**CedarCreek Church**

**Second Saturday Serve Project Planning Guide**

**Created: Nov 2020**

**DRAFT**

Welcome to the Second Saturday Serve Planning Guide!

Second Saturday Serve projects provide a once a month opportunity to show the love of Jesus in real and tangible ways to our community. We do that through projects that serve in neighborhoods helping those that have a need, at businesses or organizations in our community where we have influence, and/or in areas where there is a gifting and/or passion.

Each campus chooses a serve project of their own each month to match the interests and passions of their campus with the specific needs of their community. This monthly serve opportunity provides not only a way to make a difference each month, but is also an on-ramp to identify leaders to lead an Outreach Group or for guests to join a Group.

Projects can be led by Group leaders within the Outreach HUB or be a planned activity by the Outreach HUB leader with the Next Steps Director of Groups.

To re-cap, we do Second Saturday Serves to:

* Provide simple, meaningful projects and/or tasks for guests to take part in that will make a difference in someone’s life
* Meets a specific, tangible need
* To provide an opportunity for guests to step into a serve project
* For participants who have a passion for local outreach to consider leading an outreach Group
* For participants who are not in a Group to be inspired to join a Group (outreach or another one)
* Specific identifiable wins to share how Second Saturday makes a difference

DEVELOP OUTREACH SERVE Ideas

**Pray First.** Begin always with prayer. Prayer is the key to leading people to Christ and is essential to seeing lives changed.

*“The earnest prayer of a righteous person has great power and produces wonderful results.” James 5:16 NLT*

**Gifts and Passions.** Thegifts and passions of the leaders within the Outreach HUB can also help you determine your serve.

**Understand Felt Needs.** Felt needs in this case are recognized gaps in your community where people (we!) can “fill the gap” and make a difference. Set up “learning meetings” with your community leaders, teachers, police officers, etc. to understand and know the needs of the community. These learning meetings are critical towards understanding how you can make a difference. Learning meetings don’t need to be a commitment to do, but more of an opportunity to understand what the needs are, share our model and consider ways a Second Saturday Serve might be an opportunity.

Questions to consider:

* Who in your neighborhood has a need? (lawn, home repairs, childcare, compassion, food etc.)
* What is the greatest common felt need within a community? (housing, jobs skills, education, food, mentors etc.)
* What business, school or organization within your sphere of influence could use a blessing?
* What Serve opportunities best suit a variety of interests, ages and abilities? (Be sure and consider providing a variety of opportunities for guests to take part in throughout the year.)
* How can our Serve point people back to Jesus?
* Where is God already moving in local ministries? What ways can you take part in that and accelerate that?

One helpful visual is to picture the campus as a pin on the map and what are the needs of the community in a circle around it. Do the Second Saturday Serve projects offer opportunities to make a difference in that circle and towards a variety of needs?

PLAN THE SERVE Project

*“Commit your work to the Lord, and your plans will be established.” Proverbs 16:3 ESV*

**Planning**. Once you have an idea of how and where you want to serve, there are several areas to take into consideration when planning the project, both about the project itself and for the participants.

For the **PROJECT** and the **RECIPIENTS** of the serve:

1. **Goals.** Does the project meet the goals of a Second Saturday Serve?
2. **Participants**: Will this be something our campus would get excited about? Skills needed, number, role assignments
3. **Recipients**: Who is being served? Will there be open hearts of those being served?
4. **Financial**: Budget (materials, equipment & rentals, food for participants, etc.)
5. **Planning**: Team & process of serve; make a checklist & timeline for the specific serve.
6. **Serves**: Scope (know your limits) & location.
	* Make a site visit to insure the serve is within the range of a Second Sat Serve. If not, is there a Group who has the gifts to meet the need?
	* Will you be doing this serve on a consistent basis? Is this something you can sustain long term if that’s the expectation?
7. **Partners**: Ministries & resources that you can come along side and further their efforts.
	* This is a great opportunity to develop relationships through learning more about what they do, how they do it and why. Unlocking the needs in a community and where we can have an impact in a meaningful way is key.
8. **Care and Communication**: Once you’ve conducted a site visit, what is the best way to communicate with those receiving the serve? How often will you provide an update on number of people serving and confirming time, etc.?
	* Keeping the lines of communication open demonstrates that you care and are looking forward to serving them.
	* 48 to 24 hours before serve, confirm all details
9. **Resources**: People, budget, and outreach webpage
	* **People:** Organize the roles for the serve.Do you know what is needed and can clearly communicate that to the participants that arrive to serve?Consider if the serve has needed talents/assets that require personal ask’s.
		+ No matter what, let our people be the “wow factor”. People will forget what you said and did but they will remember how you made them feel.

