

# Bourne Baptist Church Volunteering Policy and Procedures

## Policy Statement

- Bourne Baptist Church believes that all have been given gifts from God to use in His service within the Church and the wider community. We seek, as a church, to enable people to recognise and develop their giftings and encourage the use of them in the humble service of Christ.

Romans 12 v 3-8

<sup>3</sup>For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you. <sup>4</sup>For just as each of us has one body with many members, and these members do not all have the same function, <sup>5</sup>so in Christ we, though many, form one body, and each member belongs to all the others. <sup>6</sup>We have different gifts, according to the grace given to each of us. If your gift is prophesying, then prophesy in accordance with your faith; <sup>7</sup>if it is serving, then serve; if it is teaching, then teach; <sup>8</sup>if it is to encourage, then give encouragement; if it is giving, then give generously; if it is to lead, do it diligently; if it is to show mercy, do it cheerfully.

- There are many opportunities to volunteer within the church and use the gifts that God has given. These may include, preaching, leading services, hospitality, welcoming, administration, prayer, healing, encouraging, worship, audio- visual, pastoral care, befriending and teaching. It is our general practice with regard to taking on a role that we encourage people to come and be part of the church so that each party gets to know each other before serving within the community.
- In order to help people understand the role to which they may feel called to volunteer we have endeavoured to put together some role descriptions to help clarify tasks the role will incorporate, the time commitment involved and the person who heads up that particular volunteering team.
- Most volunteering roles do not require careful scrutiny of a person's background. However, in order to provide as safe an environment as possible for our most vulnerable, i.e. children, young people and adults at risk, more rigorous procedures have been put in place to protect all people involved with or linked to the role concerned.
- Policy Procedures will be kept in files in the kitchen and Church Office.
- This Policy was adopted at the Church meeting on ..... and will be reviewed every two years.

Signed .....  
 Role .....  
 Date .....

## **1. Procedure for general volunteering**

1.1 Opportunities to volunteer within the church can be communicated by a team leader in a variety of different ways including:

- A notice in the weekly news sheet
- An announcement in church or during a church meeting
- Personal approach by a team leader

1.2 Anyone who feels that they would like to volunteer within the church should approach the appropriate team leader, or Pastors, who will make a note of the person's willingness to become involved.

1.3 The team leader will prayerfully consider the skills and gifting of each volunteer and seek guidance from the Pastors.

1.4 If there is agreement and the volunteer is believed to be called to serve in this ministry then they will be invited to join the team and be given a short break down of the role and time commitment involved.

1.5 It is the responsibility of the team leader to ensure that any new volunteer understands the role as well as overseeing any induction/training that might be necessary for the volunteer to carry out that role.

## **2. Procedure for those volunteering to work with children, young people and/or adults at risk.**

When recruiting for a role working with or for children, young people or adults at risk, we will treat each volunteer as though we don't know them. We will not assume that the time we have spent together each week means that we know all about their skills and abilities or working practices.

2.1 When there is agreement that a volunteer is believed to be called to serve with children, young people or adults at risk then they will be given an application form by the team leader. (Appendix 1)

2.2 The application form should be filled in and sent to the Safeguarding Deacon\* and stored in a locked filing cabinet.

2.3 The Safeguarding Deacon\* will be responsible for taking up the references which will be stored with the application form.

2.4 An informal face to face chat will be conducted by the team leader and a member of the leadership team who is not a close family member. The types of questions that will be asked include:

- any previous experience in this field
- what is important about the role
- any issue that has arisen from the application form or references that may need clarification

2.5 In line with the Safeguarding Children and Young People Policy if a person requires a DBS then a check will be carried out by the Safeguarding Deacon\* or approved checker.

2.6 Subject to a clear DBS check the team leader will make a decision on the appointment

2.7 The volunteer will be required to attend safeguarding training, become familiar with and work within the church's safeguarding policies.

2.8 It is the responsibility of the team leader to ensure that any new volunteer understands the role as well as overseeing any induction and supervision that might be necessary for the volunteer to carry out that role.

(\*In the case that this position is vacant the Eldership take on the responsibility)

**Volunteer Application form**  
**Children, Young People and Adults at Risk**

Role Title.....

