

# Hope Church Goldington Volunteer Policy



Hope Church Goldington ('the church') recognises that volunteers make an essential contribution to the work and service objectives of the church. The church encourages volunteers to take training and development opportunities where appropriate.

## Recruitment

The aims and principles which underlie the life of the church and the involvement of volunteers are set out in the '**Church Handbook**', which is reviewed and updated at least every two years. This describes the aims of each ministry team and its practical outworking, along with the name of a coordinator.

Prospective volunteers will be invited to a meeting with the relevant team coordinator to discuss the nature and requirements of the role, together with discussions of each other's expectations, with a view to assessing mutual suitability.

For work with children, an application process is set out in the church's Child Protection and Safeguarding Policy, including an application to the Disclosure and Barring Service (DBS).

Once a decision regarding the individual's suitability for the particular role has been made, this will be communicated to the prospective volunteer.

## Induction

An induction will be arranged and will include:

- a description of the role outlining the specific tasks, responsibilities and reporting lines of the volunteer;
- details of other volunteers, staff or trustees involved in the activity;
- Health and Safety matters
- any other arrangements

## Training

Training will be provided that is specific to the role, either from an external provider or by means of the church's In-house training courses.

The relevant coordinator will manage and supervise the volunteer throughout the duration the placement. Volunteers are expected to attend regular meetings for training, review and supervision. The coordinator will ensure that the volunteer receives the following:

- a planned induction
- regular supervision and support sessions
- positive feedback on their contribution

Specific training for those working with children is outlined in the church's Safeguarding Policy.

## Discipline and grievance procedures

Volunteers will not be subject to Hope Church's staff disciplinary procedures. Volunteers are, however, entitled to use the church's complaints procedure.

## Expenses

Volunteers will be entitled to the reimbursement of out-of-pocket travel or other expenses as previously agreed by their team coordinator. Expenses must be claimed on the Expenses Claim form provided, appropriately evidenced and authorised by the coordinator and the church treasurer.

## Insurance

Volunteers will be covered by church's public liability policy where appropriate.

**January 2015**