

The Parish Church of
St Stephen
HOUNSLOW

Volunteer Policy



Author	Fr D Cloake
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1 INTRODUCTION

St Stephen's Church, in line with all other churches, is largely dependent upon the kindness and willingness of its volunteers to enable many of its functions to take place. Volunteers are recruited for regular and substantial activities (for example, running a toddler group) or for more occasional activities (for example, making coffee after services).

2 PROCESSES

In order to ensure an appropriate and robust process for use of volunteers, the Parochial Church Council ['the PCC'] will create the post of a Volunteer Coordinator who will work in association with the PCC and the clergy in the discernment and deployment of volunteers. The following process will be tailored to the role in question:

A. Recruitment

- i. We will seek volunteers from within and beyond the worshipping family of the church. To be open to new people and new skills, we reserve the right advertise beyond existing networks.
- ii. We will make an informed decision about whether an individual matches any given role, based on competence, potential competence, and other factors. As such we cannot always accept every offer of assistance made by all volunteers. To inform our decision to recruit a volunteer, we will undertake to meet and discuss the role in question, the skills required or the appropriate level of aptitude to acquire those skills. Discussions will be held with various people and may yield either a positive or negative outcome.
- iii. We reserve the right to take up references and apply for Disclosure & Barring Service check for anyone applying to work as a volunteer with young or vulnerable people.
- iv. We will recruit in line with our Safeguarding Policy and any other policy that may at any time exist to preserve the welfare of others.
- v. Where statutory checks are required (for example, DBS checks) the PCC will meet the cost of applying for those checks.

B. Induction & Training

- i. All volunteers will receive an induction to the role that they have agreed to undertake.
- ii. This induction will include the expectations of the PCC, its Clergy and Officers. It will also give the volunteer opportunity to clarify their own expectations within the role.

- iii. This induction will, as appropriate, comprise an introduction to the organisation, including matters of health and safety, familiarisation with the site and the structures that exist within the organisation
- iv. Where necessary for the role, the PCC will provide training for its volunteers at its own expense (for example, volunteer First Aiders)

C. Volunteer Formalities

- i. All volunteers will receive a role description – a simple outline of the agreed function and role
- ii. Where volunteers are likely to work with young or vulnerable people, they will sign a Volunteer Agreement which will set out matters of safeguarding, behavior, boundary setting, and expectation. Under its duties under safeguarding and child protection, the PCC reserves the right to seek a Confidential Disclosure from an applicant which is seen by the Incumbent only.
- iii. Volunteers will normally be working with a named Team Leader who will act as guide and mentor (for example, the Sacristan), and as the point of contact when an agreed role cannot be fulfilled from time to time.
- iv. Volunteers will be reimbursed for 'out-of-pocket' expenses in all cases, but only where they have gained the prior consent of the Clergy, PCC or Officer prior to the expense being made. Where prior consent is not obtained, the Parish reserves the right to not reimburse volunteers.
- v. All volunteers are covered in most reasonable circumstances under the Public Liability Insurance of the Parish.
- vi. Role-specific equipment or clothing will be provided by the Parish (for example, robes for altar servers or choristers).

D. Dealing with Problems

- i. If an issue arises, we will speak to the volunteer quickly with the expectation of resolving issues informally in the first instance. Where this cannot be achieved, the PCC reserves the right enter more formal discussions with the volunteers with a view to resolving those issues and failing that to suspend or cancel the volunteer arrangement. Where a dispute occurs, the volunteer should refer to the Incumbent in the first instance who reserves the right to confer with the Wardens prior to reaching a decision.

3 IMPLEMENTATION

The policy is enacted by the PCC and will be reviewed annually to ensure ongoing appropriateness

Signed _____

Date _____