pantry

Support of the pantry includes a Thanksgiving food drive underway now and a Christmas food drive right after Thanksgiving. New bags have been or will be purchased for each drive. Planning for expansion for the Panty continues. Final layouts and construction estimates will be the next milestone.

St. Anthony's

The Men's Club:

- contributed to the Notre Dame Ace Academy Gala:
- *\$150 in gift cards for St. Anthony's gift basket
- *wheelbarrow full of beer and liquor for silent auction-\$500 value
- cleaned out clothes closet and inventoried winter coats-4 volunteer hours
- 7 men volunteered as class delegates
- 9 men volunteered as mentor/tutors
- \$140- IHM grade school Friday mass collection
- chaperoned trip to Connor Prairie-2 men (10 hours)
- chaperoned trip to Lens Crafters -1 man (4 hours)
- \$345- IHM grade school Friday mass collection
- \$1000 individual donation
- bought headphones for 4th grade-\$90
- one volunteer to coach boys cadet basketball

MOMS Ministry

Please send Jennifer Gause any suggestions or needs that your ministry has that can be included in the Advent giving tree for this season

Community Garden

The garden has a desperate need of volunteers. We reached out to school to try and partner with science teachers and hoping that we can provide some man power through school. We've been in touch with master gardeners. There have been several new attempts to reenergize our volunteer base. If anybody has any innovative ideas please let us know.

St. Vincent DePaul

The St. Vincent de Paul Changing Lives Forever program has completed 12 sessions of the 16 in the class. 11 investigators are meeting each week at the MLK center. SVdP will hold a blanket drive the weekend of Dec 8-9 at the church.

Knitting Ministry

Kim continues to be a great user of our services for parishioners in need. We have had low interest in participation, but we are sticking with it. The following message will be sent out:

KNITTING MINISTRY!

Interested in making a prayer shawl?

Join us at HoiTea ToiTea, 6283 N. College Avenue on
Thursday, November 29th at 8:30a.m.

Bring 3 skeins of Lion Brand Homespun yarn any color and size
13 or 15 needles.

We need knitters and we would love to see you!

Please RSVP to Anne #317-501-2933

10. Closing Prayer



*“Love cannot remain by itself – it has no meaning.
Love has to be put into action and that action is service.”*

- St. Teresa of Calcutta

SIX Tips to Recruit AND Retain SUPER VOLUNTEERS

1) Invite: Nothing beats a personal invitation!

- Make it PERSONAL.
- Invite people to be a part of something, not just to do something.
- Someone may not have even been aware there was this type of parish ministry, until someone invited them to be part of it.
- Don't say “No” for someone because you think they may not be available.
- Invite those who at first glance may not fit the “Volunteer Profile”.
(Examples: elderly, homebound, families with small children, people who say they do not have time, individuals of different ethnic or cultural backgrounds, new parishioners)

2) Be Specific: Finding volunteers can be challenging, but volunteering without knowing what the expectations are can be scary!

- For common volunteer opportunities, develop a job description.
- Be CLEAR on what the ASK is.
- Be CLEAR on the time commitment. Have a start and end time for each volunteer event.
- Make sure the volunteer(s) understands the “why” they are needed and the “how” they are making a difference. Provide volunteers with educational material so they understand the reality of the situation.

HELPFUL HINT: When developing a Volunteer Job Description, ask yourself:
Why is the position needed?
What is the task?
What will be the time commitment?
Does it matter when it is completed?

3) Be Organized: When we are organized, we look like we know what we are doing!

- Make sure volunteers have enough to do.
- Projects need to be organized with all the supplies on hand.
- Provide CLEAR instructions.
- Make sure the process for someone to volunteer is easy. When a potential volunteer has a negative experience in trying to sign up to volunteer, you have already lost that volunteer.
- Make sure parish staff who answer the phone know about the volunteer event so they too can answer questions about volunteer opportunities.
- Keep good records of who is volunteering and for what they are volunteering.
- Does your parish webpage include a section for prospective volunteers with clear information?

4) Retain Your Volunteers: Yahoo! We have volunteers! Now What...

