

# St. James' Church, Southbrook - Volunteer Management Policy

## Definition

A volunteer is understood to be somebody undertaking a task on behalf of St. James' Southbrook PCC without payment. On occasions this will include those who may be employed (paid) by St. James' Southbrook PCC in other roles, but who are offering their time and skills in a voluntary capacity for additional tasks. St. James' Church welcomes volunteers who seek to share its mission of 'Transforming lives through Christ'.

## Recruitment

St. James' Church will promote a variety of volunteering opportunities to the whole congregation by means of weekly notice sheets, 'blanket' emails, the church website, and when appropriate, social media. St. James' Church reserves the right to approach members individually for certain roles where particular gifts, experience and pastoral sensitivities are required. The vicar, Family Life Co-ordinator and churchwardens will initiate recruitment and where appropriate, specifically for those helping with Children and Young People, the required application process will be followed – see separate document, last updated November 2015.

Certain roles, by law, require background checks to take place. Those working with children under the age of 18, and vulnerable adults who meet certain criteria, are required to apply (through St. James') for a DBS (Disclosure and Barring Service) check and all these volunteers are required to attend regular Safeguarding training.

## Induction and Training

Each volunteer will have a 'line manager', who will provide appropriate induction. Information provided should include:

- Role description
- Health and Safety information
- Explanation of expectations of confidentiality
- Process of reporting concerns (including Safeguarding of children and vulnerable adults)
- Electronic communications policy
- Resources / budgets available
- Procedure for claiming expenses
- Frequency of reviews

## Expenses

In valuing the time and skills offered by volunteers, it is recognised that they will occasionally incur expenses. Whenever possible these should be agreed in advance with line managers / budget holders. Examples of refundable expenses include:

- Cost of travel to a course or conference (Standard class rail travel / Use of car @45p per mile / Use of bicycle @ 20p per mile / Use of motor cycle at 24p per mile.)
- Materials

An official expense claim form is to be completed, signed, and then counter-signed by the line manager before being presented to the Treasurer with receipts. All expenses should be claimed within one month of incurring them.

## Support

The line manager will normally be the first port of call for enquiries. A regular opportunity to review the volunteer's contributions should be offered to all.

Volunteers will be made aware of opportunities for further training and encouraged to participate.

We hope that all who volunteer their time and talents find it a rewarding experience and one of growth. However, if problems arise that cannot be resolved easily, advice should be sought from the vicar and/or churchwardens.

## Insurance

All volunteers are covered by the church insurance policy, provided that they are undertaking activities authorised by the PCC of St. James' Church, Southbrook. Use of a motor vehicle should be covered by the volunteer's own motor insurance policy for that vehicle.

## Confidentiality

Due to the pastoral nature of many roles, confidentiality is expected. However, volunteers should also be made aware of the process of reporting concerns.

Signed : \_\_\_\_\_

*For and on behalf of the PCC St James' Southbrook*

Date : \_\_\_\_\_

Date of next review : \_\_\_\_\_