

The Roadmap - a recruitment guide – is a step by step approach to recruit new members and volunteers. It invites you to consider your particular needs and goals and select the recruitment approach that best suits your situation.

We very much hope that this Roadmap assists you with your recruitment.

Our journey starts right here:

BEFORE WE BEGIN TO RECRUIT..... TAKE A MOMENT TO ASSESS AND REFLECT

Reflecting on these questions will help you to choose the best recruitment option for you.

A key step in towards successful recruitment is to take a moment to reflect on some important questions:

- Why are we recruiting? What is our purpose/goal?
- What activity are we recruiting people for and what qualities or skills would I like the new members or volunteers to have?
- What is the environment / culture that the new members or volunteers will be joining?



- What are the expectations and attitudes of existing members or volunteers? To what extent are existing members and volunteers open to accepting people from all age groups and backgrounds?
- New people will bring new ideas are existing members and volunteers open to change?
- New people may be working in the daytime and may be only available at weekends or evenings - can this be accommodated?
- Can you think of suitable members or volunteers who could mentor and develop new recruits?

RECRUITMENT OPTIONS AVAILABLE TO YOU:

- A. Parish Pulpit talk at Church
- B. Vinnies Schools
- C. Internet advertisements eg. Seek.com
- D. Personal networks , family, friends and professional contacts

RECRUITMENT OPTIONS	BENEFITS	LIKELY OUTCOMES	QUESTIONS TO CONSIDER
PARISH	Attracts people who are Catholic from within your parish.	Mass attendance is falling and response can be limited.	How supportive is the Parish Priest?
CONNECTING WITH SCHOOL COMMUNITY	Connects with parents and teachers by supporting Mini Vinnies or school community outreach activities.	Many schools are already engaged through the Youth Coordinators of each Central Councilspeak to your Central Council office for more information.	How can we strengthen our relationship with the schools and broaden our engagement with the school community?
INTERNET	Attracts people from a diversity of ages, backgrounds and skills. Is particularly attractive for younger people.	Majority of applicants will be in the age range 19-45, some in fulltime work. They will want practical action, expect training, support and to know how their volunteer work is making a difference.	Applicants may not be Catholic. How will they be welcomed? Can you be flexible with your Conference work and meeting times? Are weekends or evenings options?
PERSONAL NETWORKS	Allows you to invite people you know and respect into the St. Vincent de Paul Society.	Good chance of people joining from your personal recommendation.	What are the skills and interest of these people? Identify a suitable role for them

THERE ARE 5 STEPS TO HELP YOU RECRUIT SUCCESSFULLY:

STEP 1:

PLAN FOR RECRUITMENT

STEP 2:

TAKE RECRUITMENT ACTIONS

STEP 3:

RESPOND QUICKLY TO PEOPLES' ENQUIRIES

STEP 4:

INDUCT, TRAIN & MENTOR YOUR NEW PEOPLE

STEP 5:

NURTURE NEW LEADERS



STEP 1:

PLAN FOR RECRUITMENT

Your assessment and reflection that you completed earlier, together with your consideration of the recruitment options available to you, will have given you a good idea of how you wish to go forward.

You are now ready to recruit! Excellent!

Just before you do, take a moment to plan your recruitment. The last thing you want to be faced with is a whole bunch of eager and excited new recruits no plan to get them quickly engaged.

Practical questions to help you plan are:

- **1.** What activity or role will the new recruit be undertaking? Will you have enough work ready for them to do?
- 2. How can you ensure that all applicants' requests are answered quickly? Prompt responses reflect our desire to engage them. Ensure the applicants feel respected from the very beginning of their relationship with us.
- **3.** Who will be the nominated contact person or persons for the applicant? Do they need support or briefing to enable them to respond to the applicant with the enthusiasm, knowledge and a welcoming attitude?
- **4.** How will we welcome the new recruit into our Society so that they immediately feel an important part of our community?
- **5.** Who could be appointed as a mentor to walk with new recruits until they are fully integrated into the Conference, program or service?





