Celebrate Recovery New Volunteer Checklist

Name of Applicant: ________________________________ Phone: __________________________

E-Mail: _________________________________________ Date Application Received: ___________

**Set the appointment:**

☐ CR Volunteer Application will be sent by e-mail to volunteer by Assimilation Coach.

☐ Application will be reviewed by the Assimilation Coach, Encourager Coach, and Ministry Leader.

☐ Check Connection Power - Have they signed the Ministry Covenant? **Yes** or **No** (circle)

☐ Contact the applicant within 3 business days to set up an appointment.

**Appointment is set for:** ________________________ (time), _________________________ (location)

**Interview / Launch Appointment:**

☐ Establish rapport, explain your role as a Coach or Ministry Leader.

☐ Talk about the value of serving as it relates to personal recovery. Personal recovery always comes first.

☐ Use the Timberline Celebrate Recovery Interview Form.

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**If the Assimilation Coach and the Encourager Coach decide that the applicant is not ready for service, here is the process:**

☐ Contact the Ministry Leader within 2 days.

☐ Ministry Leader will contact the applicant within 3 business days to set up an interview.

☐ The Ministry Leader will follow the interview process (above) and either approve service or assign tasks to be completed in order for the applicant to start serving in their desired area.

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**Prerequisites:**

☐ Signed CR Ministry Covenant.

☐ SHAPE Assessment - [www.timberlinechurch.org](http://www.timberlinechurch.org) >> Volunteer >> Love Releases >> SHAPE Assessment.

☐ Timberline Summit Classes.

☐ Signed Timberline Ministry Covenant for T.E.A.M. member.

**Complete the Launch Process:**

☐ Connect new volunteer with the Training Coach. Training(s) should be conducted within two months.

☐ Ministry Leader will meet with the new volunteer (with other coaches involved in ministry area), to encourage them and launch them into service.

☐ After one month, have the volunteer submit the **ACTS Assessment for Volunteer Feedback**.