

Work Ministry

Introduction and startup of Job Support programs by a Faith-Based Organization

Summary

The successful launch of a Work Ministry and Job Support program is a collaborative effort between a Faith-Based Organization and Work Ministry. Once a final decision is made to create a Work Ministry, the essential responsibilities are:

Faith Based Organization:

- **Announce** intent (see document A) to develop a Work Ministry, sent to all FBO leadership, asking for assistance in identifying volunteers within their faith groups to lead the program. Responses to announcement of the Work Ministry program from the leadership are reviewed with Work Ministry team. All questions/concerns are addressed and resolved to achieve full acceptance of program within the FBO at all levels of leadership.
- **Distribute** a second communication (see document B) to the membership of the FBO, perhaps a **bulletin announcement and/or script** for presentation at services. The **key points are: career services** to members in need of support and the need for **volunteer leaders** who will give a few hours per week of time to the Job Support program. Communication includes phone/email contact information for volunteer responses, dates and times for meetings to present the program and orientation of Leaders.
- **Set up and organize meetings** for volunteer Leaders to learn more about the Job support program and make personal decisions about commitment. As an alternative, Work Ministry may conduct phone and email exchange of information to inform potential Leaders sufficiently to enable them to make decisions.
- **Commit facilities and resources at FBO locations** to develop Job Support groups.
- **Support training and orientation of Leaders** for Job support program.
- **Select a Leader** for the program who will champion the effort and lead the parishes to success.

Work Ministry:

- **Coordinate** the **communications of the FBO** to their leadership and the membership with information essential to gaining commitment of potential Leaders and volunteers.
- **Conduct or coordinate presentations** of Job Support programs and Work Ministry resources to assist programs.
- Provide advice and information for communicating the new Job Support program available for members, such as bulletin or other announcements, listing of

meeting times, promotion of group in other areas of the FBO, and local media announcements for communities served by the FBO.

- **Assist Leaders** in initial meeting sessions with Mentoring and email or phone consultations to address issues and improve early stage performance.

The following exhibits illustrate the communications for the FBO:

- A-Message to the FBO Leadership
- B-Message to membership via bulletin or announcements at services to attract volunteers and promote Job Support program
- C-Message to membership to announce Workministry.com as a resource for unemployed, underemployed and career changers

(A) Message to Leadership to Introduce Work Ministry

(date)

Dear,

Work is an expression of our dignity and our involvement in God's creation.

We are pleased to announce the formation of a new ministry for the (name of faith-based organization), called **Work Ministry**, which will launch and develop Job Support groups. Because of the rapidly changing employment market and our desire to assist members in need, (FBO)...is now encouraging the establishment of Job Support groups at all locations capable of sustaining programs. It is a positive process that deals with the universal problem of employment.

We are engaging the services of Work Ministry, which is a career management resource that provides guidance and leadership in behalf of Faith-Based Organizations for the development of Job Support groups. By offering practical job seeking skills, career information, and technology to the unemployed, the underemployed and career changers, Work Ministry supports the pursuit of fulfilling work and fair wages. The website is www.workministry.com. At present, there are dozens of successful programs in place in Faith-Based Organizations around the US, offering examples for us to follow and build upon for an effective Work Ministry.

A Representative of Work Ministry will assist us in all phases of the launch of our Job Support groups and will be contacting each of you to introduce this program. If there are any questions, please contact Sue Cibelli at: (847) 296-8060, or work@workministry.com.

Sincerely Yours,

xxxxx

(B) Message to Membership to acquire Volunteers

Job Support groups help people with career change: Work Ministry is the change agent

All of us know members of our faith community who are unemployed, underemployed or seeking career change. We would like to set up a Job Support group for the (name of FBO)... and are looking for two or three volunteers willing to offer a few hours per week in Leadership of a group.

All initial training and development of Leaders will be provided by Work Ministry, a career management resource providing support for faith-based organizations serving the unemployed, the underemployed and career changers. Work Ministry provides resources for spiritual support, career management and technology for Job Support groups and members seeking assistance.

Additional information on the program and services is available at www.workministry.com. Volunteers should plan to attend a meeting at.... on to learn more about the program. Call xxx-xxx-xxxx to confirm plans to attend. If you are an employer or hiring manager, please visit the site as well.

And thanks for your commitment to assisting members of our and community.

Sincerely Yours,

xxxxxx

(C) Message to membership to Announce Work Ministry Services

Job Support groups help people with career change: Work Ministry is the change agent

All of us know members of our faith community who are unemployed, underemployed or seeking career change. We are exploring the set up a Job Support group and are looking for two or three volunteers willing to offer a few hours per week in leadership of a group.

All initial training and development of Leaders will be provided by Work Ministry, a career management resource providing support for faith-based organizations serving the unemployed, the underemployed and career changers. Work Ministry provides resources for spiritual support, career management and technology for Job Support groups and members seeking assistance.

In the short-term, all members of our faith community are welcome to obtain additional information on the program and career services available at www.workministry.com. Individuals interested in volunteering to lead a Job Support group should contact us for further information.

If you are an **employer or hiring manager**, please visit the site as well.

And thanks for your commitment to assisting members of our faith community.

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