

# Volunteer Agreement

## 1. Context

You have agreed to work as an unpaid volunteer youth worker for

As a volunteer this is not a contract of employment but sets out our expectations of you in the work that you do. It also says what you can expect from us. If you have any questions or concerns about what's being asked of you, please talk to us about it.

As a volunteer youth worker you are a vital part of the mission and ministry of our church/organisation so it is important that you are familiar with and support our aims and objectives before you sign this agreement.

This agreement starts on  and runs until

## 2. Role

Your work will include these roles and expectations

## 3. Time commitment

You are asked to work the following days and times

There may be other requests we ask of you but we will discuss these with you in advance.

Whilst this is a voluntary role it is still important that you are on time for work and that you complete the hours expected. If for any reason you will be late or need to leave early please discuss it with your supervisor at the earliest opportunity. We will always seek to accommodate you and may need to make alternative arrangements.

It's important that you have regular time off from your role as a volunteer youth worker. We also understand there may be occasions when you cannot attend. In either case, you should agree the procedure for this with your supervisor.

#### 4. Supervision and how to raise concerns

Your supervisor whilst you work with us will be

Any queries or concerns about the work or any aspect of our church/organisation should be raised with them in the first instance. If you have a question or concern about a child protection or safeguarding you must adhere to our Child Protection and Safeguarding Policies.

We will regularly review your work with us to ensure you have the support you need to do it effectively. The frequency and depth of this will depend on how often you work with us. If we become concerned about your conduct or capability to perform the role we will discuss this with you as soon as we can to help you put it right and achieve our expectations. This will be done as follows

1. Your supervisor will discuss with you any areas of concern we have informally. This is part of our usual ongoing supervision and support for you.
2. If more serious conduct or capability problems arise or you continue not to put right issues we have discussed with you already then, for clarity, we will put our concerns to you in writing and agree a development plan with you. This discussion may be held with someone more senior than your supervisor.
3. Should these same issues continue or if your conduct is serious enough we may bring your volunteer agreement to an end. We will meet with you to discuss this before making the decision. You will be invited to bring someone with you to support you.

If you disagree with a decision to end your volunteer agreement or do not believe our concerns about your conduct or capability are fair then you can raise this with us.

The person you should contact to do this is

#### 5. Expenses

Actual incurred expenses will be reimbursed in full provided they were agreed in advance and that receipts are provided.

#### 6. Christian Faith

Your work as a volunteer will be in a Christian context, so it is important that you reflect our values and beliefs in your lifestyle and actions. We will discuss with you any particular expectations in advance. In accepting this voluntary role you acknowledge that you are called by God to this work and that you confirm commitment to our statement of faith.

Signature of volunteer

Name of volunteer

Date

Signature of church representative

Name of church representative

Date