

**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

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| Church:  |  | Work to be undertaken (5-10 points describing the duties and responsibilities in this role)  |
| Circuit:   |  |  |
| Name of Worker:  |  | To be familiar with the equipment and systems available including the Internet.  |
| Technical Support  |  |  |
| Name of Group/Club:<br>(e.g. Junior Church/Luncheon Club for Disabled People)  |  | To arrive at church prior to worship to set up the technical equipment.  |
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| Location of Meeting:   |  | To work with Local preachers, worship leaders and ministers to ensure there is a natural and timely flow of visual and audio input to the service. |
|  |  |  |
| Day and Time:  |  | Where appropriate, to show videos or PowerPoint presentations that are preloaded.  |
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| Frequency:   |  | To share pastoral concerns with the minister* and/or leader/s.   |
|  |  |  |
| Age range of Children and Young People under 18/description of vulnerabilities |  | To notify safeguarding issues to the Safeguarding Officer or Minister*.  |
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|  |  | <i>Part 2</i>  |
|  |  | This role will be accountable to the Church Council  |

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| 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  |

This role does not require a DBS check.

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

**Part 3**

Instructions for the operation of the laptop, screen, projector and TV monitor will be provided during your induction and training.

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

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| When is the training to take place (usually within a year) |
| Induction upon appointment                                 |

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| Who is responsible for arranging the training? (ensuring it takes place) |
| Church Council   |

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| 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  |

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| Signed:<br>[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 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.