STEP 2:

TAKE RECRUITMENT ACTION

As you move to put your preferred recruitment option into action, here are some tips that will help your recruitment message to be successful.

A strong and appealing message will be a great advantage.

1. DELIVER THE MESSAGE IN A HEARTFELT AND PERSONAL WAY.

Share a powerful/moving story of personal experience of visitation or assistance. Be sure to change details sufficiently to maintain confidentiality. You may wish to convey how it felt for you and other Conference members to be able to assist.

You may find this quote from the Rule or quote from Mother Teresa inspiring to share.

"The vocation of the Society's members, who are called Vincentian, is to follow Christ through service to those in need and so bear witness to His compassionate and liberating love. Members show their commitment through person-to-person contact." The Rule, 1.2.



We think sometimes that poverty is only being hungry, naked and homeless. The poverty of being unwanted, unloved and uncared for is the greatest poverty. We must start in our own homes to remedy this kind of poverty.

(Mother Teresa)

2. EXPLAIN THE ACTIVITY AND ACTION/S INVOLVED. HERE IS AN EXAMPLE OF AN ADVERTISEMENT:

"We are currently seeking volunteers who live in Campbelltown who are able to provide friendship and support to lonely or elderly people, in their own homes, aged care units, retirement villages etc. These visits can be made in the evening, weekend or daytime according to your availability. Visits are about one hour's duration either weekly or fortnightly".

3. INSPIRE BY SHARING HOW THEIR CONTRIBUTION WILL MAKE A POSITIVE IMPACT IN THE LIVES OF OTHERS.

Share a story the of positive impact that members have experienced in their service to the people we serve and that they too can be part of this.

4. LET PEOPLE KNOW WHAT THEY WILL GET OUT OF IT PERSONALLY.

"With busy lives it can sometimes be hard to find time to volunteer. However the benefits are enormous to you, your family and your community. Volunteering is a great way to make new friends, build relationships and acquire new skills. You can make a real difference to people's lives. Volunteering makes you feel appreciated and needed. It provides an opportunity to give back what has been given to you".

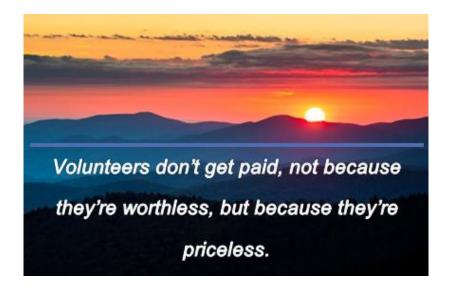


5. OUTLINE THE ATTRIBUTES AND SKILLS YOU ARE LOOKING FOR.

"All you need is compassion, the ability to listen without judgement and willingness to hear and respond to people. Full training and mentoring is provided all along the way and you will always visit with another member".

6. WORKING TOGETHER WITH OTHERS.

"You will meet some wonderful people who also commit to this service and together share a great sense of achievement that you are making a difference to somebody's life. We are a friendly, supportive group of people. We look forward to meeting you".



OPTION A:

PARISH - PULPIT TALK AT CHURCH

- Arrange a meeting with your Parish Priest to discuss your plans and ask if you can
 make a recruitment appeal at the Masses over a selected weekend. Confirm your very real
 need to recruit and that you only need five minutes to deliver your invitation.
- Put a notice in the Parish Bulletin Ask the Parish Priest if the Conference can put a
 notice in the bulletin that outlines the forthcoming invitation and the need of the
 Conference. Refer to: Attachment 1 on the next page.
- Write a Pulpit talk Select a speaker from your group and prepare some talking points to help them give a simple, heartfelt and engaging speech. Share a story or personal experience. Let people know not only what you do but also why you do it and what difference it makes for you to be a member. The best time for the invitation is generally after Communion and it's great if you can get the Priest to both introduce you and to tell the congregation the reason for your visit. Some examples are attached.
 Refer to: Attachment 2 on the next page.