**1. Personal Details**

Full Name.....

Any past names .....

Date of Birth .....

Address.....

.....

Postcode.....

Contact Telephone number(s) .....

.....

Email Address.....

How long have you lived at the above address? .....Years

If less than 3 years please give previous address(es) with dates

From...../...../..... To ...../...../.....      From...../...../..... To ...../...../.....

Address.....      Address.....

.....      .....

.....      .....

Postcode.....      .....

## **2. Experience and skills**

a) Please tell us about your Christian experience (ie how long you have been a Christian, how you came to faith, which church(es) you have attended and church activities you have been involved in with dates. (Please feel free to use additional paper if necessary.)

b) Please give details of any previous experience you may have of working in the role or similar roles to the one named on this application with dates.

c) Do you suffer from any illnesses which may directly affect your work in the above role?  
If Yes please give details.

### 3. References

Please give the contact details of two people who know you well and who would be able to give a personal reference and comment on our character and work. **Please note that none of the referees should be related to you.** If you have experience working in a similar role before one reference should be a colleague with whom you have worked. One reference must be outside Bourne Baptist Church, if you have moved from another church in the past 5 years, the other referee should be from your previous church. In addition, we reserve the right to take up character references from any other individuals deemed necessary. Please get permission from your referee before adding them to this form.

#### Referee 1

Name .....

Address .....

.....

Postcode .....

Contact telephone numbers .....

.....

Email address .....

Connection with you.....

#### Referee 2

Name .....

Address .....

.....

Postcode .....

Contact telephone numbers .....

.....

Email address .....

Connection with you.....

#### 4. Criminal Declaration

Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975), and you are therefore not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the 1974 Act. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work within the church, however the disclosure of convictions will not necessarily bar you from taking up this volunteer role. All applicants for this position must apply for an Enhanced disclosure from the DBS. The agency we use is called Due Diligence Checking Ltd and you will receive information concerning what to do from the Safeguarding Deacon.

Do you have a criminal conviction? .....

Do you agree to cooperate in the process of obtaining a DBS check? .....

#### 5. Declaration

I confirm that the submitted information is correct and complete.

I agree to attend safeguarding training.

#### For those who are volunteering for a teaching position

I agree not to contradict Bourne Baptist Church Statement of Faith. (See Appendix 2)

Signed..... Date.....

Print name .....

## **Bourne Baptist Church**

### **Statement of Faith**

#### **WE BELIEVE IN:**

1. Almighty God, Creator of all, and in the unity of the Godhead, Father, Son and Holy Spirit being co-equal along with the sovereignty of God in creation, providence and redemption.
2. The full and proper Deity of our Lord Jesus Christ, His virgin birth; His real and perfect humanity; the authority of His teaching and the infallibility of all His utterances; His work of atonement for sinners by His vicarious sufferings and death; His bodily resurrection and ascension into heaven; and His present priestly intercession for His people.
3. The sinful nature of all people, and in the need and necessity of conversion through Jesus Christ to make them at one with God.
4. The justification of the sinner solely by grace through faith, through the atoning merits of our Lord and Saviour Jesus Christ, He being the one and only way of redemption for all sinners.
5. The necessity of the work of the Holy Spirit in the new birth conversion and sanctification, in ministry and worship, and in the life of the Christian.
6. The ordinances of believers Baptism and the Lord's Supper as being given and instituted by our Lord Jesus Christ (but not in Baptism as conveying regenerating grace, nor in the Lord's Supper as being a sacrifice for sin.)
7. The personal return of Jesus Christ in glory and power.
8. The resurrection of the body, the judgement of the world, the eternal blessedness of the righteous and eternal punishment of the wicked.
9. The full inspiration of the Holy Scriptures as the true Word of God from Genesis to Revelation; the reliability of the New Testament in its testimony to the character and authorship of the Old Testament; the need of the guidance of the Holy Spirit to a true and spiritual understanding of the whole; and the need for the faithful proclamation of the truth of God's Word in our fellowship, now and always.
10. The universal church, and in the importance of personal witness to our Lord and Saviour Jesus Christ in the words and deeds of the Christian.