#### If hosting a drop off or collection, then insure at least a 3-person team is with you ready to receive drop-offs, help people check-in and show gratitude for those who are serving in this way.

* + **Cost:** Materials and supplies for project and any needs of people participating i.e. bottled water on a hot day
	+ **Shirts and Signs.** Order Serve Day t-shirts and signage to prep for day-of serve. Both of these items demonstrate that participants are expected, though of and prepared for, and clear signage build confidence they are in the right place at the right time.
	+ **Outreach Webpage.** Work with Next Steps Director of Groups to build the project for the directory at CedarCreek.tv/outreach.

Don’t forget to also consider:

* **Clearance:** Prior to the Serve date, obtain permissions from local authorities, property owners, community leaders, etc. that may be required.
* **Risk Management:** Assess possible safety concerns and put measures in place that can mitigate any concerns.

# LEAD THE SERVE Project

The success of a plan does not stop with the planning. The implementation with the participants is just as important. There are four key elements that we should include when implementing a Serve.

1. **Project in Rock.** Is the directory description clear? As a participant, do I understand what I need to do?
* Leader monitors sign-ups in Rock.
* Follow-up with any pending members by moving them to active and provide clear communication that builds excitement, shares details, etc.
* Project is monitored by a team member day-of for any email communications or questions that come up by participants.
1. **Care and Communication.** Is everyone on the same page about what to do, where to meet, what time and have the vision? How will they know they have made a difference?
* Every communication with participants is an opportunity to share vision, help them feel like they are part of something bigger than themselves and make it clear how they are going to make a difference. (see templates as examples)
* A few key communications can help participants feel cared for and help them get excited to serve.
	+ First email – within 24 hours of signing up, share your excitement for having them, a few details of the project, etc.. Having some response needed here will insure they received the email and if you don’t hear back from them, make a personal call to them to insure they received it
	+ Second email or text message – 1 week away from serving together, remind them of key details; personal phone calls are also encouraged, invite them to be praying for the serve
	+ Third email or text message – Day before reminder with time and where to meet, where to ask questions
1. **Preparation.**
* We are wired to work, but with a purpose.
	+ Know the roles needed. Consider outlining on paper the people involved in the Serve and what their roles will be in your overall plan of action. Outlining everyone’s role in the serve will help keep the group accountable and ensure that everyone is contributing toward the shared vision.
	+ Consider a timeline for the serve. When will you start and stop
* Organize members in pairs or groups so that there is more than one person responsible for a specific task.
* Make arrangements to arrive early.
* Put up serve signage and assist with any on-site prep.
* Have Group open for check-in at My.CedarCreek.tv as well as a sign-up sheet for those not in Rock. (This can be done on a phone and/or laptop with wifi access.)
* Have camera or phone ready to take pics.
* Insure either you or another leader is available to greet participants.

#### Share The Vision

#### Host a huddle before starting the serve.

#### Share vision.

* + We serve others in practical ways so that they experience the love of Christ. Our mission is to introduce people to Jesus and the life-changing adventure with him so this is one way we can fulfill our mission. We pray that our actions help someone meet Jesus or take a step towards him.

#### Share how we get to be the hands and feet of Jesus specifically.

#### Fill in the statement, “We are going to make a difference today by…”

* Assign team roles.
* Pray.