Leaflet with more info- At the end of the talk explain that Vinnies will be handing out

leaflets with further information about the invitation and who to contact. A sample of an appeal flyer is available on request.

Organise Conference members to be at the exit doors and to hand out the leaflets and to be available to chat to people. If you are having an information evening, encourage people to attend. No obligation or strings attached!

Follow up with the new recruits - The



nominated contact person/s will be ready to respond quickly to enquiries, which may arrive by email, telephone or SMS.

ATTACHMENT 1: BULLETIN NOTICES

Sample 1: Be part of the St Vincent de Paul Society's Good Works

Is there a desire in you to do something more? Would you like to live your faith by reaching out to those in need? Our local St Vincent de Paul Society Conference is seeking new members to

join them in their work of serving the disadvantaged and vulnerable members of our community. We meet fortnightly to pray and reflect upon our service in light of the Christian Gospel. Please join us for our **Information evening**: (time and place) or call (*Name and tel number/s*) who would love to talk with you more about this wonderful work.

Sample 2: An opportunity to put your Faith into Action

The Name of Parish Conference is recruiting additional members to join us in this most satisfying work and engage in a grass roots and practical demonstration of faith in action. Jesus gave ALL Christians the command to "Love one another"; what better way to show both your Christian Love and your Aussie Spirit by offering a helping hand to those who are struggling with day to day social and economic issues in their lives? ALL you need is a **COMPASSIONATE HEART** and a **GENEROUS SPIRIT**! If you believe this might be of interest to you please call **Paul** etc...

Sample 4 The St Vincent de Paul Society needs you!

We currently are unable to respond to all the calls for assistance that we receive. We invite you to join us in service of the disadvantaged and vulnerable members of our community. Would you be able to volunteer a few hours a week to the work of the Society through our local parish conference? Please contact ... for more information or attend our information event on ...

ATTACHMENT 2: PULPIT TALKS

SAMPLE 1 (Approximately 3 minutes at an appropriate pace for speaking)

Last week another St Vincent de Paul Society member and I met with a family who were doing it tough. They had never asked for assistance before. We listened to their story. A series of unfortunate events put them behind in their rent and their car payments and they were so stressed. The parents had tears in their eyes when we told them we could help. The youngest child said to me as we were leaving, 'thanks for putting the smile back on my mum's face.'

It is a humbling experience to walk alongside people who are vulnerable and in need. It is not a service that is for everyone, but perhaps it is for you?

Frederic Ozanam with a group of his young companions began the St Vincent de Paul Society in 1833 in Paris. They saw people oppressed by poverty and inequality and they were moved to do something. He said, "Yours must be a work of love, of kindness, you must give of your time, your talents, yourselves".

Is this service for you?

- Are you a person who wants to give?
- Who wants to grow?
- Who wants to be part of something that makes a difference in people's lives?

Becoming a member of the St Vincent de Paul Society means you join an international organisation making a difference in the lives of thousands of families, communities and individuals across the world each day.

The members of our St Vincent de Paul Society Conference have invited me to speak to you today because we want to grow this Conference here in *place*. We believe there are people here ready for this adventure. *Our parish (name)* and our local community will be enhanced with a strong St Vincent de Paul Society. You don't need any qualifications, just a desire to give and a compassionate heart.

Martin Luther King once said, 'Everybody can be great... because anybody can serve. You don't have to have a college degree to serve. You only need a heart full of grace. A soul generated by love.'

Come and speak to one of us after Mass tonight/today. We would love to hear from you. Thank you.

Alternative beginning or addition: I would like to thank you for the generous support of our parishioners in our appeals for funds and food items. We sincerely appreciate your support. Today I will share with you some other ways you can support the Society in its Good Works....

