

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:		To take the minutes at committee/group meetings, writing up the minutes and circulating them to committee/group members.
Meeting Secretary		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		To keep a record of the meetings held by the committee/group.
Location of Meeting:		In consultation with the chair of the committee/group, to prepare and distribute the agenda in advance of each meeting
Day and Time:		To share pastoral concerns with the minister* and/or leader/s.
Frequency:		To notify safeguarding issues to the Safeguarding Officer or Minister*.
Age range of Children and Young People under 18/description of vulnerabilities		<i>Part 2.</i> This role will be accountable to the Church Council if the meeting is a subcommittee of the church council or if the group meets in order to further the mission of Church.
		This role does not require a DBS check

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

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

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

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:
--	-------

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.