- Make sure your volunteers know they are needed!
- Provide for them a sense of belonging to a greater good!
- Help the volunteers feel they have ownership in the process.
- Listen to your volunteers! Find out what is important to them!
- Keep your volunteers informed! Before the event, during the event, AND don't forget to follow up with the volunteers after the event!!
- CELEBRATE YOUR VOLUNTEERS.

5) Spiritual Formation: Very Important!!! It provides us with the "Food" we need to do God's Will.

- Make the connection for the volunteers; "How does what we are doing connect to our Catholic Faith and Teachings?"
- Incorporate prayer at every meeting or event.
- Pray for your volunteers!
- Provide prayer resources or devotionals that tie their Catholic Faith with works of service.
- Offer Days of Reflection, Retreats or Adoration Holy Hours.
- Give holiday Thank-You gifts that have a spiritual component.
- Offer ongoing spiritual enrichment such as Catholic speakers, and Bible or Catholic Social Teaching studies.

Sources of Recruitment for Volunteers

- Personal invitation
- Ministry fairs
- New parishioners
- Ask volunteers to invite volunteers (nothing beats a personal witness!)
- Mass communications – bulletins, newsletters, social media.

6) Celebrate Volunteers: Everyone likes to know they are appreciated!!!

- Highlight your volunteers and/or volunteer activities in your bulletins, parish websites or social media.
- Follow up with the volunteers to let them know (and the parish know) of the impact they made through their service.
- Host a Thank-You breakfast, luncheon or dinner for your volunteers.
- Designate a Sunday once (or more) a year as Volunteer Sunday. All volunteers are asked to stand to receive a special blessing.

For more Information visit www.archindy.org/psm

Rick Lynch and Steve McCurley, authors of [Essential Volunteer Management](#), suggest that there are three basic ways to recruit:

Warm Body Recruitment When you need a large number of volunteers for a short period, and the qualifications of the task are minimal, you might engage in "warm body recruitment." This involves a broad dissemination of information, including:

- Distribution of brochures
- Posters
- Speaking to groups
- Notices in appropriate media
- [Word of Mouth](#)

Targeted Recruitment The targeted campaign requires a carefully planned approach to a small audience. Use this method when you are trying to recruit volunteers that need to have specific skills or not commonly found characteristics.

A targeted campaign requires, at the outset, that you answer several questions:

- What do we need?
- Who could provide this?
- How can we communicate with them?
- What would motivate them?

Working through such questions will help you identify and locate the volunteers that you need. Once you find a source of such volunteers, simply take your recruitment message directly to them.

Concentric Circles Recruitment This type of recruitment requires you to identify people who are already in direct or indirect contact with your organization and then to contact them with your recruiting message. These groups include:

- Your clients, their families and relatives.
- Alumni of your program/s.
- Friends of your current volunteers and staff.
- People in your organization's neighborhood.
- Individuals who have been affected by the problem you are attempting to solve.

Concentric Circles recruitment involves people who are already familiar with your agency or the problem you address, or who are connected through friends or staff members. It is more likely that you will succeed in persuading them to volunteer than complete strangers. In sales terms, there is a big difference between a "cold" call to a stranger than a "warm" call to an acquaintance or a friend.

Your Recruitment Message No matter which recruitment method you use, you must have a compelling message. You need to explain why your agency is [worthy of that person's time](#). Make your message short, simple, and direct, communicating the need for the volunteer's service and the good he/she can do.

Stress the needs of the community for the service, but also point out the benefits the volunteer will receive. These include doing good, but there may be skills and valuable experience that the volunteer will gain.

Asking Finally, be sure to ask people to volunteer. The most effective way to do this is to have your staff or volunteers ask their friends and acquaintances to volunteer. Be sure to provide them with the information they need to make an effective "ask."

8 tips to motivate volunteers

Volunteers are often the backbone of charities and many organizations wouldn't be able to operate effectively without them.

However, maintaining volunteer motivation can be challenging at times. The fact that they give up their own free time to help a charity's cause means that what motivates them isn't always the same as someone working in a paid or full time role.

Each volunteer is an individual and what is seen as motivation for one individual may not be for another, so having a range of motivation techniques can help you identify what your volunteers respond to best. Here are 8 tips to help your charity motivate volunteers.