May also want to add: We welcome you to our information evening on *give date* and find out more about what we do and how you can help. There is no obligation, just come and see. Flyers are available, etc....

SAMPLE 2

Good Morning. My name is Peter and I am a member of our parish St Vincent de Paul Society group. **Our mission** is to live the gospel message by serving Christ in the poor with love respect justice hope and joy.

Our Vision is to be recognised as a caring Catholic organisation offering a hand up to people in need. We do this by respecting their dignity sharing our hope and encouraging them to take control of their own destiny.

We have been helping people in need in Rosemeadow for the past 20 years by listening to their story and providing practical assistance such as food, clothing, furniture, fridges, washing machines and help with their power bills. As well as referring people to other organisations who can provide them with further assistance to improve and rebuild their lives.

We need urgently some new volunteers who can help us to continue these good works. We are looking for people who might be available on Tuesdays or Thursday mornings to join with us at The Hub Community Pantry at Ambarvale to meet with people listen to their story, walk a mile with them in their own shoes and help them to get back on their feet again.

What we need from you is simply compassion, a non-judgmental attitude and most of all a good and kind heart. We will train you and mentor you at every stage. You will meet some great people and you will feel a great sense of satisfaction to be able to make a real difference in someone's life. As St Vincent de Paul said "Go to the poor you will find God ". We will be at the back of the church and we look forward to meeting you.

OPTION B:

SCHOOLS IN YOUR AREA

How can we connect and build relationships with teachers and parents? Does the school already have a school Conference (e.g Mini Vinnies/ High school) or existing relationship with the Society?

Who do I contact to get started? There are key people such as the Religious Education Coordinator or Mini Vinnies Coordinator (usually a teacher).

- Who else do I need to build a relationship with? You can strengthen the relationship by engaging with Mini Vinnies group, teachers, Conference members and parents.
- Mini Vinnies gives parents and teachers an initial experience of the Society's work and social justice issues. If parents and teachers are provided with an initial positive experience they may want to explore other volunteering opportunities.

How can existing Conferences and Vinnies programs deepen their relationship with local schools?

- Encourage the school community to be excited about Catholic Social Teachings and social justice by making activities fun, interesting and relevant to their world today. Practical ways include activities connected to the Winter and Christmas appeals, fashion shows, bake sales or clothing swap days.
- **Give them a positive experience** welcome new ideas and people and support new members to understand the impact of their actions and the difference they can make.
- Invite the school community to Society events Invite members of the school community to participate in Society events and accept invitations to participate in Society related school initiatives.
- Offer support and resources that will help the school in their good works and information to help them connect with the Society.
- Promote flexible volunteering opportunities
 - You may wish to invite parents and teachers to volunteer on a service or join your Conference. You may need to consider the time of your meetings and visits to enable their involvement.

- Consider activities that the Mini Vinnies group, teachers, parents and/or Conference members can work on together e.g. appeals.
- Create a parents and teachers Conference.

Screening procedures

All members, volunteers and employees must have a Working with Children Check, Police check and other screening procedures prior to commencement. See Step 4.

For support setting up or engaging with a school Conference

Contact Mary Musolino, Manager, Schools and Youth Engagement, Metro Region for assistance. Email: mary.musolino@vinnies.org.au or Tel: 0408 622 294

OPTION C:

INTERNET - ADVERTISE PUBLICLY ON WWW.SEEK.COM

What is seek.com?

Seek.com au is Australia's number one job site, which focuses on the matching between jobseekers and employment opportunities. Across their network they receive around 375million visitors to their sites every month and have over 3 million job opportunities available at any one time. In Australia Seek is the largest single source of volunteering opportunity offering Not-for-profit organisations FREE access to post volunteers opportunities.

Seek.com offers a way of connecting with thousands of people looking for volunteering opportunities in your region.

What have been the outcomes?

A number of regions have used Seek with outstanding success in recruiting passionate people from all ages and backgrounds to join Conferences and our Outreach Conferences such as the Vincentian Visitors Conference.



