



MY KINGDOM APPS · RESOURCES

VOLUNTEER ONBOARDING TOOLKIT

Everything you need to welcome, train, and set clear expectations for new volunteers — from first conversation to first shift.

“EACH OF YOU SHOULD USE WHATEVER GIFT YOU HAVE RECEIVED TO SERVE OTHERS, AS FAITHFUL STEWARDS OF GOD'S GRACE.” — 1 PETER 4:10

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WELCOME & WHAT TO EXPECT

Hand this to every new volunteer on day one — it answers the questions people are usually too polite to ask.

OUR MISSION

YOUR FIRST 30 DAYS

- ☐ Orientation conversation with a leader
- ☐ Shadow a current volunteer for one shift
- ☐ Meet your team lead and the rest of your team
- ☐ Complete any required training or screening for your role
- ☐ Serve your first solo shift, with a leader on call
- ☐ 30-day check-in with your team lead

WHO TO CONTACT

VOLUNTEER COORDINATOR

QUESTIONS ABOUT SCHEDULING

YOUR TEAM LEAD

SAFETY / URGENT CONCERNS



VOLUNTEER CODE OF CONDUCT

Read this together with every new volunteer, and have them sign below. Pair it with your ministry's official child safety and safeguarding policies.

- I will treat everyone I serve with dignity and respect, regardless of their background, beliefs, or circumstances.
- I will maintain appropriate boundaries — including never being alone with a minor without another screened adult present.
- I will represent this ministry well, both in person and online.
- I will keep confidential information confidential.
- I will show up on time and prepared, or communicate as early as possible if my plans change.
- I will report any safety concerns, conflicts, or violations of this code to a leader immediately.
- I understand this ministry does not tolerate harassment, discrimination, or abuse of any kind.

VOLUNTEER NAME (PRINTED)

DATE

VOLUNTEER SIGNATURE

LEADER SIGNATURE



ROLE DESCRIPTION TEMPLATE

Fill one out for every distinct volunteer role — it takes ten minutes and saves you from re-explaining the job to every new person who takes it on.

ROLE TITLE

REPORTS TO

TIME COMMITMENT

TRAINING REQUIRED

KEY RESPONSIBILITIES

SKILLS & QUALITIES NEEDED

BACKGROUND CHECK REQUIRED?

- ☐ Yes — see Background Check Guidance
- ☐ No

BACKGROUND CHECK GUIDANCE

General guidance to help you think through screening — not a substitute for your own policy or local legal requirements.

A starting point, not a policy. Background check laws and requirements vary by state/country, and change over time. Confirm your approach meets local legal requirements, especially for any role involving minors or vulnerable adults — consult local legal counsel or your denomination/network's safeguarding policy if you have one.

WHY IT MATTERS

Screening protects the people you serve, protects your volunteers from false accusations, and builds the kind of trust that lets people bring their kids, their parents, or themselves to something you're running.

ROLES THAT TYPICALLY NEED A SCREENING

- Any role with unsupervised access to minors
- Roles working directly with vulnerable adults (elderly, disabled, in crisis)
- Roles that involve driving other people, especially minors
- Roles that handle money or financial accounts
- Any long-term or leadership role, even if the day-to-day contact is limited

WHAT A BASIC SCREENING USUALLY COVERS

- Identity verification
- National and state criminal history search
- Sex offender registry check
- Reference checks from the volunteer's application

GETTING STARTED

Several third-party services specialize in volunteer and ministry screening — compare a few on pricing, turnaround time, and what they check before choosing one. Whatever you choose, apply it consistently to every volunteer in a given role, not selectively.



NEW VOLUNTEER ONBOARDING CHECKLIST

One copy per new volunteer. Keep it with your records once complete.

VOLUNTEER NAME

ROLE

DATE STARTED

LEADER COMPLETING THIS CHECKLIST

- ☐ Application or interest form received
- ☐ Initial conversation completed
- ☐ Background check initiated, if the role requires one
- ☐ Role Description reviewed together
- ☐ Code of Conduct reviewed and signed
- ☐ Shadow shift completed
- ☐ Added to team communication list
- ☐ First solo shift scheduled
- ☐ 30-day check-in scheduled