

## Purpose of this policy

Skipton Baptist Church aims to:

- Highlight and acknowledge the value of the contribution made by volunteers.
- Recognise the roles, rights and responsibilities of volunteers and offer support and encouragement as appropriate.
- Provide a framework for their service and their support.

## Definition of a Skipton Baptist Church Volunteer

There are a large number of volunteers who serve the church, its members and wider community in a variety of different areas of church life. A Skipton Baptist Church volunteer is one of our congregation or someone associated with our church community who, without expectation of financial reward, takes responsibility for a specific task with the church either as a one off action or over a period of time, however big or small this task may be. For example, some serve with the practical needs of running a church, some serve in pastoral care and some serve with the children and young people.

## Expenses

Volunteers do not receive payment for their services. Skipton Baptist Church may reimburse reasonable expenses incurred partially or fully if this is agreed by the Leadership Team, Deacons or Treasurer. Volunteers should follow the expenses policy.

## Principles

The involvement of volunteers will be guided by the following principles of good practice:

- The tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- Skipton Baptist Church will comply with the GDPR in the use of data held on all volunteers;
- Volunteering opportunities will complement rather than replace the work of paid staff
- Volunteers will be provided with regular opportunities to share ideas/concerns with a named contact.
- All existing and future policies will be checked as to how they affect volunteers.
- All volunteers will be expected to commit to the role that they have undertaken and to advise their team leader in advance, when they are unable to fulfil the role that has been assigned to them

## Procedure

- Each volunteer will meet with the leader of the team to which they are volunteering
- Volunteer form will be completed by all volunteers (contained within ChurchSuite)
- If appropriate a DBS check will be undertaken
- Induction/training will be given
- Leadership Team will be advised of all new volunteers
- The church's Safeguarding Policies and procedures will be explained to all volunteers

- Skipton Foodbank and CAP Debt Centre will follow their procedures when appointing new volunteers.

## Suitability

We acknowledge that we all have different talents and gifts to bring to church life. Not everyone can do everything, and every part of the body of Christ is valuable and important. It is the responsibility of the church leadership and those who head up individual areas to identify the right volunteers and assess their suitability. If there is any doubt or concern regarding the suitability of a volunteer, the key leader should consult the Leadership Team before taking a decision. An area of service is agreed by all involved; the person serving, the key leader of that area and the Leadership Team.

## Confidentiality

Volunteers will be expected to keep all information that they receive in the process of their duties confidential and not to divulge anything unless they are concerned about an individual's safety.

## Training, Support and Supervision

Volunteers will be given full information about the role that they are expected to undertake. Any necessary training will be given. Support and supervision will be provided by the team leader/member of the Leadership Team responsible for that area of the work of Skipton Baptist Church. Regular training updates with regard to Data protection and Safeguarding will be given to all volunteers.

Each key leader will oversee the pastoral care of the volunteers in their team. Rotas will be planned to avoid burnout. We acknowledge the importance of "being" part of church and not just "doing" and will ensure that volunteers have the opportunity to be part of church services and groups without being "on duty".

Commitment to a volunteering role is not something which should automatically continue forever. While commitment to a role is important, we acknowledge that circumstances change and hope to provide an environment where honest conversations can be had within teams.

Any concerns about a particular volunteer should be raised with the key leader of that area, or with a member of the leadership team. Our Safeguarding Policy should come into play if appropriate. We aim to foster an environment of encouragement and help, not of gossip and hurt.

## Health and Safety

All volunteers should be aware of the Health and Safety Policy and procedures and the Fire Safety Policy and procedures and any other of the church policies relevant to the role that they are undertaking. If it has been agreed that a volunteer's car should be used in their work, the volunteer is responsible for ensuring that their insurers are aware that they are using their car in the course of their volunteering duties.

All volunteers are expected to fulfil their role to the best of their ability, adhering to any rota that is prepared and to act with integrity and honesty in all that they engage in. Should any concerns be raised with regard to the volunteer's conduct and action, in the first instance this is to be addressed directly with the volunteer by the team leader, if the issue cannot be satisfactorily resolved or concluded then the team leader is to refer the matter to the Leadership Team for further instruction. In the event that a volunteer is found to be acting dishonestly or not working in line with

the ethos and values of Skipton Baptist Church they will be asked to stand down from their voluntary role. Pastoral support will be provided.

This policy covers volunteers for all Skipton Baptist Church activities, including Skipton Foodbank, Renew Wellbeing and CAP Debt Centre.

## Policy ownership and review

Policy holder/responsible person	Jo Nixon
Review term	Annually
Date agreed	
Signed on behalf of trustees	