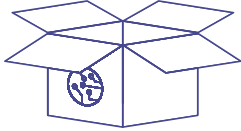


Get the help your ministry needs today! It takes just five minutes to get started ...

Check out the kit, explore the resources and [set up a profile](#).

Review and Set Up Your Switchboard Account



- Check out the kit and watch the **overview video**!
- Create an account and try it yourself to see how it works.
- Fill out your profile with a brief description of your ministry and a profile picture to build trust and excitement.
- If you have any questions, **connect with Switchboard Support**.

Find Help for Your First Need



- Browse the volunteer skills catalog and find the category of the help you need.
- Select the skills required (e.g. graphic design, translation).
- Describe your need or the issue you want help addressing.
- Submit your request and Switchboard will handle the rest, matching you to a volunteer.

Engage With Interested Volunteers



- Check your Switchboard dashboard or watch for email notifications for responses.
- Respond promptly and schedule a one-hour call if needed.
- Confirm a clear next step (trial period, task assignment, or follow-up).

—— Maximize the impact of Switchboard by taking two additional steps: ——



Share Your Request With Your Network

- Identify key contacts who may know potential volunteers.
- Share your Switchboard request link with your ministry network. (Click **here** for a guide to accessing and sharing your link.)



Build and Maintain Your Virtual Team

- Onboard volunteers with clear expectations and communication guidelines.
- Keep them engaged by providing updates and feedback.

This guide walks you through the essentials to start using Switchboard immediately. If you haven't already identified a need in your ministry, use these tools to identify needs and communicate your goals effectively.

Additional tools can help you get the help you need:

Identifying and Communicating Needs



SAGE Analysis Tool

Use the SAGE Analysis Tool to identify gaps in your ministry where virtual volunteers can provide support.



Request Builder

This tool helps you transform a well-defined ministry need into a clear, structured request that will connect you with virtual volunteers on Switchboard.

Sharing Your Requests



Network Mapping Worksheet

This tool helps workers and Great Commission Organizations identify individuals, churches, organizations, and ministry partners in their existing support networks to communicate specific volunteer opportunities to those who are already invested in their ministries.



Comprehensive Communication Guide

This guide provides best practices, message templates, and key resources for sharing your Switchboard request with your network.



Ready-to- Share Resources

Simplify the process of introducing Switchboard to your networks with ready-made presentation and promotional materials. This category ensures your communication is clear, professional, and impactful.

Team Building



Team Integration Guide

This guide provides best practices for successfully integrating virtual volunteers into your ministry team.



One-Hour Call Guide

This guide equips cross-cultural workers and GCO representatives to prepare for and maximize the benefit of a consultation or coaching session.



Access more tools
and a guide for using
them in the Ministry
Expansion Kit!