



# Volunteer Opportunities

Building Hope through Relationships Rooted in Christ  
Join the Love INC team and showcase the love of Christ to neighbors  
in Sheboygan County!

## Connection Center Opportunities—Building Hope

### Receptionist:

The initial point of contact for neighbors who call us for assistance. The main purpose of this role is to answer the phone within our call center, gather basic contact information, record the main reason for the call, and schedule an appointment with an Intake Specialist for a more detailed conversation, offering a prayer before ending the call. This person should have good communication and listening skills, keeping confidentiality at the forefront.

### Intake Specialist:

The main point of contact for understanding more about each individual who calls by asking compassionate questions and listening to understand rather than to solve problems. The main purpose of this role is to develop relationships with individuals seeking support. This person must use discernment about the types of questions that are appropriate for each person and have strong relational and listening skills, covering each person in prayer and Christian compassion. This person should be able to respond with spiritual encouragement and Christian love, keeping confidentiality at the forefront.

### Neighbor Liaison:

The follow up point of contact to continue the relationship and checking back on the various situations faced by each neighbor. The main purpose of this role is to continue the relationship with our neighbors and to reflect the love of Christ with the intention of sustaining and building hope. This person will call neighbors who have received assistance or referrals through the Connection Center intake process and ask about specific situations that have been previously recorded. This person must have strong relational and listening skills, offering a prayer and keeping confidentiality at the forefront.

Contact Us for More Information  
(920) 783-6701, ext. 5101  
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## Gap Ministry Opportunities—Meeting Needs

All Gap Ministry programs are integral to developing deeper relationships with our neighbors. These ministries provide the unique opportunity to enter into someone's home and meet them where they are physically and spiritually. The desire is to gain a better understanding of each person we meet so that we can discern root causes and encourage each neighbor to continue walking with us as they determine their path to success. The following ministries are collaborative efforts with volunteers across multiple churches and are seeking additional people to join their teams:

### Furniture Ministry:

The Furniture Ministry is a very dynamic program with many elements and opportunities for volunteers:

- Furniture Pick Up Team: pick up furniture donations using Love INC trailer. Currently picking up donations on Tuesdays but able to accommodate different days as needed. Need at least one vehicle that is able to pull trailer. Valid driver's license and auto insurance required.
- Warehouse Team: inspect, clean, and repair furniture received. Keep inventory and select items for delivery.
- Furniture Delivery Team: deliver furniture to neighbors using Love INC trailer. Currently delivering furniture on 2 Saturdays each month but looking to expand to every week with more volunteers. Need at least one vehicle that is able to pull trailer. Valid driver's license and auto insurance required.

Individuals should be physically able to lift furniture. Equipment is provided to assist with moving larger items. Some members of the team are present to provide ministry and support to the neighbors during the delivery; both male and female volunteers are needed for this purpose.

### Handyman Ministry:

The Handyman Ministry is a dynamic ministry with many roles that provide a unique way to love our neighbors. This ministry truly walks alongside neighbors, building relationships with them through the various steps of the process:

- Assessment: visit with neighbor to determine needs and costs associated with minor repairs

- Supplies: assist neighbor with securing supplies required by creating budget and contacting community resources that might be available
- Repairs: provide labor of minor repairs

Individuals will be given training and instructions for basic home repair as needed. Physical labor is involved. Some members of the team are present to provide ministry and support to the neighbors during the repair; both male and female volunteers are needed for this purpose.

#### Moving Ministry (NEED VOLUNTEERS TO RE-ENACT!):

The Moving Ministry assists neighbors with a physical move to a new location. No packing is involved as we ask the neighbor to complete this process prior to our arrival. The intention is to walk alongside each neighbor, understanding that it could be emotional. Providing emotional and spiritual support is important in this ministry.

- Home Assessment: discuss both locations with neighbor to gain an understanding of what is involved with the move
- Move: physically move furniture and boxes into Love INC trailer and transport to new location; need at least 1 vehicle able to pull trailer along with valid driver's license and auto insurance

Physical labor is involved and moving equipment is provided. Some members of the team are present to provide ministry and support to the neighbors during the move; both male and female volunteers are needed for this purpose. **This ministry is on hold due to lack of volunteers!**

#### Transportation Ministry (NEW!):

There is a growing need in our community to assist our neighbors with transportation to medical appointments, job interviews, and other errands such as grocery shopping. The intent of creating a new Gap Ministry is to provide opportunities for the body of Christ to become the hands and feet of Christ through love in action. The Transportation Ministry requires a leader and several volunteers who are willing to provide transportation to neighbors for pre-defined situations. The first situation would be transportation to and from the New Way program classes on Thursday evenings. Individuals would need to pass a background check indicating safe driving record as well as provide proof of a valid driver's license and insurance.