To Advertise on Seek.com write the details of the skills you are seeking, the role which you want them to undertake, the region in which they will work and some background details of The St Vincent de Paul Society. Two sample advertisements follow.

- Then send your advertisement to membership@vinnies.org.au and please also cc Janice.stokes@vinnies.org.au
- Responses from people will be sent back to you for follow up so that you can make personal contact with the interested person.

SEEK VOLUNTEER ADVERTISEMENTS





Conference Members | Dulwich Hill About this opportunity

The St. Vincent de Paul Society is looking for people in the Dulwich Hill area who are interested in joining the Society as a Conference Member.

All around the state, members of the Society respond to the needs of their local communities in groups known as 'Conferences'. Conferences grow organically from within our communities, from parishes, schools, universities and workplaces.

As a member you have the opportunity to make a difference by:

- Providing Immediate Assistance: Short term help for the individual person or family could be in the form of food vouchers and assistance with rent and bills.
- · Giving a Hand Up: Our members delve deeper and build trusting relationships with the people we assist, uncovering the longer term help that may be required. This is often done through actively listening, sharing stories and responding with assistance.
- Raising Our Voices for Social Justice: Actions speak louder than words. The Society is a network of charity and social justice encircling the world. Our Society's unique grassroots approach inspires a variety of responses such as home visitation, social visitation, music groups and other innovative local responses.

The Dulwich Hill Conference is looking for someone who could help out once a week from 5:30pm - 7:30pm as we visit those we assist, and also fortnightly on Tuesdays from 7:00pm - 8:00pm as we debrief each other at our Conference meetings.

We would love a volunteer who's passionate about social justice and has some basic computer and numeracy skills to contribute to the Conference's activities. What we ask of you:

- To bring with you compassion, a non-judgmental attitude and most of all a good and kind heart. These important personal attributes underpin this opportunity to provide care and support for some of the most vulnerable in our community.
- · An ability to maintain confidences and respect for the privacy of those we assist, ability to listen and respond without judging and a willingness to join with others to support those in need.

How we will support you:

• You will be trained and mentored at every stage. You will enjoy the support and camaraderie that is part of the Conference. You will gain a greater understanding of poverty and disadvantage and how it impacts people's lives and you will experience what it means to put one's faith into action.

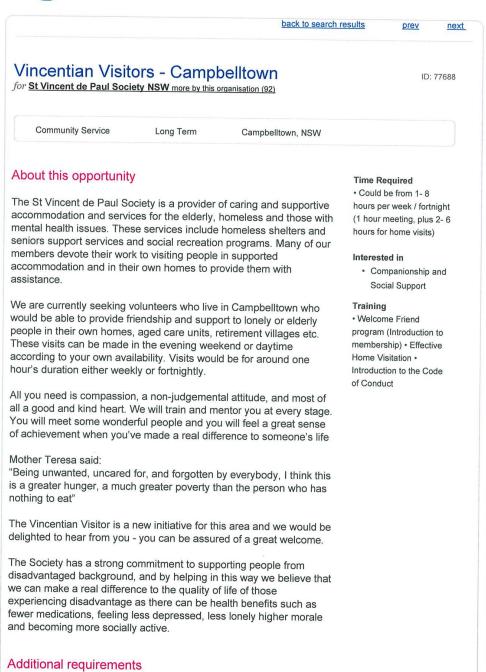
You will meet some wonderful people and you will feel a great sense of achievement when you have given a hand up to someone and not just a hand out. We are a very friendly group at Dulwich Hill with an emphasis on sharing, supporting and caring for each other. We also have a lot of fun and laughs.

If this opportunity excites you, we are only a phone call away. We look forward to welcoming you to the Society.

