

VOLUNTEER RECRUITMENT POLICY

Date	07/08/2018
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Status	Version 4
Revised and Approved by Board on	19/06/2023
Scheduled review date	06/2025

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 should 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 Staff.

Definitions

Please refer to the General Definitions located at www.berwickchurch.org.au/policies.

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.

1.2 Appropriate Behaviour

Volunteers and leaders are required to abide by the policies and procedures of the Church, particularly the Code of Conduct and Statement of Faith. As representatives of the Church, volunteers and leaders are responsible for upholding the reputation of the Church..

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 must be approved by the Senior Pastor or their delegate.

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 the Church or has not volunteered for three or more years, 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 a Pastor who will obtain 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).
- 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. All teachers and early childhood teachers registered with VIT must notify Working with Children Check Victoria (WWCCV) they are volunteering at the Church.
- d. 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.

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**

To ensure all volunteers are up-to-date with the legislated requirements related to working with children and vulnerable people, we require all volunteers (over the age of 15 years) to complete compliance awareness training within the first 6 months of commencing in their role and complete a refresher 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.

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

Revision History Table:

Revised On	Revision Made	Approved
ELT revised this Policy on 16 September 2019	<p>EDITED 1. General Principles 1.1 REPLACED the word “aims” WITH “vision, mission and values”. REPLACED the words “needs as volunteers” WITH “gifts and talents as volunteers”.</p> <p>EDITED 1. General Principles 1.3 REPLACED “Executive Leadership Team (ELT)” WITH “Ministry Forum”. REMOVED: “statements to the press,” ADDED a sentence “Statements to the press should be approved by the Executive Leadership Team (ELT).”</p> <p>EDITED 1. General Principles 1.5 ADDED the words “in line with Section 6 of the Privacy Act” at the end of the paragraph.</p> <p>EDITED 2. Recruitment 2.1 c) ADDED the words “and Law Enforcement Officers” to the end of the paragraph.</p>	Yes
Revised by Gov Comm on 10 August 2021	<p>EDITED 1.3 Representation of Berwick Church of Christ REPLACED “Executive Leadership Team (ELT)” WITH “Senior Pastor or their delegate”.</p> <p>EDITED 2.1 Pre-recruitment In the first sentence, REPLACED “take” WITH “operate in”.</p> <p>EDITED 2.1 Pre-recruitment (d) REPLACED “12 months” WITH “6 months”.</p> <p>EDITED 2.2 INTERVIEWS REMOVED the last sentence of the Note: “This is a legal requirement under the Victorian Child Safe Standard No.4” as these standards have been changed, effective on 1 July 2022.</p>	Yes
Amendments approved by the Elders on 14 September 2021	<p>EDITED 2.1 Pre-recruitment (a) REPLACED or “alternatively provide a letter of recommendation from a Pastor who has known them for at least six (6) months.” WITH “or in limited cases:</p> <ol style="list-style-type: none"> i. provide a letter of recommendation from a recognised Pastor external to the Church 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 obtain 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.” 	Yes
Revised by Gov Comm on 9 May 2023	<p>EDITED Introduction REPLACED the word “if” WITH “should” at the end of the sentence.</p> <p>EDITED Definitions REMOVED all the definitions and ADDED the sentence “Please refer to the General Definitions located at www.berwickchurch.org.au/policies.”</p> <p>EDITED 1.1 Eligibility REMOVED the words at the end of the paragraph “, 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.</p> <p>EDITED 1.2 Appropriate Behaviour REPLACED the words “expected to work within” WITH “required to abide by”.</p> <p>REPLACED the words “adhere to its ethos” WITH “Statement of Faith.</p>	

	<p>REPLACED the words “presenting a positive image of the Church to the outside world” WITH “upholding the reputation of the Church.”</p> <p>EDITED 1.3 Representation of Berwick Church of Christ</p> <p>REPLACED the word “should” WITH “must” before the words “be approved by the Senior Pastor or their delegate.”</p> <p>EDITED 2.1 Pre-recruitment</p> <p>REPLACED the words “Berwick Church of Christ” WITH “the Church”.</p> <p>ADDED to the end of the first sentence “or has not volunteered for three or more years.”</p> <p>EDITED 2.1 Pre-recruitment a. ii.</p> <p>REPLACED the words “the Executive Pastor” WITH “a Pastor”.</p> <p>EDITED 2.1 Pre-recruitment b.</p> <p>DELETED the words “for any Children’s Ministry’ roles or any Leadership roles in any Ministry.”</p> <p>EDITED 2.1 Pre-recruitment c.</p> <p>DELETED the words “This includes Teachers and Law Enforcement Officers.”</p> <p>ADDED to the end of the sentence the words “All teachers and early childhood teachers registered with VIT must notify Working With Children Check Victoria (WWCCV) they are volunteering at the Church.”</p> <p>EDITED 2.1 Pre-recruitment d.</p> <p>DELETED the words “Leaders need to”</p> <p>EDITED 2.2 Interviews</p> <p>DELETED the words “Note: All volunteers/leaders wishing to work with children under 18 must undergo a Volunteer Approval Process prior to commencing in such a role.”</p> <p>EDITED 4. Training</p> <p>ADDED to the beginning of the paragraph the words “To ensure all workers are up-to-date with the legislated requirements related to working with children and vulnerable people,”</p> <p>REPLACED the words “who are involved in a Children’s Ministry and all leaders in any ministry to” WITH “to complete compliance awareness training.”</p> <p>DELETED the words “attend a NCCA Safe Church Awareness Workshop”.</p> <p>REPLACED the word “attend” WITH “complete.”</p> <p>DELETED the word “Workshop”.</p>	
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