

**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 there are sufficient supplies of wine and bread including gluten free bread, if needed, available for distribution
Communion Steward		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		Liaising with the Minister*, if necessary, so as to be aware of any special requirements for the format the service is taking
Location of Meeting:		Preparing the table for communion with wine and bread
Day and Time:		Covering the elements with a white cloth
Frequency:		Assisting in the distribution of the wine if requested by the Minister*
Age range of Children and Young People under 18/description of vulnerabilities		After the service, wash and put away the Communion glasses and plate
		Laundering the white cloths

Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister):
Church Council
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\*.

*Part 2.*

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

This role is accountable to the Church Council.

This role does not 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

***A DBS is not required for this role***

***A Confidential declaration form must be completed***

***A Key Holder form must be completed if keys are issued***

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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<p>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.</p>	
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.