# 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

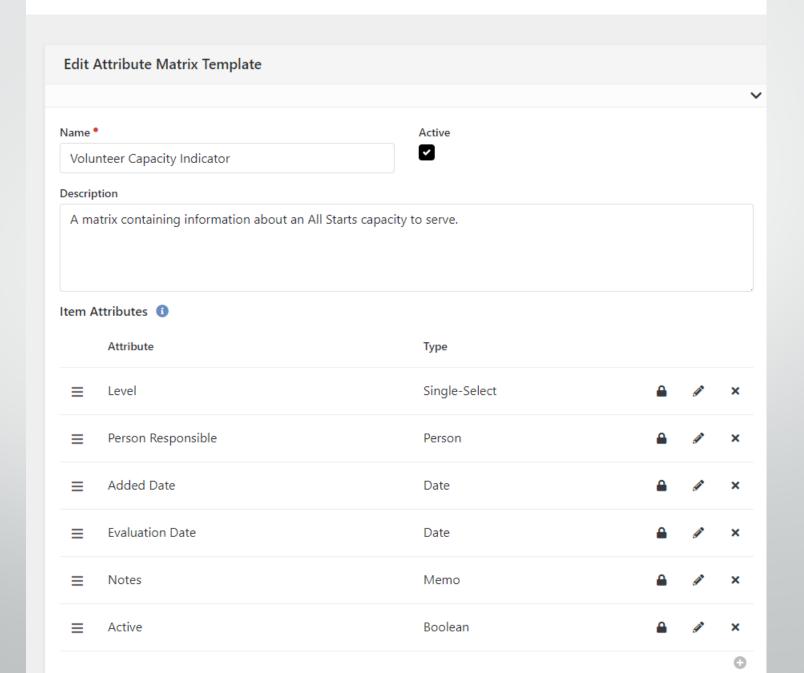
Purple: High Capacity All Star

# 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 Matrix Matrix Matrix Matrix Matrix Matrix Matrix Matrix



## 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:

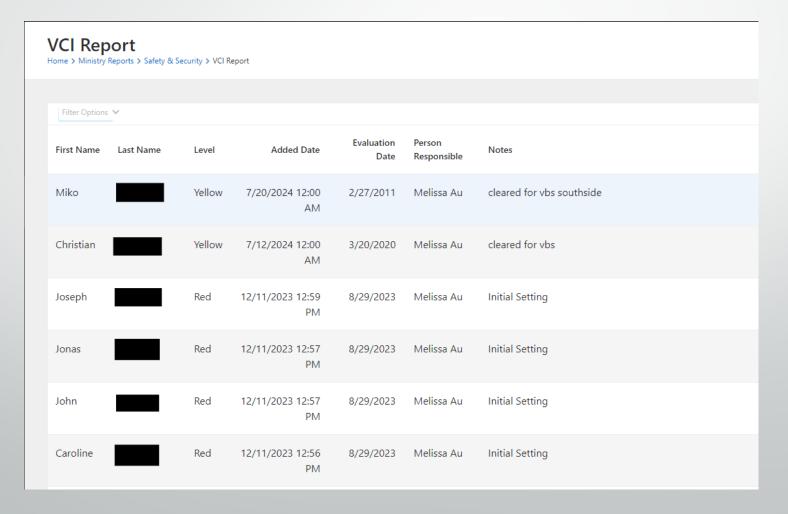
- Background checks Every Year
- Safety Awareness Training Every 2 Years
- Age-specific requirements Must be 18+ for Background Checks
- Automated workflows adjust VCI levels as necessary based on these evaluations.

# **Generating Reports**

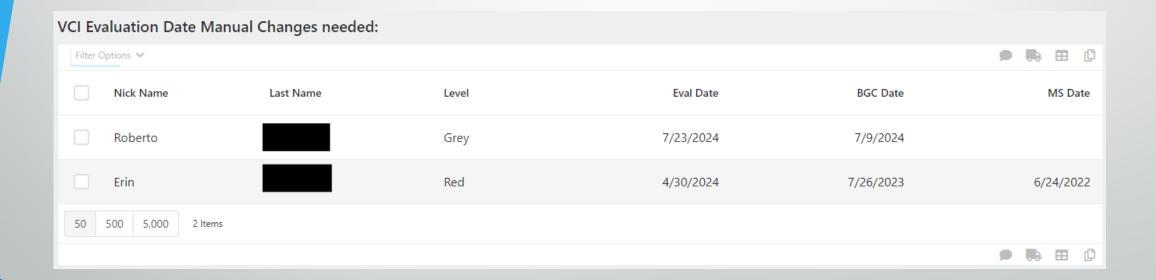
Create dynamic reports to monitor VCI statuses:

- 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**



# **Generating Reports**



## **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						
	08/05/2023	08/15/2023	Level	Level Person Responsible		Adde	ed Date	Evaluation Date	Notes
			v			8/5/2024		11/5/2024	Automatically changed from Green to Orange
			v			11/2	27/2023	8/5/2024	Initial Setting
	05/05/2023	03/09/2022	Level	Person Responsible	Added Da	ite	Evaluation Date	Notes	
			v		8/5/2024	1	8/5/2074	Automatically char	nged from Orange to Red
			v		5/5/2024	1	8/5/2024	Automatically char	nged from Blue to Orange
			v		3/9/2024	1	5/5/2024	Automatically char	nged from Green to Blue
			v		12/13/20	)23	3/9/2024	The bgc data merg	ged incorrectly from Shelby. BGC passed on 5/4/23 and safety passed on 3/9/22.
			v		11/26/20	)23		Initial Setting	

## Q&A

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