

RESOURCES ON VOLUNTEER MINISTRY/SCREENING

BOOKS

Taking Care of “Cash”ews

Nicole Dufresne Baker, C.A.

Johnstone Training and Consultation, 1992

The purpose of this booklet is to help a member of the board or staff to better understand financial statements in order to effectively perform his or her duties. **44.BAKER**

Protecting the Gift: Keeping Children and Teenagers Safe (and Parents Sane)

Gavin De Becker

Dell Publishing, 1999

Topics include: Safety skills for children outside the home; Warning signs of sexual abuse; How to screen baby-sitters and choose schools; Strategies for keeping teenagers safe from violence. This book offers practical new steps to enhance children’s safety at every age level, giving you the tools you need to allow your kids freedom without losing sleep yourself. **44.BECK**

Celebrations of Installation and Recognition

Concacan Inc., 2005

A unique and comprehensive resource and commission tool for bishops, pastors, parish administrators and coordinators of the various diocesan and parish ministries. It provides celebrations for installing a pastor or a parish administrator, and for recognizing all those who serve in the various ministries of the Christian community. **44.CCCB**

Orientation for Boards (part of the Boards Today...Boards Tomorrow Series)

Suzanne Christie

JTC Inc, 2000

Board orientation has the capacity to literally make or break, not just the effectiveness of the board, but the organization as a whole. Every volunteer has a right to know what is being asked of him or her. This book gives a solid grounding in: what was, what is envisioned to be, and most importantly, how it is. **44.CHRI**

A is for Ask: A Fundraising Guide

Betsy Clarke, CFRE

JTC Inc., 1997

This handy reference book is full of grass-roots ideas for your organization. From the components of a successful fundraising program to caring for donors and volunteers. This book is designed for all community groups. **44.CLARKE**

Wisdom for Your Workplace

Sandy Cotton, PhD

Your workplace, 2004

A book of short reflections on leadership, work and organizational life. **44.COTT**

Youth Volunteers: Investments Today, Dividends Tomorrow

Carol Dryburgh

JTC, 1996

Chapters include topics such as: planning, recruiting, selection, orientation, training, supervision, evaluation, recognition. Everything you need to create successful youth volunteer programs

managed by those who have worked hard to create, motivate, train and recognize young people.
44.DRYB

Go Team! 101 Ideas to energize youth ministry volunteers

By Katie Edwards & Kurt Johnson

Group Publishing, Inc. 2004

The most important thing you can do for your volunteers is also the simplest: Encourage them! These experts give you 101 tested ideas for creatively retaining and motivating volunteers plus, the authors share real-life feedback from their volunteers. **44.EDWA**

The Volunteer Recruitment Book

Susan Ellis

Energize Inc., 2002

The author offers clear and sensible solutions to all your recruitment questions in this book. With her welcoming writing style, she provides practical ideas for breaking the recruitment process into manageable tasks. Topics include: Where to look for new volunteers; How to design the best jobs for volunteers; Why some people volunteer... and why others do not; How your organizations' image affects recruitment; Membership development for all-volunteer organizations. Included are samples and illustrations. **44.ELLIS**

The (Help!) I-Don't-have-Enough-Time Guide to Volunteer Management

Susan Ellis & Katherine Campbell

Energize Inc., 1995

Packed with sample scenarios, helpful suggestions, forms and procedures to simplify your workday, and lots of volunteerism resources. You'll learn what it takes to: map the boundaries of your job; find administrative volunteers and put them to work productively; coordinate the efforts of a management team; and much, much more. **44.ELLIS**

From the Top Down

Susan Ellis

Energize, Inc., 1996

The first book to identify the critical link between the actions of the top leader of an organization and the overall success of a volunteer program. It has been updated to reflect the changes and trends that have emerged in the field. It provides thought-provoking and thoughtful advice to achieve the maximum impact from the participation of volunteers. **44.ELLIS**