*Once the project is underway:*

* Take part in serve with participants.
* Take photos.
* Hear peoples’ stories.
* Talk about projects coming up

## When the project is done, consider hosting a post-Serve huddle:

* + How did they feel they made a difference?
	+ What did we learn from today’s serve?
	+ Anything we can do better?
	+ Share next project
	+ Pray to wrap up

**Later that day:**

* Post stories of serve – both recipients and participants using My.CedarCreek.tv, Stories tab on the project
* Post photos to Dropbox link provided by Next Steps Director of Groups
* Send out follow-up email to participants
	+ Include a couple of pictures, re-iterate the results of participating and how they specifically made a difference
* Share next step of serving again or Outreach Groups available

**Document:** Throughout the planning and execution of the Serve, keep a journal of what worked, what did not and what could have been done better.

**Sample Communication Templates**

Any communications we do are an opportunity for vision and connection. That’s why each project having leader(s) is so key. The more we can insure people feel like they are part of a something bigger than themselves the better. Consider how a DIY project requires all of these same things and may also want to host an online huddle for a bigger project. The examples below are for a Thanksgiving project and are meant to provide an idea of how best to communicate.

*Sample Email #1*

SUBJECT: You are going to make a difference this Thanksgiving

Email:

Thank you for signing up for the All-Stars Thanksgiving Day meal collection for Saturday, (insert date). Each Second Saturday of the month, we come together as a church to show the love of Christ to our community, in big and small ways.

After School All-Stars is program that (fill in the blank). With this project our goal is to (insert here). You are going to make a real difference in the lives of families right here in NW Ohio.

To insure we’re ready to serve together, could you let me know you received this email? Sometimes they go to a junk file, so if I don’t hear from you, I’ll reach out again.

In the meantime, know that I’m praying for our serve together, for you and for all those who will receive a meal through this.

Can’t wait to make a difference together,

*PROJECT LEADER*

*Sample Email #2*

SUBJECT: We get to make a difference in just a few days!

Our serve is coming up fast and wanted to follow-up to say thank you for making a difference to (insert recipients).

A few details and reminders:

* We will be collecting bags of food to provide a complete Thanksgiving Meal (and even supplies to clean up afterward!) for families that participate in the After School All-Stars program.
* Items to be collected are: $20 Gift Card to purchase a turkey, box of instant mashed potatoes, box/bag of stuffing, box/bag of noodles, can of cranberry sauce, 2 cans of green beans, 2 cans of corn, 2 cans of yams, 2 packets of turkey gravy, 2 cans of turkey/chicken broth, box of cake mix, can of icing, large aluminum roasting pan, small aluminum cake pan, roll of paper towels, and a bottle of dish soap.
* We’ve attached a shopping list you can print to make it easier at the store.
* You could bring 1 of these items, or you could bring all of them (provide clarity if we signed-up are you thinking we are providing all of this, or are we just bringing what we can or want?)
* All items can be dropped off at the Perrysburg campus on November 14th from 11am - 12pm at the South entrance.

*Sample Email #3 (final details):*

SUBJECT: It’s Time for an All-Stars Thanksgiving!

So excited you signed up for the All-Stars Thanksgiving Day meal collection! Our goal tomorrow is to (insert here).

Attached is that shopping list to make it easier on you at the store. Remember:

* You can bring 1 of these items, or you could bring all of them (provide clarity if we signed-up are you thinking we are providing all of this, or are we just bringing what we can or want?)
* We’ll be at the Perrysburg campus from 11am - 12pm to receive your drop-off.
* If you can’t make that drop off time…(insert here)

If you need to reach me tomorrow, text (insert number). Thank you for saying yes to making a difference in Jesus’ name.

See you tomorrow!
PROJECT LEADER

*Post Serve Email Sample:*

SUBJECT: The results are in….!

This past Saturday we served together to provide a Thanksgiving meal through the All-Stars Program.

Together, we were able to:

(Put results here)

Not only that, we heard about one of the families that would receive a meal. (Share story here of receipient) OR Part of serving together is that we can see the ways God has gifted and wired us to make a difference. (Tell the story of someone who participated.) Included is a picture of our serve too.

