

# Track Your Volunteers' Ability to Serve

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# Overview

The Volunteer Capacity Indicator (VCI) is a system designed to enhance the safety and security of church volunteers by clearly indicating their eligibility to serve in various roles.





# Problem

Having too many badges indicating a person's completion of volunteer-related Eligibility/Safety tasks can make it difficult to assess a volunteer's true eligibility and may introduce safety and security vulnerabilities. Each church evaluates the safety and security of their volunteers differently. The VCI framework helps to standardize this process.

# What is a VCI?

Beyond qualifications of age, skill-set, and background checks, the VCI system indicates a specific level of eligibility/safety for various volunteer opportunities:

- Black: Unauthorized to Volunteer
- Red: Unauthorized to Volunteer at this Time
- Orange: All Star Requires Updated Authorizations
- Blue: Authorized All Star for Adults Only
- Yellow: Authorized All Star Minor and Conditional
- Green: Authorized All Star for All
- Grey: All Star Status Under Evaluation
- Purple: High Capacity All Star

# Setting Up the VCI

To set up the VCI:

- Create Attribute Matrix Template
  - Create attributes for Level, Person Responsible, Added Date, Evaluation Date, and Notes.
- Define the Volunteer Capacity Indicator as a Person Attribute.
- Place the VCI Person Attribute on a secure block for editing by the safety/security team.

# Attribute Matrix Template Detail

[Home](#) > [General Settings](#) > [Attribute Matrix Templates](#) > Attribute Matrix Template Detail

## Edit Attribute Matrix Template

Name \*

Volunteer Capacity Indicator

























Active



Description

A matrix containing information about an All Starts capacity to serve.

Item Attributes i

Attribute		Type			
	Level	Single-Select			
	Person Responsible	Person			
	Added Date	Date			
	Evaluation Date	Date			
	Notes	Memo			
	Active	Boolean			



# Automating the VCI Process

The VCI process can be automated using workflows and job triggers:

1. Notifications are sent when a volunteer's VCI changes or expires.
2. Automation updates the VCI level upon expiration and triggers necessary notifications.





# Evaluating Volunteer Capacity

VCI levels are evaluated based on:

- Background checks – Every Year
- Safety Awareness Training – Every 2 Years
- Age-specific requirements – Must be 18+ for Background Checks
- Automated workflows adjust VCI levels as necessary based on these evaluations.

# Generating Reports

Create dynamic reports to monitor VCI statuses:

- Use SQL queries to filter and sort VCI data.
- Generate reports on evaluation dates and automated changes.
- Customize reports to fit the needs of your ministry.

# Generating Reports

## VCI Report









[Home](#) > [Ministry Reports](#) > [Safety & Security](#) > [VCI Report](#)

Filter Options ▾

First Name	Last Name	Level	Added Date	Evaluation Date	Person Responsible	Notes
Miko	[REDACTED]	Yellow	7/20/2024 12:00 AM	2/27/2011	Melissa Au	cleared for vbs southside
Christian	[REDACTED]	Yellow	7/12/2024 12:00 AM	3/20/2020	Melissa Au	cleared for vbs
Joseph	[REDACTED]	Red	12/11/2023 12:59 PM	8/29/2023	Melissa Au	Initial Setting
Jonas	[REDACTED]	Red	12/11/2023 12:57 PM	8/29/2023	Melissa Au	Initial Setting
John	[REDACTED]	Red	12/11/2023 12:57 PM	8/29/2023	Melissa Au	Initial Setting
Caroline	[REDACTED]	Red	12/11/2023 12:56 PM	8/29/2023	Melissa Au	Initial Setting

# Generating Reports

VCI Evaluation Date Manual Changes needed:

Filter Options ▾							   			
<input type="checkbox"/>	Nick Name	Last Name	Level	Eval Date	BGC Date	MS Date				
<input type="checkbox"/>	Roberto		Grey	7/23/2024	7/9/2024					
<input type="checkbox"/>	Erin		Red	4/30/2024	7/26/2023	6/24/2022				
505005,0002 Items							   			

# Bonus Content

Additional automation options:

- At the Evaluation Date, a workflow runs that automates changes
- The changes are based on the current level and values of critical attributes
- An added report that shows the changes that occurred with the job

# Bonus Content

## VCI Evaluation Date Automated Changes Made:

Person	Background	Ministry Safe	VCI				
[REDACTED]	08/05/2023	08/15/2023	Level	Person Responsible	Added Date	Evaluation Date	Notes
			v	[REDACTED]	8/5/2024	11/5/2024	Automatically changed from Green to Orange
			v	[REDACTED]	11/27/2023	8/5/2024	Initial Setting
[REDACTED]	05/05/2023	03/09/2022	Level	Person Responsible	Added Date	Evaluation Date	Notes
			v	[REDACTED]	8/5/2024	8/5/2074	Automatically changed from Orange to Red
			v	[REDACTED]	5/5/2024	8/5/2024	Automatically changed from Blue to Orange
			v	[REDACTED]	3/9/2024	5/5/2024	Automatically changed from Green to Blue
			v	[REDACTED]	12/13/2023	3/9/2024	The bgc data merged incorrectly from Shelby. BGC passed on 5/4/23 and safety video certification passed on 3/9/22.
			v	[REDACTED]	11/26/2023		Initial Setting

# Q&A

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