PR for Volunteers

Sean Finlay

JTC Inc., 1994

The author has used his extensive experience in journalism to develop this comprehensive reference guide that will show you how to promote your organization effectively, from planning a PR strategy to appropriate use of the media, both print and broadcast. Included are many practical tips, numerous examples and a glossary of terms. **44.FINL**

So You Have Been Asked To "Do A Newsletter"

Anthea Hoare

JTC Inc., 1990

This book is designed to give some practical advice and basic guidance to all those who have ever been asked to produce a newsletter for their organization. It covers the planning and

budgeting procedures, as well as a general overview of the tools you will need and some ideas on content and format. Information on copyright laws, proofreading and evaluations are also included. **44.HOARE**

“Words Do Make a Difference!”

Ginette Johnstone Johnstone Training and Consultation, 1992
Words are symbols that carry with them a meaning, and have certain connotations associated with them. The words we use send out inaccurate messages. This booklet contains personal observations about some of the common words in our field in hopes that it will assist you in your discovery or confirmation of the fact that **words to make a difference.** **44.JOHN**

Boards Today ... Boards Tomorrow - A Series designed for the purpose of providing individuals with current and useful information about serving on non-for-profit boards of directors

Meetings: The Process, The People

Ginette Johnstone Johnstone Training and Consultation, 2004
Productive, satisfying meetings do not just happen. They require active management by a skilled chair and committed participants. These are skills that can be learned and perfected by anyone. Learning them is a valuable investment as they will surely save time and increase productivity. **44.JOHN**

Board Responsibilities (part of Boards Today ... Boards Tomorrow (see above))

Ginette Johnstone Johnstone Training and Consultation, 2000
The job of a board of directors is not easy. Many demands are made upon directors to deal with all sorts of challenges, some requiring specific operational skills while others require strategic thinking skills. One thing is for sure, being a director will be a satisfying commitment - and of course, not-for-profit organizations could not survive without them. **44.JOHN**

Selection and Recruitment of Board Members (part of Boards Today... Boards Tomorrow)

Ginette Johnstone JTC Inc., 1998
This book covers all areas of the selection and recruitment of board members from Why, What, Who, When and How. **44.JOHN**

A Book of Case Studies for training volunteers

Patricia Harvey and Ginette Johnstone JTC Inc., 1992
Case studies are used to develop analytical and problem solving skills. They allow your volunteers to deal with critical issues in the safe environment of the classroom. By reading and discussing realistic situations that they may face while volunteering, your volunteers will build confidence in their ability to interpret and respond to situations where solutions are as variable as the people involved. **44.JOHN**

The Challenging Personality: A Self-Study Guide for Trainers

Patricia Harvey and Ginette Johnstone JTC Inc., 1995

The first in a series of self study guides to help facilitators and trainers, experienced and amateur alike. The intent is to give you an opportunity to read about training situations and to reflect on how you would respond if confronted in similar circumstances. **44.JOHN**

Chairing A Committee: A Practical Guide

Ginette Johnstone

JTC Inc., 1994

A practical guide which covers virtually every aspect of committee work. It takes the reader through all the functions of a chair's role, and finishes with a description for that position.

44.JOHN

What If... A Guide to Ethical Decision Making

Ginette Johnstone, Judith V. Waymire

JTC Inc., 1992

This book is intended to be a practical reference manual. It contains a theoretical basis for examining ethics and a practical framework for defining values, ethics, codes of ethics and policies. It also includes a process for making ethical decisions. **44.JOHN**

Understanding Governance: What Every Board Member Needs to Know

Ginette Johnstone, 2002

JTC Inc., 2002

This book examines the concept of governance, provides a framework for directors, outlines the basic governance responsibilities of not-for-profit boards. It offers some theoretical background for each area of responsibility and offers some tools and processes for consideration. **44.JOHN**

