

**VOLUNTEER AGREEMENT – INCLUDING ROLE OUTLINE**

Church Councils must agree the duties and conditions with each volunteer. Complete this form for each group you wish the volunteer to work with. This agreement should also be reviewed at least annually. Copies should be held by the group leader, the church council and the volunteer.

**The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister\*.**

To be completed on behalf of the church council (or other appointing body) with the volunteer

Church:		Work to be undertaken (5-10 points describing the duties and responsibilities in this role)
Circuit:		To attend Church Council whenever possible
Name of Worker:		Deal with the business of the meetings in a responsible manner.
		Having a share in the responsibility for overseeing and leading the Church in:
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		<ul style="list-style-type: none"> <li>• the care of its members</li> <li>• its outreach, especially to those on the community roll</li> </ul>
Church Council Member		<ul style="list-style-type: none"> <li>• planning its policy</li> <li>• its financial commitments</li> </ul>
Location of Meeting:		<ul style="list-style-type: none"> <li>• care of its property (including money) (SO 603)</li> </ul>
		The whole work of the Church Council is shared by its members.
Day and Time:		If you have reached the legal age of majority, as a member of the Church Council, you are a managing trustee.
		Church Council members should be aware of their role as a Managing Trustee.
Frequency:		
Age range of Children and Young People under 18/description of vulnerabilities		Responsibilities of The Managing Trustees include taking appropriate action so that the Church continues to be solvent and financially viable.
		ensure that policies and procedures are in force to

Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister):	cover legal responsibilities e.g. Health & Safety and Safeguarding policy.
Church Council	Ensure that the property is maintained to a good standard.
The appointing body to whom the group is responsible (e.g. Church Council)	Ensure that arrangements are in place to provide pastoral care of Church members.
Church Council	To look at ways of developing outreach and mission in the local community.

What training is needed or planned this year	To share pastoral concerns with the Minister* and/or pastoral leader/s
Safeguarding Foundation Module recommended. DBS may be required- see bold type	To notify safeguarding issues to the Safeguarding Officer or Minister*.
	This role will be accountable to The Church Council.
	Elected members of Church Council are elected by the Annual General Church Meeting.

When is the training to take place (usually within a year)	Elected members of Church Council will be subject to the requirements of the safer recruitment procedures, and a DBS check if required for any additional roles they take on as a result of being on Church Council.
Induction upon appointment Safeguarding training within 6 months of appointment (if necessary)	
Who is responsible for arranging the training? (ensuring it takes place)	<b>*Elected members do not require a DBS check to sit on Church Council. However, a minimum of 3 people sitting on Church Council must have a DBS check. One of these must be the Safeguarding Officer.</b>
Church Council	

Date/month when this role description is to be reviewed (i.e. toward the middle and end of a probationary period and then annually)
6 months

Signed: [on behalf of the Church Council/other appointing body]	Date:
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To be completed by the worker.	
I have understood the nature of the work I am to do. I have read the guidelines produced by the Church for safeguarding children and young people/vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.	
Signed:	Date:

NB: All information will be held in accordance with current data protection legislation. Form A – Part 1 Registration form and Confidential Declaration must also be completed.