

The background of the page is a repeating pattern of stylized pine needles, rendered in a light grey or blue color. The needles are arranged in a way that they appear to be scattered across the page, with some pointing upwards and others downwards. The overall effect is a clean, modern, and naturalistic design.

Volunteer Policy

St James Church

June 2021

Statement of Intent

St James Church exists to help people connect to God, to change in response to God and to transform our community for God. Our volunteers are essential to that: each member of the church is part of the mission of Jesus in sharing the gospel, discipling people, serving needs, bringing justice and caring for our world. Every member of the church is part of the body of Christ. We work together to bring the hope of Jesus to the people of Clitheroe and beyond.

Recruitment

All our ministries, events and projects will be led and managed by church members of staff and clergy. Our volunteers almost all come from within the church; we give our time and energy to support the mission of the church. There will be some people who aren't part of the church who volunteer alongside church members, because they believe in and support the actions of the project.

Everyone who offers to support an area of ministry, event or project will be considered. The specific role for that person will be decided following an informal discussion. Decisions will be made based on merit, in line with our equality and diversity policy.

Our volunteers will be recruited in line with our Safeguarding Policy, our Equality and Diversity Policy, and our Anti Bribery and Corruption Policy.

Many of our volunteers will require DBS (Disclosure and Barring Service) Checks. These are essential if you are working with children, young people or vulnerable adults. Even if you are serving at an event where you may not come into contact with children, young people or vulnerable adults, we would ask you to have a DBS Check.

Induction and Training

All regular volunteers will have an induction period. The length of this will depend on the role and the team they are joining. The induction is the responsibility of the ministry leader, although this may be delegated or led by someone outside of the church.

The induction must include the following:

- Health and Safety
- Equality and Diversity
- Fire Safety
- Ministry related content

It may include the following:

- Safeguarding
- Food hygiene
- First aid
- Keys and security

Ministry specific training will be offered at least annually, and some ministries will want to offer training much more frequently than this. Safeguarding training should be completed every 3 years.

Volunteer formalities

What can all volunteers expect to have?

- All regular volunteers and ministry leaders will have a role description. For one-off events, volunteers may not have a role description.
- All regular volunteers and ministry leaders will have a volunteer agreement. This should be signed by both the volunteer and the leader/staff member.
- All volunteers will have a named person to turn to for support and guidance. This will be made clear in their volunteer agreement. This person will usually be the ministry leader.
- All volunteers will be reimbursed for expenses, according to our financial policy. Larger amounts (more than £25.00) should be agreed in advance with the ministry leader. Volunteers will need to complete an expenses claim form which is then handed to the Operations Manager. All expenses will be paid within 5 working days.
- Volunteers are covered by the Church's Public Liability Insurance policy with Ecclesiastical Insurance.
- Some volunteers may be required to wear specific clothing or protective equipment. Generally, this will be provided by St James Church.

Dealing with problems

- If problems arise with volunteers, these are best dealt with informally at first. If in doubt, refer to St James Church Grievance and Appeals procedure.

Implementing the policy

- The PCC of St James Church is responsible for implementing this policy. Ministry Leaders have particular responsibility for working closely with volunteers.
- This policy will be reviewed annually by the PCC.