The Straight Talk on Boundaries For Managers of Volunteers

Catherine Latham

Johnstone Training and Consultations

Boundaries help us to know who we are, where we start and stop in our everyday and long term interaction with others. In a volunteer world, the world of giving and receiving, boundaries are crucial. As a manager of volunteers, you have an awareness of boundaries and the concept of boundary setting. In this book, we'll look at 'the big picture' aspects of volunteer service delivery. **44.LATH**

What we learned (the hard way) about Supervising Volunteers: An Action Guide for Making Your Job Easier

Jarene Frances Lee with Julia Catagnus

Energize, Inc., 1999

Collected here are the advice, wisdom, and experience of over 85 real-life, on-the-job supervisors of volunteers. They tell you what works and what doesn't - and why and they share their challenges and tell you how they met them. **44.LEE**

Episodic Volunteering: Organizing and Managing the Short-Term Volunteer Program

Nancy Macduff

MBA Publishing, 2004

This book is about episodic or short-term volunteering. It describes different types of episodic volunteering and provides a framework for establishing a formal episodic volunteer program that operates parallel to the current program for long-term volunteers. **44.MACD**

How to Raise a Pile of Money for a Good Cause

Ebbe Marquardsen

2004

Using the techniques and practical tips outlined in this book, the author has raised tens of millions of dollars. He has also secured millions in sponsorships and corporate endorsements for numerous health promotional events at both the community and national level. His tips and suggestions are express in plain language. This entertaining book contains bottom-line, nuts-and-bolts, practical advice that will help you find donors and secure contributions. **44.MARQ**

Evaluation Responsibilities of Boards (part of the Boards Today..Boards Tomorrow series)

Thelma Martin and Bruce Schwartzentruber

JTC Inc., 2001

Evaluation is an important component of the board's governance responsibility. There are three key areas where evaluation is essential: board self-evaluation; evaluation of staff performance; and programme evaluation. This book covers all areas of evaluation from Why, What, Who, When and How. **44.MART**

The Role of the President (part of the Boards Today...Boards Tomorrow series)

Thelma Martin

JTC Inc., 1998

The primary role of the President of a not-for-profit corporation is to provide leadership to the Board of Directors and to the organization as a whole. This book covers all areas of the President from Why, What, Who, When and How. **44.MART**

The Role of the Executive Director (part of the Boards Today..Boards Tomorrow series)

Thelma Martin

JTC Inc, 1999

The Executive Director of a non-for-profit organization's job is multi-faceted and he/she must have knowledge and understanding in all areas of operation. This book covers all areas of the Executive Director from Why, What, Who, When and How. **44.MART**

To Lead is to Serve

Shar McBee

1994

This book is for leaders who work with volunteers. It's based on an ancient leadership principle and also the nuts and bolts of how to attract volunteers and keep them. **44.MCBEE**

Managing Special Event Risks: 10 Steps to Safety

Nonprofits' Insurance Alliance of California, 1997

The tips and strategies outlined in this publication are offered as a starting point for an organization committed to managing its events safely. **44.NIAC**

Media-Wise: A Guide To Media Relations for Not-for-Profit Organizations

Developed by Susan Sommers

United Way of York Region, 2002

This book provides non-profit organizations of all sizes and focuses with the tools and information to understand the media and to provide them with the tools needed to create a targeted media list, contact and follow-up with key media, write news releases and media kits, prepare for interviews, communicate in a crisis, evaluate your campaign, and build on-going

relationships with the media. **44.SOMM**

Training Busy Staff to Succeed with Volunteers

Betty Stallings

1998

This book challenges you to see today's volunteer manager as a staff trainer; Shares methods to build commitment to your volunteer program; Guides you in the design of training sessions to enhance staff competence; Reviews the essentials of good training; Prepares you for optimal use of the *55 Minute Training Series*. **44.STALL**

How to Produce Fabulous Fundraising Events

Betty Stallings & Donna McMillion, 1999

The authors delightfully share how to: Select the right fundraising event for your organization; Attract, support, and appreciate your event volunteers; Plan, budget, publicize, and evaluate your event to ensure success. Also included: A complete step-by-step guide to producing a perfect event, proven successful for hospitals, nonprofit organizations and churches. Disk available containing event forms, letters, lists, budget, criteria selection, and more. **44.STALL**

