

As members of the Benefice of Witney, we volunteer our time and talents to further our mission, to become more Christ like as a community of mercy and kindness. As volunteers we undertake a range of roles eg running childrens' activities, church cleaning and maintenance, pastoral visiting. These are varied but all are valued.

*We have gifts that differ according to the grace given to us: prophecy, in proportion to faith; ministry, in ministering; the teacher, in teaching; the exhorter, in exhortation; the giver, in generosity; the leader, in diligence; the compassionate, in cheerfulness. Romans 12 v6-8*

Throughout this policy, we reference the term 'Team Leader'. This is deemed to mean either the member of Ministry Team directly responsible for the area in which you are volunteering, or the designated leader of the respective activity.

## As a church we will care for our volunteers:

- Matching your skills, gifts and experiences with the right role for you wherever possible
- Offering appropriate training and support for your role, accessing appropriate diocesan support. This will include providing information about the church's work, policies and procedures, celebrating success and recognising loyalty and dedication
- Respecting all our volunteers and listening to what you have to say, consistently encouraging two-way communication
- Reimbursing agreed out of pocket expenses promptly, including mileage expenses at the government standard published rate
- Ensuring your health, safety and welfare as a volunteer
- Providing a positive and friendly environment
- Providing access to appropriate resources as input and to support and advise you
- Providing the necessary insurance cover relating to your activities as volunteer within the Benefice (please see below)

## As a volunteer we expect you to:

- Aim for high standards of efficiency, reliability and quality in your volunteering
- Work in partnership with other volunteers, staff and general public in a manner which reflects the values and mission of the Benefice
- Support, respect and adhere to our organisational policies, guidelines and management decisions – including all aspects of health and safety, data protection, internal and external communications and equal opportunities.
- Where relevant (as advised by your team leader) apply for the necessary DBS checks and undertake any mandatory training (e.g. safeguarding certification)
- Consider and protect the Church's good reputation in your actions and conduct
- Act responsibly, within the law
- Let your team leader know if you have any problems, so that we can find a solution together
- Let your team leader know if there are changes in circumstances that may affect your volunteering

All volunteers will have an informal induction and receive training from their team leader. The team leader will be your key contact when volunteering.

In most cases you will need to be over 16 years of age to volunteer independently and under 18s may be asked for parental consent. Younger people may get involved in some aspects of volunteering with us if they are accompanied by a responsible adult.

There is no upper age limit for volunteers. Dependent on the role, the team leader may undertake a risk assessment for those volunteering who are aged above 80. Dependent on the outcome of these risk assessments there may be situations that require us to ask someone to stop volunteering.

The rights to any original works that you may produce in the course of volunteering will belong to the PCC, unless otherwise agreed in writing and approved by the PCC. Examples include photography, artwork, graphic design and written work, including the results of research. We may use photographs of volunteers carrying out their roles for promotional purposes, such as in a leaflet or online. You may, of course, request that an image is not used.

If you have any concerns regarding your volunteering, please talk to your team leader immediately. If these are not resolved, or if you have an issue with your team leader at any time, this should be raised with a church warden (in line with our complaints procedure, published on the website).

The PCC reserves the right to withdraw permission for a volunteer to participate if it is causing concern or undermining the reputation of the church.

## Insurance

The PCC has in place employer's liability insurance and public liability insurance in the event of a volunteer being harmed due to the negligence of the charity, or a third party being injured as a result of the actions of a volunteer whilst performing church duties.

Our insurance does not cover:

- Loss of personal belongings
- Motor insurance, where you are using your vehicle in support of your volunteer role  
(In both cases, your personal insurances may cover any related losses. If you are in any doubt about the level of cover, please contact the relevant insurer yourself.)
- Personal accident insurance for those who are over 80 (tbc)

Adopted by Witney PCC on 27 May 2021

Adopted by Minster Lovell PCC on 13 December 2021

Signed *Toby Wright*

Counter-signed *Jeremy Lasman* Witney PCC

Counter-signed *Hugh White* Minster Lovell PCC

Review date: 5 years from date of adoption