

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:		
Name of Worker:		Ensuring meetings of the Church Council are properly called by giving sufficient advance notice (two weeks) to members.
Church Council Secretary		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		Preparing agendas for Church Council meetings, in conjunction with the Minister*
Location of Meeting:		Preparing minutes of each Church Council meeting (only decisions made and any significant points the members feel are essential to the minute, but not a word by word account)
Day and Time:		Distributing minutes to all Church Council members, following approval by the chair of the meeting
Frequency:		Ensuring minutes of previous meetings are approved by the next Church Council meeting and signed by the Chairperson
Age range of Children and Young People under 18/description of vulnerabilities		Receiving correspondence on behalf of the Church Council and corresponding on behalf of the Church Council as directed
		Recording names of those elected to the Church Council
		Assisting in the sharing of decisions made to the congregation
		Noting questions or comments made by members of the congregation when Church Council decisions are being shared, and ensuring they are brought to the attention of the Church Council.

Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister):
The appointing body to whom the group is responsible (e.g. Church Council)
Church Council

Sharing pastoral concerns with the Minister* and/or pastoral leader/s

Notifying safeguarding issues to the Safeguarding Officer or Minister*.

***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.**

Part 2.

What training is needed or planned this year
Induction Warmly invited to attend Safeguarding Foundation Module

This role will be accountable to the Minister*

This role does require a DBS check

**Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

When is the training to take place (usually within a year)
Induction upon appointment
Who is responsible for arranging the training? (ensuring it takes place)
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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I have understood the nature of the work. 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.