Volunteering in a Unionized Environment

Colin Thacker

Johnstone Training and Consultation, 1999

The material in the book identifies processes that promote a harmonious volunteer/staff relationship in any unionized organization. **44.THAC**

Sharing the Ministry: A Practical Guide for Transforming Volunteers into Ministers

Jean Morris Trumbauer

Augsburg Fortress, 1999

This resource manual address the specific challenges of inviting persons into the shared ministry of the church and sustaining their ministry involvements. It is designed as a resource to assist leaders in developing a systems approach to shared ministry. This manual is a guide to facilitating shared ministry processes so that members are empowered to live out their call to ministry that they celebrated at Baptism. **44.TRUM**

Created and Called: Discovering Our Gifts for Abundant Living

Jean Morris Trumbauer

Augsburg Fortress, 1998

This manual seeks to help leaders facilitate gifts classes as well as to employ a variety of other approaches that assist people in discovering their gifts and call to ministry. **44.TRUM**

Handling Problem Volunteers

Steve McCurley & Sue Vineyard

1998

The ultimate task of a manager is to work with others, both the good and the bad. As a volunteer manager most of the people you encounter will be among the most productive and rewarding workers that exist; some, however, will be exceptions to the rule. This book is designed to help you handle a variety of problem volunteers. **44.VINE**

How to Take Care of You ... So you can take care of others

Sue Vineyard, 1987

This book chronicles the authors own journey toward better health and wellness after a close brush with death. It is a roadmap to all caregivers and human service professionals as they seek to balance their own well-being and that of those intrusted to them. **44.VINE**

Recognizing Volunteers and Paid Staff

Sue Vineyard, 2001

This small book offers hundreds of ideas gleaned from 20+ years “on the road”, interacting with hundreds of program leaders who offer creative recognition. It’s true value is, however, a clearer understanding of the art and science of reward, which will allow readers to continue to create new ways to say “thank you” as times, demands and needs change. **44.VINE**

New Competencies for Volunteer Administrators

Sue Vineyard, 1996

This book gives you the tools then offers learning and helps the reader transfer the learning to their own situation.**44.VINE**

The Workshops Manual

Nell Warren Associates Inc.

This manual is based on nearly two decades of experience in working on workshops in many settings including schools, hospitals, churches, social and recreational agencies, hostels. The authors bring expertise from a wide variety of backgrounds. The entire manual is geared to helping trainers with a systematic, basic, concise approach to the planning and presentation of workshops, so that a quality product will result - and trainers will enjoy working on workshops. **44.WARR**

The Warmups, Manual Volume II

Nell Warren Associates Inc. , 2000

This manual is intended to be a companion to the first Warmups Manual. Short, structured group activities which usually require little or no advance preparation or material, and which help groups to work. **44.WARR**

Coping or Collapsing: Dealing with Stress

Judith Waymire

Johnstone Training and Consultation, 1993

This booklet defines the causes and consequences of stress in the workplace and presents some practical coping strategies. **44.WAYM**

VIDEOS

Duty of Care

A video on the National Education Campaign on Screening by Volunteer Canada: Canadian Association of Volunteer Bureaux and Centres. 15 min. **44V.001**

Obligation de diligence

Campagne nationale d'éducation sur le filtrage. 15 min. **44V.002**

AUDIO

on Cassette:

YES You Can!

Discipline & Dismissal of Volunteers Audio Workshop delivered by Linda Graff. 95 min.

Policy Development for Volunteer Services by Linda L. Graff (includes workbook)

on CD

Beyond Police Checks

The Definitive Volunteer & Employee Screening Guidebook. Linda Graff.

Better Safe ...

Risk Management in Volunteer Programs & Community Service. Linda Graff.

Best of All

The Quick Reference Guide to Effective Volunteer Involvement. Linda Graff.