

Volunteer Management Policy Statement

Updated October 2019

Introduction

Many roles within the church are fulfilled by volunteers. Indeed the church could not function without volunteers. These include leadership roles, office roles, children's workers, worship team, stewards, Foodbank team, as well as many others. This policy provides guidelines for all volunteers.

We recognise the valuable contribution volunteers make to enable the vision and values of the church. Volunteers bring many new skills, knowledge and enthusiasm, adding a refreshing perspective to the work of North Plymouth Community Church.

We are seeking to develop good practices in volunteering in accordance with our vision & core values. We are keen that all volunteering roles contribute to fulfilling this vision and reflecting these values.

Policy Guidelines

1. Volunteer role profiles

All volunteers should have a role profile provided. At a minimum this will include a description of the sort of tasks the role includes, who is responsible for the role and how the role fits with church vision. It may also include an indication of the amount of time per week the role required to fulfil the role.

2. Induction and training

Inductions in roles will be informal and undertaken by the role leader.

As a church, we want to ensure proper support is provided for volunteers to carry out their role. If specific training needs arise, volunteers should discuss these with their role leader and together they should seek to fulfil the requirement.

3. Volunteers Expenses

Expenses can be claimed by volunteers for reasonable out of pocket costs incurred whilst fulfilling their role. These should be claimed via the person identified as the role leader in the role profile and should be pre-approved where possible. For mileage costs, please contact the treasurer for current rates. All expenses should be claimed within 1 month of incurring them.

If the volunteer so wishes, he/she does not have to claim expenses and can choose to 'gift' the costs to the church. However, for those who incur regular expenses or large expenses, it is requested that they are claimed to assist with future budgeting. The expenses could then be gifted to the church once received if the volunteer so chooses.

4. Insurance

The Church's insurance policies provide protection for volunteers in respect of accident causing loss, damage or bodily injury due to negligence while engaged in a North Plymouth Community Church activity. The Public Liability cover provides cover for any one incident or series of incidents in respect of activities associated with the Church. These include youth

activities, adult meetings, work parties, catering provision, Foodbank service, social and welfare activities.

Use of a motor vehicle should be covered by a motor insurance policy for that vehicle, so if using your own vehicle you should make sure that your policy covers you during any activity.

Specifically in relation to Foodbank staff, volunteers must show proof to their role leader that they are insured on their motor insurance policy under voluntary requirements. Without this, Foodbank volunteers will not be eligible to transport food.

5. Child & Vulnerable Adults Protection Policy

All volunteers who work with children in whatever capacity must adhere to the North Plymouth Community Church Child & Vulnerable Adults Protection Policy.

All Children and Youth volunteers must complete a DBS check which will be paid for by North Plymouth Community Church.

6. Role Leaders

It should be noted that often the role leader will themselves be a volunteer, and the relationships are designed to be two way and respectful. If at any time a volunteer has an issue with their role leader this should be discussed with one of the pastoral staff.