

**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:		Work to be undertaken (5-10 points describing the duties and responsibilities in this role)
Circuit:		
Ensure there are flowers placed on the altar table as required.		
Name of Worker:		
Flower Arranger		Making sure flowers are given to appropriate individuals linked to the church once the service(s) have finished
Name of Group/Club: (e.g. Junior Church/Luncheon Club for Disabled People)		
Flower Arranger		Arranging flowers for special occasions if requested and agreed
Location of Meeting:		
		Sometimes arranging flowers for other members who have donated money.
Day and Time:		
		To share any pastoral concerns with the Minister* and/or leader/s
Frequency:		
		To notify safeguarding issues to the Safeguarding Officer or Minister*.
Age range of Children and Young People under 18/description of vulnerabilities		
		<i>Part 2.</i> This role will be accountable to the Church Council
		This role is not required to have a DBS check

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

*\*Minister means Presbyter, Deacon, Probationer or whoever has pastoral care of the church.*

***A Confidential declaration form must be completed***

***A Key Holder form must be completed if keys are issued***

What training is needed or planned this year
Induction

When is the training to take place (usually within a year)
Induction upon appointment Warmly invited to attend Foundation Safeguarding module
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:
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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.