We loved having you take part and hope you’ll consider serving again. Our next Second Saturday Serve project\* is (insert details)…

What a privilege is it to be the hands and feet of Jesus. Keep praying for the families who will receive these meals and look forward to seeing you again soon,

PROJECT LEADER

*\*if you had a conversation with a participant about joining a Group or leading a Group, follow-up specifically with their next step and not just an invite to the next Second Sat Serve*

*“But all things should be done decently and in order.” 1 Corinthians 14:40 ESV*

**Develop Outreach Serve Ideas Worksheet**

What are the gifts and passions of our current leaders leading Outreach Groups?

Who in our neighborhood has a need? (lawn, home repairs, childcare, compassion, food etc.)

What is the greatest common felt need within our community? (housing, jobs skills, education, food, mentors etc.)

Who can we spend time with to understand how needs are already being filled? Is there a way to help them accelerate what they are doing? (Insuring they align with us philosophically)

What business, school or organization within our sphere of influence could use a blessing?

What Serve opportunities best suit a variety of interests, ages and abilities? (Be sure and consider providing a variety of opportunities for guests to take part in throughout the year.)

How can our Serve point people back to Jesus?

Where is God already moving in local ministries? What ways can we take part in that and accelerate that?

**Plan the Serve Project Worksheet**

Identified Leader**:**

|  |  |
| --- | --- |
| **Goals** | *Meet goals of a Second Saturday Serve* |
| **Recipients** | *Who is being served?* |
| **Scope and Plan of Serve** | *Site visit, steps of project, skills needed, number needed, roles, etc.* |
| **Resources** | *Budget, Materials, equipment & rentals, food for participants, etc.* |
| **Communication** | *Plan for follow-up to recipients* |
|  |  |
| ***Clearance*** |  |
| ***Risk Management*** |  |

# **Lead the Serve Project Checklist**

* Understand goals of serve
* Review roles and assignments
* Purchase needed supplies or make arrangements for materials, food, etc..

**Project in Rock**

* Register project with clear description of project (answers why, what, how and when details)
* Project appears on directory

**Care and Communication.**

* Participants who register are communicated with within 24 hours
* Participants are moved from pending to either active (they plan to participate) or inactive (they won’t be participating)
* Participants receive clear communication with vision and purpose for each one:
	+ First email – within 24 hours of signing up
		- Personal phone call if no email response
		- Determine best way for future communication
	+ Second email - 1 week away from serving together
		- Remind them of key details
		- Text message or personal phone calls are also encouraged, invite them to be praying for the serve
	+ Third email and/or text message
		- Day before reminder with time and where to meet, where to ask questions
	+ Organize members in pairs or groups with timeline of serve so that there is more than one person responsible for a specific task.

Day-Of Prep

* Arrive early
* Put up serve signage and assist with any on-site prep of materials, etc.
* Prep t-shirts for handout
* Project and text messages and/or email is monitored by a team member for any email communications or questions that come up by participants day-of
* Have Group open for check-in at My.CedarCreek.tv as well as a sign-up sheet for those not in Rock. (This can be done on a phone and/or laptop with wifi access.)
* Have camera or phone ready to take pics.
* Insure either you or another leader is available to greet participants.

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#### Share vision.

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	+ Our mission is to introduce people to Jesus and the life-changing adventure with him so this is one way we can fulfill our mission.
	+ We pray that our actions help someone meet Jesus or take a step towards him.

#### Share how we get to be the hands and feet of Jesus specifically.

#### Fill in the statement, “We are going to make a difference today by…”

#### Provide opportunities for introductions.

#### If breaking down a larger group of partcipants into small groups with team roles, hold introductions for them to do within the smaller team.

* Assign team roles.
* Pray

*Once the project is underway:*

* Take part in serve with participants.
* Take photos (with people in them)
* Hear peoples’ stories.
* Talk about projects coming up and opportunities for consistent serves in Groups
* Insure Group leaders who are there are doing the same
* Check-in with receipients to insure they are cared for

## When the project is done, consider hosting a post-Serve huddle:

* + How did they feel they made a difference?
	+ What did we learn from today’s serve?
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