

## **Volunteer365**

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### **About the App**

**Volunteer365** is designed for the production team of Every Nation/Victory Churches worldwide. The production team includes both full-time staff and volunteers.

#### **Primary Objectives**

- To ease processes and impose effective scheduling of roster
- To effectively communicate volunteer-related matters, announcements, etc.
- To increase engagement between production teams

#### **Secondary Objectives**

- To keep track of overall volunteering experience
- To engage volunteers to continue despite relocating to a new country

### **Overall App Features**

Production Team	Main Roles	Features
Administrative Support	- Assist with the clerical duties - Assist with special events & "Life Group" registrations	- Calendar / Scheduler - Task list manager - "Life Group" leaders contact list
Online Communications / Social Media	- Create visuals for campaigns - Populate content on website - Populate and answer enquiries from social media	- Calendar / Scheduler - Task list manager - Branding guidelines - Media uploader
Kids	- Teach kids about the Bible - Prepare weekly lesson plan and craft/game activities for the kids - Ensure kids' safety and keep track of important notes (such as emergency contact, known allergies, etc.)	- Calendar / Scheduler - Task list manager - Lesson Planner - Kids/Parents contact list
Intercessory	- Pray in behalf of the congregation - Receive prayer requests - Prepare for prayer points and organize weekly meetings	- "Prayer requests" inbox - Task list manager - Calendar / Scheduler
Worship Team - Music Team	- Lead the congregation to worship through music and biblical readings	- Song bank - Task list manager - Calendar / Scheduler - Practice sessions
Performing Arts - Dance & Theatre	- Perform special acts for events	- Media archive of previous performances - Task list manager - Calendar / Scheduler
Tech & Stage management	- In charge of the overall stage setup and audio/video equipments - Conduct test before the service	- Calendar/scheduler - Task list manager - Equipment logs
Ushering and	- Welcome all visitors and help them	- Calendar/scheduler

Security Team	choose their seats - Keep a log of "lost and found" items - Be the first responders to theft, accidents, and health emergencies	- Task list manager - Service traffic count and reports - Upload picture/camera
Full Time Staff / Seniors	- Oversee product team members - Keep a record of church offerings - Conduct quarterly auditions	- Approves tasks & requests - Equally distribute tasks among volunteers - Audition

### **User Hierarchy**

Team leaders and volunteers will only have access to the features that are relevant to their production category.