1. **Show respect** Arguably the most important aspect of managing volunteers happy is to show them respect. They are giving up their own time to help further your charity's cause and showing respect is an integral part of building trust and empathy with them.
2. **Communicate** Regular meetings are vital as they will give your volunteers a sense of direction, especially at the beginning of their service. Make sure you give volunteers a chance to have their say and provide support and supervision when it's a new area of responsibility for them.
3. **Have an open door policy** Try to be accessible and approachable; volunteers should feel comfortable coming to you for advice and if they have any questions or concerns. In addition, you should attempt to "check-in" with them from time to time.
4. **Find common goals** The chances are your volunteer has chosen to contribute for a number of reasons; to give something back to the community, to meet new people, or to give them something to do. Sit down with them and work out what role is going to provide the most value for their own reasons for volunteering, as well as what is going to be beneficial for your charity.
5. **Recognize achievement** The effect of recognition and praise plays a huge part in keeping volunteers motivated. Although volunteers are unlikely to have joined your cause in order to receive praise, that doesn't mean to say it won't drive them to continue to produce quality results.
6. **Build team spirit** Try to build a sense of community within your team; the more comfortable volunteers feel, the more likely they are to feel relaxed and, in turn, be more productive. You could, for example, host a gathering to allow volunteers to get to know each other or arrange to go for a meal every few months.
7. **Encourage development and training** Almost all volunteers want to maximize the contribution they make to their charity, yet many receive limited training. Investing in personal development and training, even if it is scaled down from what employees receive, not only gives volunteers a better understanding of their role but motivates them to better themselves. Read our [quick guide to training volunteers](#) for more information.
8. **Accommodate** Try to be as flexible as possible to your volunteers. Ultimately, they offering up their free time in order to help your charity, so be as accommodating as you can if they need to take time off or are unable to work their usual routine.

7 Super Steps to Recruit Volunteers

Post on: Aug 19, 2015

[James Zackal](#)

How can a nonprofit recruit the right volunteer? In [The Seven Deadly Sins of Recruiting Volunteers](#), Volunteer Power provides seven tips to recruit volunteers.

Just Ask. People liked being asked to volunteer. Announce why and when your organization needs volunteer help, but invite your best leads personally.

Team. Work with your employees or board to create a list of individuals you feel work best for you, and then ask them to volunteer. Ask them what they enjoy doing.

Lifetime volunteers. Create a relationship with new and old volunteers that will make them want to come back. When managing volunteers, treat them as if they are an employee of your organization. Manage them with respect, provide feedback and empower them to have a rewarding experience.

No is not never. Start recruiting volunteers as early as possible. If you ask an individual to volunteer and they say no, don't take that as a rejection. Their schedule may not permit or they may feel that it is not a position they'll enjoy. Continue your contact and awareness raising- Your volunteers will sign on at different phases of their yearly schedule and their life circumstances.

Leave seats empty. It is important for organizations to screen volunteers to make sure that they are the "right fit" for the job. Sometimes a volunteer spot is better left empty than filled with a person who is just there to fill the spot.

People Driven. Recruit individuals who want to be a part of your team and not a seat.

Position title. Individuals are looking at the title of the position as if it was an employment opportunity. Provide as much detail as possible so the volunteer knows what they are signing up for. Even "retirees" like to be recognized with a named role as they often bring substantial career experience through their work for you.

How does your organization begin to find the right volunteers? At the grassroots level, networking in your community with organizations whose members volunteer in groups or individually is worthwhile. The Rotary, women's organizations, houses of worship, and college student and alumni organizations are just a few examples of the kinds of groups that like to pitch in to make a difference.

[The National Council of Nonprofits](#) provides resources for any organization with their [volunteer tools and resource center](#).

[VolunteerMatch](#) allows organizations to post needed volunteer positions and allows volunteers to search for events in their area.

[VolunteerHub](#) is software that helps organizations recruit and manage many volunteers.

[LinkedIn](#) and social media are both amazing tools to recruit volunteers. LinkedIn allows organizations to post volunteer descriptions and accept resumes from interested candidates.