Additional requirements National Police Certificate *. Working with Children Check *

SAMPLE 2

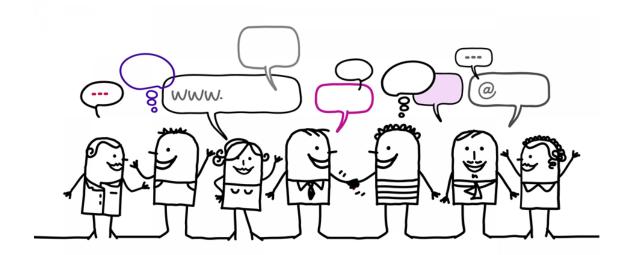




National Police Certificate *.

OPTION D:

PERSONAL NETWORKS - FAMILY, FRIENDS AND PROFESSIONAL NETWORKS



We can take the opportunity to ask and invite the people closest to us!

- Who do you know that could contribute to our good works? Do some people come to mind?
- What are their interests and skills? What roles might they be interested in and well suited to?
- Tell them why you think they'd be great and what a great impact they will make in the lives of others.
- Consider sharing your own personal experience and endorsement.
- Explain how they could get involved. Consider offering them the opportunity to give it a go before asking them to commit.



STEP 3:

RESPOND QUICKLY TO PEOPLES' ENQUIRIES

- Make sure the nominated contact person/s is/are ready and available to respond to enquiries, which may arrive by email, telephone or SMS.
- When enquiries are received it is vital to respond to them quickly, to thank them for their response and to invite them to an information session.



An information session is a great opportunity to enthuse interested people about how they can engage with what we do. It is suggested that it be no longer than 1 hour.

- Generally the Conference President and members available will attend and share who we are, the work that we do and why we do it; to provide a picture of the opportunities available.
- Very importantly, it is essential to warmly welcome all who come, to ask them about their interests and provide time for people to ask questions.
- At the end of the meeting ask each of them if they would like to learn more about The Society. Share upcoming opportunities to learn more and / or participate in training or orientation sessions. Have forms available for people who would like to apply to join.
- If people are not sure about committing, ask if you can give them a call in a week or so to discuss their interest and next steps.

It is best to keep this first session separate from your Conference meetings so you can focus all your attention on your guests.

STEP 4: SCREENING, TRAINING & SUPPORT

BECOMING A MEMBER

To become a member/volunteer of the St Vincent de Paul Society membership/volunteer forms must be completed as well as the pre-engagement screening process which is detailed below.

Prospective members/volunteers are not permitted to engage in any way with the people we assist until these processes are completed.

However it is very important to keep prospective Members/volunteers engaged during this process to maintain their passion and commitment to joining the Society. This can be achieved by:



- Organising and confirming training dates
- Meeting up with existing members/volunteers for a cup of tea and a chat.
- Inviting them along to Conference meetings but ensure that confidentiality of the people we assist is not compromised.

PRE-ENGAGEMENT SCREENING

The Society values and respects the dignity of all persons, especially the most vulnerable in our community. Safeguarding children and young people so that they thrive in their families and communities, whatever they may be, is a fundamental aspect of our work in providing a hand up to those facing adversity.

In order to ensure that our people are suitable and supported we require all of our personnel, including volunteers, to undergo pre-engagement screening. This includes an Interview, two reference checks, a Working with Children Check and a Police Check. Our people are further supported by undergoing some basic training in child safe behaviors and reporting concerns here at the Society.

The Society is committed to being a Child Safe Organisation and to continually assessing and evaluating its Child Safe strategies to ensure that we are vigilant in our work to support and protect children.

STEP 5:

NURTURE NEW LEADERS

- Take this opportunity to look out for members with leadership qualities.
- Open up opportunities for people to step up and try new things.
- Identify pathways for members to get involved and use their skills in other Society work.
- Keeps succession planning in mind for all leadership roles.

NEW INITIATIVES

This is an ideal time to consider starting new initiatives in your region such new ways of engaging with people who might be isolated or on the margins. Discuss the possibilities in your Conference and within your Regional Council.



