

St Mary and St Nicolas Parish Church - Volunteer Policy



Introduction

St Mary and St Nicolas Parish Church exists to provide regular public worship which is open to all and offers a sacred space open daily for prayer and contemplation. Pastoral work is undertaken, such as visiting the sick and bereaved and provision of activities for parents and children and other community groups. We have teaching of Christianity through sermons and courses and taking of religious assemblies in schools. We provide youth work with a Christian ethos and support other charities in the UK and overseas

In line with this mission St Mary and St Nicolas Church seeks to involve volunteers to:

- ensure our services meet the needs of our parishioners
- provide new skills and perspectives
- increase our contact with the local community we serve

Principles

This Volunteering Policy is underpinned by the following principles:

- St Mary and St Nicolas church will ensure that volunteers are properly integrated into the organisational structure and that mechanisms are in place for them to contribute to the church's wider mission
- St Mary and St Nicolas Church does not aim to introduce volunteers to replace paid staff
- St Mary and St Nicolas Church expects that staff at all levels will work positively with volunteers and, where appropriate, will actively seek to involve them in an understanding of their work
- St Mary and St Nicolas Church recognises that volunteers require satisfying work and personal development and will seek to help volunteers meet these needs, as well as providing the training for them to do their work effectively

Practice guidelines

The following guidelines deal with practical aspects of the involvement of volunteers. More detailed information may be available in specific policies and other documentation which are available on the church website or from the Parish Office.

Recruitment

We will meet with all prospective volunteers to find out what they would like to do, their skills, suitability and how best their potential might be realised. A basic reference will be required in line with Safer Recruitment and for roles which involve working with children or the more vulnerable a DBS check may be needed.

Volunteer agreements and voluntary work outlines

Each volunteer will have a role descriptor/volunteer agreement establishing what St Mary and St Nicolas Church undertakes to provide them. This will be an agreed, written outline of the specific work they will be undertaking. This document is not a contract; St Mary and St Nicolas Church has no intention of creating a contract with any volunteers.

Expenses

Any purchases made on behalf of the church from the volunteers own funds should be refunded to them, provided prior agreement is received from the Parish Office or activity/role lead.

Induction and training

All volunteers will receive an induction into St Mary and St Nicolas Church and their own area of work. Initial training will be provided. Where possible volunteers will receive additional appropriate training for the role undertaken.

Support

All volunteers will have the Volunteer Co-ordinator as their main point of contact. They will be provided with regular supervision to feedback on progress, discuss future development and air any problems.

The volunteer's voice

Volunteers are encouraged to express their views about their roles with St Mary and St Nicolas Church and its work and suggest any improvements for consideration.

Insurance

All volunteers are covered by St Mary and St Nicolas Church's insurance policy whilst they are on the premises or engaged in any work on St Mary and St Nicolas Church's behalf.

Health and safety

Volunteers are covered by St Mary and St Nicolas' Health and Safety Policy.

Equal opportunities

St Mary and St Nicolas Church operates an equal opportunities system and volunteers will be expected to have an understanding of and commitment to our equal opportunities approach.

Safeguarding

Volunteers will be expected to abide by the safeguarding policy of St Mary and St Nicolas Church.

Problem solving

We aim to identify and solve problems at the earliest possible stage. Our procedure for volunteers is that in the first instance they speak to the Volunteer Co-ordinator. If then any issues are not resolved they will be referred to the Vicar.

Confidentiality

Volunteers will be bound by the same requirements for confidentiality as paid staff and members of the PCC.

Implementation Date: October 2023

Review Date: Annually