BERWICK
CHURCH OF CHRIST

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VOLUNTEER RECRUITMENT POLICY

Date	07/08/2018
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Introduction

The Berwick Church of Christ (the 'Church') recognises the value of its volunteers and leaders and their generous contribution; therefore, we aim to train, support and supervise our volunteers to the best of our abilities, and to act quickly and fairly if difficulties arise.

Purpose

This policy provides guidelines on recruiting volunteers or leaders and is designed to support volunteers and leaders, to ensure their skills and abilities are effectively used and to minimise any risk to them and others they may contact in the course of their work.

This policy simultaneously ensures the Church meets all legislative and regulatory obligations.

Scope

This policy applies to all non-paid volunteers and leaders appointed in any role, including those under the age of 18 years. This policy does not apply to paid employees.

Definitions

"Child" and **"children"** means people under the age of 18.

"Elder" means a member of the governing body of the Church, as appointed under rule 11.3 of the Constitution.

"Children's Ministry" means any activity or program where any of the participants are under 18 years and not accompanied by parents or carers authorised by the parents.

"Volunteers" are all those who are involved in serving in any role other than in a leadership role, and includes those under the age of 18.

"Leaders" are all those appointed to some level of leadership in the Church, and includes those under the age of 18.

Policy

1. General Principles

1.1 **Eligibility**
The Church will consider involving anyone as a volunteer or leader. Individuals must, however, be able to demonstrate a commitment to the vision, mission and values of the Church, and may only be placed if their gifts and talents as volunteers or leaders match the needs of the Church. No person who has a conflict of interest with any aspect of the Church will be accepted as a volunteer or leader.

1.2 **Appropriate Behaviour**
Volunteers and leaders are expected to work within the policies and procedures of the Church, particularly the Code of Conduct and adhere to its ethos. As representatives of the Church, volunteers and leaders are responsible for presenting a positive image of the Church to the outside world.

1.3 **Representation of Berwick Church of Christ**
Volunteers and leaders must seek prior approval from the Ministry Forum before undertaking anything that might affect the organisation. This includes, but is not limited to, joint initiatives with other bodies, and agreements involving contractual or financial obligations. Statements to the press should be approved by the Senior Pastor or their delegate.

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1.4 **Confidentiality**
The Church respects the volunteer's/leader's rights to privacy and confidentiality. In turn, volunteers and leaders are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering at the Church.

1.5 **Records**
A system of records is maintained on all volunteers and leaders, including personal information. Volunteer/Leader records are accorded the same confidentiality as staff records.
The original signed copy of the Volunteer Application Form will be kept with the confidential Safe Ministry records which are maintained by the Safety Contact Person in line with Section 6 of the Privacy Act.

1.6 **Service**
Any voluntary service is at the discretion of Berwick Church of Christ. The Church may, at any time, and for whatever reasons, decide to end any role of service from an individual or group. Similarly, volunteers or leaders may at any time, and for whatever reason, decide to end their role or service with the Church. Notice of such decisions should be communicated at the earliest opportunity, preferably in writing.

2. Recruitment

2.1 **Pre-recruitment**
Anyone desiring to operate in a volunteer/leadership role at Berwick Church of Christ will:

a. Be known by an Elder, Ministry Leader or member of Staff for at least six (6) months and have been in regular attendance at the Church for at least six (6) months, or in limited cases:
   i. provide a letter of recommendation from a recognised Pastor external to the Church who has known them directly or a Church Pastor who has known them directly or through a direct association for at least six (6) months, in all instances the knowledge of them and contact must have been within the last 12 months; or
   ii. have been in regular attendance for 3 months and the role doesn't include working with children, then they can obtain a written exemption from the Executive Pastor who will obtained approval from the Ministry Forum; or
   iii. failing a decision in point 2.1(a)ii above, the Senior Pastor will make the final decision.
b. Complete a Volunteer Application Form (Appendix 1) for any 'Children's Ministry' roles or any Leadership roles in any Ministry.
c. Hold a current Working With Children Check (if aged 18 years or over) listing the Church as an organisation they volunteer with or obtain a Working With Children Check prior to commencing in their role. All volunteers, regardless of any professional exemptions, are required to obtain a Working With Children Check. This includes Teachers and Law Enforcements Officers.
d. Leaders need to be a Partner, or be willing to become a Partner of the Church within 6 months.
e. Be prepared to undertake a Police Check, if required to do so.

2.2 **Interviews**
Depending on the role, volunteers or leaders may be required to undertake an interview prior to an appointment being made.

Note: All volunteers/leaders wishing to work with children under 18 must undergo a Volunteer Approval Process prior to commencing in such a role.

3. Church Policies

We require all volunteers and leaders to undertake a Policy Induction and sign our Code of Conduct prior to commencing in their role.

4. Training

We require all volunteers (over the age of 15 years) who are involved in a 'Children's Ministry' and all leaders in any ministry to attend a NCCA Safe Church Awareness Workshop within the first 6 months of commencing in their role and attend a refresher Workshop every 3 years.

Further training specific to the role may also be required to be completed prior to commencing in the role.

As appropriate, we may provide ongoing training, supervision and support for volunteers and leaders.

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Safety Contact Person

Name:	**Karen Fletcher**
Phone number:	**0438 886 337**
Email:	**karenf@bcoc.com.au**
Other contact details:	**Church Office: 9702 1011 (Mondays to Thursdays)**

Applicable Legislation, References and Other Policies

Item	**Description**
Victorian Child Safe Standards	Standards we are required to legally comply with regarding a Child Safe Environment.
Working with Children Act 2005	Legislation which aims to protect children from physical and sexual harm
The Privacy Act 1988 (Cth)	The Privacy Act 1988 (Cth) is a national law that protects personal information that is collected.
BCOC Policies	All Church policies can be obtained from the website link, www.berwickchurch.org.au/policies