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## New Way Community Opportunities—Transforming Lives

**New Way Community classes meet on Thursday evenings from 5-7:15 pm at Calvin Christian Reformed Church in Sheboygan. Volunteers normally plan to assist with the program from 4:30-7:30 pm depending on the role.**

### Facilitator:

Guide class participants at the New Way Community by creating an open, warm, welcoming, and safe environment that reflects the values of Love In the Name of Christ. Classes are either 12 or 10 weeks long with volunteer Discussion Leaders involved when class sizes are more than 4 people. Different from a teacher, the facilitator allows for each participant to absorb the content of the class and to explore ways to put the concepts into practice for personal growth and development. Someone who has the motivated heart of a learner, servant, and encourager is perfect for this role.

- Affirming Potential (12 week class)—exploring physical, emotional, spiritual, and relational areas of life to build on the foundation that God created us with intrinsic worth and unique potential
- Financial Future (12 week class)—developing skills around money management, budgeting, and financial planning based on Biblical values
- Boundaries (10 week class)—providing framework for rich and productive relationships that maintain effective personal boundaries from a Biblical perspective
- Tasting Grace (10 week class)—learning about nutrition and cooking in a cost-effective manner that honors our physical bodies that God has given us
- Successful Living (10 week class) - a road map for living successfully based on your core values and 5 Biblical principles

### Discussion Leader:

Support for facilitators at the New Way Community by allowing small group discussions that dig deeper into the class content. This volunteer has the ability to guide and lead discussions while providing a safe environment for all participants. This person should have good listening skills and a compassionate heart.

### Childcare:

Provide age-appropriate care and activities for the children of New Way participants. Part of childcare includes assistance with meals, since children eat separate from adults each week. A nurturing, positive, and flexible personality are assets in this role. It is possible to miss an occasional week as a volunteer sign-up calendar is created for each term. A Background check and online Childcare Safety training through Protect My Ministry is required for this role.

### Program Support:

Assist in various ways to provide an experience that reflects the love of Christ, where people feel embraced and welcomed in every way.

- Custodial: assist with arranging common space prior to beginning of program and at the end of dinner
- Kitchen: assist with serving meal and cleaning up kitchen after dinner
- Meals: provide a meal for adults with team to help serve
- Greeter: welcome participants as they enter and direct them to appropriate locations as needed; answer questions about Love INC and/or New Way program as needed
- Devotion: provide short devotion with prayer at the end of dinner and before classes begin
- Spiritual Resource: provide spiritual support after classes when participants need prayer or have additional questions

### Mentor:

Develop a healthy, meaningful relationship with a mentee, embarking on a journey to help them live up to their full potential in Christ and establishing God's word as a building block for dealing with life's problems. Specific training and tools are provided to support a successful experience, with regular ongoing mentor support provided by Love INC. A willingness to be open, honest, intentional, and genuine are critical to the success of this role. A heart change in both the mentor and mentee is the expected outcome. This role may or may not be connected to the New Way Community, therefore days and times could be much more flexible; however, it is a weekly commitment of 1-2 hours.

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**Refugee Resettlement Ministry Opportunities—Transforming Lives**  
Refugee Resettlement is an official program managed and partly funded by the U.S. Department of State. Love INC is an affiliate under the Episcopal Migration Ministries (EMM) agency. This ministry offers Christians an opportunity to embrace and welcome people who are fleeing persecution.

Volunteers provide a warm welcome to newly arrived refugees and assist with the transition to self-sufficiency and independence during the initial months upon arrival. Love INC provides training and framework to develop loving relationships that often last a lifetime.

- **Arrival Team:** Volunteers assist with the set-up of each home prior to arrival, airport transfer to new home, and preparation of the first meal upon arrival.
- **Support Team Member:** Volunteers are assigned to a refugee family or client with the purpose of serving as cultural mentors. The number of volunteers assigned to a family may vary depending on size and circumstance. Activities may include exploring the city, practicing English, and teaching clients about public transportation – anything that involves sharing local culture and customs as clients acclimate to their new lives in Sheboygan.
- **Case Management:** Volunteers assist with the ongoing needs of refugee clients & caseworkers – airport pick-ups, school registrations, transportation to and from Health & Human Services, Social Security offices, and other assignments as needed. Volunteer opportunities often occur on short notice.
- **Translators:** Volunteers assist clients, caseworkers or other volunteers and community members with translation either in person or by phone.

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### Administrative Support Opportunities—Mobilizing Christian volunteers

#### Data Entry:

Assists with data entry as we continue the process of transferring information into our new database system

#### Social Media:

Provides support with creating and scheduling social media posts with relevant messages to our supporters

#### Office Support:

Performs various tasks within the office such as filing, mailings, assembling packets, decorating office, creating tax letters and thank you notes, writing encouragement and birthday cards, making phone calls for programs

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