

VOLUNTEER AGREEMENT – INCLUDING ROLE OUTLINE

Church Councils must agree the duties and conditions with each volunteer. Complete this form for each group you wish the volunteer to work with. This agreement should also be reviewed at least annually. Copies should be held by the group leader, the church council and the volunteer.

The Church takes the safety of everyone within the church very seriously and expects that everyone will work within the church safeguarding policy. In particular, the Church expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Safeguarding Officer or the Minister*.

To be completed on behalf of the church council (or other appointing body) with the volunteer

Church:		<p>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</p> <p>To liaise with the Minister* to plan when the choir is required for services and to advise choir members of the plan(s)</p> <p>To organise practices whenever required to fulfil the commitments of the choir.</p> <p>To organise an accompanist when required both for practices and performances.</p> <p>To decide on which piece(s) the choir will perform, in conjunction with the Minister* when required, and provide relevant music and words to choir members to enable the piece(s) to be practiced and performed.</p> <p>To conduct the choir as required.</p> <p>To manage all the choir material and to ensure no copyright is breached when providing copies of music or words.</p> <p>To share pastoral concerns with the Minister* and/or pastoral leader/s</p>
Circuit:		
Name of Worker:		
Choir Leader		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Location of Meeting:		
Day and Time:		
Frequency:		
Age range of Children and Young People under 18/description of vulnerabilities		

Person to whom directly responsible/supervising (e.g. Youth Group Leader/Church Community Worker/Minister):
Church Council
The appointing body to whom the group is responsible (e.g. Church Council)
Church Council

What training is needed or planned this year
Induction Safeguarding Foundation Module

When is the training to take place (usually within a year)
Induction upon appointment Safeguarding training within 6 months of appointment
Who is responsible for arranging the training? (ensuring it takes place)
Church Council

Date/month when this role description is to be reviewed (i.e. toward the middle and end of a probationary period and then annually)
6 months

To notify safeguarding issues to the Safeguarding Officer or Minister*.

DBS check required for this role

A Confidential declaration form must be completed

A Key Holder form must be completed if keys are issued

Signed: [on behalf of the Church Council/other appointing body]	Date:
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I have understood the nature of the work of my work . I have read the guidelines produced by the Church for safeguarding children and young people/vulnerable adults. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.

Signed:	Date:
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NB: All information will be held in accordance with current data protection legislation. Form A – Part 1 Registration form and Confidential Declaration must also be completed.