GENERAL VOLUNTEER ADVERTISEMENTS



JOIN OUR AMAZING TEAM

The St Vincent de Paul Society is looking for more volunteers.

Do you have a few hours each week to help the disadvantaged in your local community?

You can assist by:

- visiting people in their homes
 - interviewing people at our Care & Support Centre
 - doing reception and data entry duties

If you would like to find out more please phone Trevor on 0411 666 230

WE'D LOVE TO HEAR FROM YOU.

207 Edward Street, Wagga Wagga



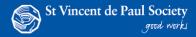
Volunteers needed

The St Vincent de Paul Society is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Become a member or volunteer today and join us in making a difference for those in need in your community

The Society would not exist without its members and volunteers; they are the Society. Conference members put their faith into action by visiting people in their homes or in the community, providing friendship and support to those they serve. Volunteers help deliver much needed services to the community through involvement in our Special Works, including Youth Programs, Compeer (Mental Health Friendship Program), and Vinnies Shops.

For further information or to register your interest, please call us on (02) 4967 6277 or email us at maitland.newcastle@vinnies.org.au



LOCAL NEWSPAPER ADVERTISEMENTS



JULIA TORRISI, SYDNEY ARCHDIOCESE MEMBERSHIP DEVELOPMENT OFFICER, CAUGHT UP WITH TWO NEW MEMBERS OF THE ST VINCENT DE PAUL SOCIETY, CHRISTINE AND TERRY

"I wanted to find out what attracted them to Vinnies and what their experiences have been in the short time since they became Conference members," Julia said.

Members help people in their local community who are facing financial hardship or social isolation by offering a "hand-up" and not just a hand-out.

"We visit people in their homes who have come to us for assis-tance which can be financial, food vouchers, food hampers, personal care hampers.

But there's also the aspect of

What do our members do?

listening," Christine explains.

"I have met with some amazing people who, with our assistance, have managed to lift themselves out of really challenging situations," said Christine.

"A lot of people are facing crisis situations through no fault of their own and can't seem to find their way out.

Supporting them and seeing the positive impact on their lives makes the work we do so worthwhile.

"Volunteering with the Society also satisfies a need in myself to help people." The good works that Society members do enables them to live out their Catholic faith.

Members asptre to live the Gospel message by serving Christ in the poor with love, respect, justice, hope and

Terry joined the Society late last year. For her, being a Conference member requires a generosity of spirit and the desire to do something to help people in need.

"It is part of actually doing some-thing. That is the cornerstone of our fatth-helping people," he said.

Membership of the Society has giv-en Terry great satisfaction.

"I'm actually doing something to help people who are struggling.

I feel good being able to help people who are in financial need.

"WE CAN ALL MAKEA DIFFERENCE"



"MY MOTHER HAS BEEN A VINNIES VOLUNTEER FOR 47 YEARS. IT INSPIRED ME TO HELP"

"I WANTED TO HELP OTHERS AND GAIN SOME VERY INSPIRATIONAL EXPERIENCE





who are facing financial hardship or social isolation Vinnies members help people in their local comm

It tust makes you feel as though you are making a contribution to those who really need it. That's the driving reason, I suppose, behind it all."

Christine enjoys being able to support her local Conference: "I like the fact that I'm able to help them too".

"There are hundreds of Society members within the Sydney Archdiocese, but the growing need in the community puts strain on current members and we are always looking for generous people who feel called to give back to the community," said

If you'd like to be like Terry and Christine and get involved with the Society please contact our Sydney Communications Officer on

(02) 9532 3125 or kayep@ sydneyvinnies.org

Become a Vinnies member today!

Each day across Australia more than 20,000 Society members coople in their homes so that the Society can provide the best possible assistance people in their homes so that the society can provide us uses possible with Members assist people in a number of ways including providing people with referral information, advocacy, food or food vouchers, dothing, furniture, budget support, assistance with utility bills or back to school costs.





In the Catholic Weekly 16/04/2017