

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.

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>Ensure an appropriate number of donation envelopes are ordered and made available to members of the congregation who require them.</p> <p>Keep complete, accurate records of the donations to the church made by individuals, including gift aid declarations.</p> <p>Check occasionally that individuals who are gift aiding their donations are still eligible tax payers.</p> <p>Respond to members' queries about their contributions or about how to change their contribution arrangements.</p> <p>Receive information from the Church Treasurer summarising donations given by individuals including a summary of Sunday collection envelope giving.</p> <p>Ensuring amounts of money donated by individual members remain anonymous</p> <p>Match gift aid information to the giving form at the end of the tax year and submit information to HMRC</p> <p>To share pastoral concerns with the Minister* and/or pastoral leader/s</p>
Circuit:		
Name of Worker:		
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Envelope Secretary or Gift Aid admin		
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):	<p>A DBS is not required for this role</p> <p>A Confidential declaration form must be completed</p>
Church Council	
The appointing body to whom the group is responsible (e.g. Church Council)	<p>TRAINING AND REVIEW PLANNING</p> <p>What training is now required? (e.g. Core Training, Spectrum, Creating Safer Space, Vulnerable Adults)</p>
Church Council	
What training is needed or planned this year	<p>Further Training (please give details)</p>
<p>Induction</p> <p>Warmly invited to attend Foundation Safeguarding module</p>	
When is the training to take place (usually within a year)	<p>Contact your District Safeguarding Officer or DMLN Contact for details of training opportunities. Your minister or circuit steward will be able to provide their contact details.</p>
Induction upon 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

Signed: [on behalf of the Church Council/other appointing body]	Date:
--	-------

I have understood the nature of the work I am to do. 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:
---------	-------

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.