The Prepared Volunteer Handoff

Leave the next person clear work and a dependable source of help.

Use approved instructions and access processes. A general handoff worksheet should contain operational tasks, not passwords or private ministry records.

Example: welcome-table setup begins at the leader-approved arrival time. The supplies and current setup instructions are shown. A missing sign is assigned to the coordinator, and the incoming volunteer confirms the first shift with the leader.

01 Define the duty

Confirm the role before handing over work.

Role or shift being handed over

Purpose and ordinary duties

Decisions owned by this role

Responsible leader or approved contact route

02 Use the approved process

Record where to find instructions, without copying restricted details.

Location of current approved instructions

Training or approval to confirm

Approved process for necessary access

Process question for the leader

The Prepared Volunteer Handoff / Review & follow-through

03 Prepare the next shift

Check the actual materials and outstanding work.

Next shift and arrival time

Supplies and locations to show

What a finished duty looks like

Unresolved task and its owner

04 Confirm the handoff

Record confirmation only after it actually happens.

Incoming person's account of the first duty

Gap found during the walk-through

Confirmation received from person and leader

First-shift follow-up arrangement