Church event volunteer shift sheet

Blank template — copy this page for your team

List the event tasks and times. The coordinator confirms each assignment and explains where volunteers should report. Collect personal contact details separately.

Event: _____ Date: _____ Coordinator: _____

Task	Start	End	Places needed	Volunteer	Coordinator notes

Signing up does not establish role suitability or attendance. Confirm training, supervision and any safeguarding requirements separately. Update the coordinator when plans change.

Church event volunteer shift sheet

Filled example — fictional volunteers

List the event tasks and times. The coordinator confirms each assignment and explains where volunteers should report. Collect personal contact details separately.

Illustrative example | Community meal, November 14, 2026 | Coordinator: Alex Carter

Task	Start	End	Places needed	Volunteer	Coordinator notes
Welcome table	4 pm	5 pm	2	Morgan Lee; Jordan Park	Arrive 15 minutes early; Alex confirms
Pack-up	7 pm	8 pm	2	Avery Davis	One more person needed; contact team lead

Signing up does not establish role suitability or attendance. Confirm training, supervision and any safeguarding requirements separately. Update the coordinator when plans change.