

VOLUNTEER POLICY

The basis for all volunteering is Christian discipleship. God calls you to offer yourself as his servant.

Romans 12:1

"I urge you, brothers and sisters, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God, which is your spiritual worship."

1. General Policy

1.1. The trustees of Upton Vale Baptist Church recognise the distinctive contribution that volunteers make in working out the organisation's purposes.

1.2. In recognising that contribution, our policy is:

- To value the status of volunteers as a core part of the church activities with a distinctive but complementary role to that of paid staff
- To ensure, as far as is possible, that the role of volunteer is mutually beneficial to both the church and the volunteer, managing volunteers in such a way that ensures the needs of both parties are met
- To provide support, guidance, encouragement and an operating environment that enables volunteers to operate effectively and with appropriate line management where necessary
- To encourage volunteers to grow in their personal discipleship
- To provide suitable training opportunities so that volunteers can make a real impact
- To, as far as possible, integrate volunteers into the church providing regular and relevant communication of strategic decisions
- To provide a personal point of contact for all volunteers
- To provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles

2. Taking on and Involving Volunteers

2.1. Whilst recognising the contribution that volunteers can make, not everyone will be able or suitable to undertake all volunteer roles. The trustees reserve the right

to reject approaches from volunteers, helping them to recognise other volunteer opportunities that might be more suitable for them.

- 2.2. Where volunteer approaches have been rejected, the trustees will, wherever possible, generally explain the reasoning behind this decision directly with the person involved.
- 2.3. Volunteers for the more public roles in the church will be informally assessed by the trustees or by the Church leadership team supported by at least one trustee.
- 2.4. The church operates a separate safeguarding children and other vulnerable beneficiaries' policy. Volunteers seeking to work with vulnerable groups will be subject to the requirements of that policy.
- 2.5. Volunteers will be made aware of the key responsibilities of their role in an appropriate way. Methods of communication may include:
 - An informal conversation with their point of contact or supervisor
 - The provision of guidelines provided by the church
 - A more formal role description.
- 2.6. Formally or informally, the expenses policy operated by the church will be explained to the volunteer ensuring that they fully understand what expenses can be claimed and the process for claiming expenses.
- 2.7. For certain roles, the church may wish to issue volunteer agreements.

3. Management of Volunteers

- 3.1. All volunteers should undertake an annual private review with their principal contact or group leader to discuss issues, difficulties, performance and outcomes.
- 3.2. Any training needs must be suitable and relevant to the role of the volunteer. Such needs must be identified and agreed by the church and the volunteer. The cost of any required and agreed training will be met by the church.
- 3.3. For certain roles and types of training the trustees can insist that volunteers attend training as a requirement for continuing in the volunteering role.
- 3.4. In some cases, and in order to monitor the work of volunteers and to assess how they are managed, a personal file may be maintained. Where this is the case, the volunteer will be informed; the information will be stored in accordance with the

relevant data protection principles; and any file will be available for inspection by the volunteer at any reasonable time.

3.5. The church and the volunteers will discuss the issue of intellectual property rights and agree either formally or informally where those rights rest for any original work produced by the volunteers.

3.6. All volunteers will receive a copy of the church's Volunteer Dispute and Grievance Policy.

4. Standing Down or Removal of Volunteers

4.1. Volunteers are encouraged to give some notice before standing down, but the trustees accept that all volunteers can stand down at any time without giving notice.

It is the responsibility of a group leader to record when a volunteer steps down and update records in the church office.

4.2. Group leaders and the trustees reserve the right to remove volunteers in circumstances which, after an investigation is necessary, are deemed to be detrimental to the church.

4.3. On request, the trustees will provide a basic factual reference for all volunteers. This will not extend to providing character references.

5. GDPR

5.1. As a volunteer, you may have access to confidential information on church members. It is essential that you read and understand Upton Vale's Privacy Policy so that you are aware of the requirements contained within these policies.

5.2. It is essential that every volunteer reads and adheres to the Upton Vale Safeguarding Policy.

5.3. If you work with children, young people and/or vulnerable adults you will need to undergo a DBS check.

5.4. This document applies to all volunteering roles formally associated with Upton Vale Baptist Church.

6. Adoption of this Policy

The Trustees of Upton Vale Baptist Church formally accepted this policy at a meeting held on 24 July 2024.