

SECOND SATURDAY SERVE PROJECT



Planning Guide

WELCOME

to the Second Saturday Serve Planning Guide!

Second Saturday Serve projects provide a monthly opportunity to show the love of Jesus to our community in real, tangible ways. We do that through projects that serve in neighborhoods, helping those who 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 month, every campus chooses a serve project of their own to match the interests and passions of their campus with the specific needs of their community. This monthly serve opportunity not only provides a way to make a difference each month, but also is an on-ramp for identifying potential leaders for an Outreach Group or guests to join a Group.

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

To recap, 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
- Meet a specific, tangible need
- Provide an opportunity for guests to step into a serve project
- Give participants who have a passion for local outreach the opportunity to consider leading an Outreach Group
- Inspire participants who are not in a Group to join a Group (Outreach or otherwise)
- Provide specific, identifiable wins to share about how Second Saturday makes a difference

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. The gifts 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 (us!) 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 for understanding how you can make a difference. Learning meetings should be more than a commitment to complete—they are 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, job 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 to 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? How can you take part in and accelerate that?

One helpful visual is to picture the campus as a pin on the map with 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 toward a variety of needs?

“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? Consider the needed skills, number of people, and role assignments.
- 3 **Recipients:** Who is being served? Will there be open hearts amongst those being served?
- 4 **Financial:** Budget (materials, equipment and rentals, food for participants, etc.)
- 5 **Planning:** Team and process of serve (Make a checklist and timeline for the specific serve.)
- 6 **Serves:** Scope (Know your limits.) and location
 - Make a site visit to ensure 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 and resources you can come alongside to 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 the serve time, number of people serving, etc.?
 - Keeping the lines of communication open demonstrates that you care and are looking forward to serving them.
 - 48 to 24 hours before the 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 you clearly communicate that to the participants who arrive to serve? Consider if the serve has needed talents/assets that require personal asks.
 - 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 ensure at least a three-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.
 - **Shirts and Signs:** Order Serve Day t-shirts and signage to prep for the day of the serve. Both of these items demonstrate that participants are expected, thought of, and prepared for, and clear signage builds confidence they are in the right place at the right time.
 - **Outreach Webpage:** Work with the NextSteps 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 any 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.

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 from participants.

2 **Care and Communication.** Is everyone on the same page about what to do, where to meet, what time, and what the vision is? 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 ensure they received the email. If you don't hear back from them, make a personal call to them to ensure they received it.
 - Second email or text message—one 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—send a day-before reminder with the time and where to meet, as well as where to ask questions.

3 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 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 the 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 Wi-Fi access.)
- Have camera or phone ready to take pics.
- Ensure either you or another leader is available to greet participants.

4 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—this is one way we can fulfill our mission. We pray that our actions help someone be introduced to Jesus or take a step toward him.
- Share specifically how we get to be the hands and feet of Jesus.
 - 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 the serve with participants.
- Take photos.
- Hear people's stories.
- Talk about projects coming up.
- When the project is done, consider hosting a post-serve huddle:
 - How did we feel we 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 NextSteps Director of Groups.
- Send out follow-up email to participants.
 - Include a couple of pictures; reiterate the results of participating and how they specifically made a difference.
- Share next step of serving again or joining an available Outreach Group.

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 having leader(s) for each project is so key. The more we can ensure people feel like they are a part of something bigger than themselves, the better. Consider how a DIY project requires all of these same things—you 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

TO: (Recipient)

SUBJECT: You are going to make a difference this Thanksgiving

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 a 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 ensure 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

TO: (Recipient)

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

Our serve is coming up fast, and I 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):

TO: (Recipient)

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

TO: (Recipient)

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 recipient.)

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 it is to be the hands and feet of Jesus. Keep praying for the families who will receive these meals. I 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 Saturday Serve.

“But all things should be done decently and in order.”

1 Corinthians 14:40 ESV