**Volunteer Agreement**

**Church/Worship Community (***Insert Name***)**

This Volunteer Agreement is a description of the arrangement between us and you in relation to the role you have agreed to volunteer for. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

We, [insert Church ……………………], accept the voluntary service of ………………………………………………………………………………………………………………………………

starting on ………………………………….

Your agreed voluntary time commitment is: ……hours on ……………days.

Your role as a volunteer is ………………………………………….. . Your role is designed to

…………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………..

(Role description attached)

**Optional**

Do you want to tell us anything about your health that we should be aware of (e.g. allergies, seizures, mental health triggers, etc)?

….............................................................................................................

**The Church/Worship Community will provide you with:**

**Induction and training**

* Induction on the work of this Worship Community, its values, its leaders, other volunteers, your volunteering role and the training necessary to assist you in meeting the responsibilities of your volunteering role.
* A personal supervisor who will meet with you regularly to discuss your volunteering and any associated issues you may have with your role.
* A review which will be carried out after your first three months in your role to agree a future plan for you.

**Health and Safety**

* Adequate training in line with our Health and Safety Policy.

**Insurance**

* Adequate personal insurance liability cover for you whilst undertaking your voluntary role with us approved and authorised by us.
* Injury insurance for injuries incurred while fulfilling your authorised voluntary role.

**Policies**

You will abide by The Church of England Safeguarding, Health and Safety and Equality policies. These are included in your induction pack.

**Equality, Diversity and Inclusion Policy**

* We will ensure that all our volunteers are dealt with in accordance with our Equality policy.

**Issues with your role**

We will endeavour to resolve in a fair and just manner any issues, concerns or difficulties which may be encountered while you volunteer with us;

* In the event of an unresolved issue, speak to your activity leader in the first instance or then the Chair of the PCC to help resolve the issue.

**I, [insert name] agree to be a volunteer with [insert name] and commit to the following:**

* To perform my volunteering role to the best of my ability, as a representative of this Worship Community.
* To adhere to Parish values, procedures and standards, including Safeguarding, Health and Safety and its Equality policies applicable to its staff, volunteers and visitors.
* To maintain confidential information of the Parish Confidentiality, never passing on personal information, except to the person to whom you are responsible, unless there are safeguarding issues of concern (e.g. allegations of abuse). Safeguarding issues of concern must always be reported to either the Parish Safeguarding Officer and Church/Worshipping Community Leaders, or Police or Social Care services or Diocesan Safeguarding Adviser.
* To meet the agreed time commitments, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
* To have provided referees, as agreed, who may be contacted, and to agree to a police check being carried out if necessary.

***This agreement is binding in honour only; it is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party***.

Agreed to:

………………………………………………………… ….. ……………………………………………….

Volunteer signature On behalf of the Parish [name of Church ]

Date: …………………………………………………………………

(All policies are in your Induction Pack)