And remember to spread the word of needing volunteers through various social media outlets with tweets, a Facebook event for volunteering, news of volunteer recognition, and more.

OCTOBER 2018 YTD OUTREACH COMMISSION ACTIVITY								
	B/S Account	2018-2019 Budget	Beg Balance in Reserve	Fundraisers/Special Collections	Total Amount Available	YTD Expenses	Balance Remaining	Comments
Honduras -Adult trip	2402413	\$ 7,000	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000	
Honduras -Youth trip	2402413	\$ 3,500	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500	
Honduras -Young Adult trip	2402413	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000	
Respect Life	2402413/2402410	\$ 1,300	\$ 1,389	\$ -	\$ 2,689	\$ (755)	\$ 1,934	Baby wipes for Healthy Haughville (\$75), RTL sponsor table (\$680)
Caring Community	2402413	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	
MOMS Service Ministries	2402413	\$ 750	\$ -	\$ -	\$ 750	\$ -	\$ 750	
General Outreach	2402413	\$ 4,750	\$ -	\$ -	\$ 4,750	\$ (1,000)	\$ 3,750	Honduras - Christmas Brigade grant
Healthy Haughville Knitting Ministry	2402413	\$ 900	\$ -	\$ -	\$ 900	\$ (828)	\$ 72	HH Supplies + reimbursement to J. Kappes
St. Patrick Xmas Party Service Saturdays	2402413	\$ 1,200	\$ -	\$ -	\$ 1,200	\$ (100)	\$ 1,100	The Lord's Pantry SS
Garden Ministry	2402404	\$ -	\$ 1,952	\$ -	\$ 1,952	\$ (5)	\$ 1,947	Sullivan's - seeds (\$4.84)
Anna's House/Lord's Pantry	2302330/2402407	\$ 4,840	\$ 1,467	\$ 470	\$ 6,777	\$ (225)	\$ 6,552	School Mass collections - \$470, Wednesday dinner (\$225)
Boulevard Place Food Pantry	2302330	\$ 9,415	\$ -	\$ -	\$ 9,415	\$ (2,780)	\$ 6,635	July-Oct payment (\$2,400), Pantry bags (\$380)
SVDP - IHM parishioner requests & support for Indy SVDP programs	2302330	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000	
Cathedral Soup Kitchen	2302330	\$ 1,345	\$ -	\$ -	\$ 1,345	\$ (250)	\$ 1,095	Qtrly payment
OUTREACH TOTAL		\$ 44,000	\$ 4,808	\$ 470	\$ 49,278	\$ (5,943)	\$ 43,335	
Mens Group	2402412		\$ 6,528	\$ 2,374	\$ 8,902	\$ (1,330)	\$ 7,572	School mass donations \$674, Individual Donations \$700, North IN Comm donation \$1,000, Mission shelter paper products (\$1,025), Healthy Haughville (\$53), Coffee/Donuts (\$12.35), ACE academy gift cards for auction (\$150), St. Anthony's headsets (\$90)



St. Anthony
CATHOLIC SCHOOL

God in all things.

Dear Community Business Leader,

November 6, 2018

You are cordially invited to be a ***leader representative*** at the first annual St. Anthony School Career Day. St. Anthony students in the sixth, seventh and eighth grade want to learn all about ***you***, and your role in the Indianapolis business community.

St. Anthony is a Notre Dame ACE Academy where our goals are college and heaven. Our school provides a challenging, faith-filled, educational experience that serves as the foundation for a life lived in service to Jesus, the Church and Community.

Kindly respond to St. Anthony School, by November 21 if you, or someone from your organization, will be able to share wisdom and inspiration with our students, regarding your role in our community and in business, and how you managed personal challenges to achieve your goals.

Career Day will be at St. Anthony School, 349 N. Warman Avenue, Indianapolis, IN 46222, on Thursday, December 13, 2018 from 10:00 AM to 12:00 PM. We hope you can join us.

Kind Regards,

Cindy Greer, Principal

St. Anthony Catholic School
A Notre Dame ACE Academy

RSVP to 317-636-3739 by November 21. Please also advise if you will need any audiovisual equipment.



349 North Warman Avenue, Indianapolis, IN 46222 | (317) 636-3739