



# Volunteers Handbook Parish of South Gillingham



**OUR AIM:-** *Building Communities  
Nurturing Faith  
Growing disciples of Jesus Christ*

Thank you for volunteering!

This booklet contains information for all who volunteer within the various church ministries. Please read carefully, not everything will apply to you however, it is good to have an understanding of useful points highlighted.

Please speak to your ministry leader/safeguarding church officer/church warden if anything is unclear or if you have any concerns.

### **Why Volunteer?**



“You are a chosen people, a royal priesthood, a holy nation, God’s special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.” 1 Peter 2:9

“We have different gifts, according to the grace given to each of us. If yours is prophesying then prophesy in accordance with your faith, if it is to lead do it diligently, if it is to show mercy, do it cheerfully.”

Romans 12: 6-8

## Induction

Your ministry leader, church safeguarding officer or church warden should provide you with an outline of the role you are undertaking, along with induction training to ensure that you get off to the best start possible. In some roles, it may be either necessary or desirable for you to undertake future training and this will be clarified with you.



We hope that you will feel like a valued member of the team in which you serve, using your God given gifts to minister in the area you have chosen.

## Review

We ask our Incumbent to meet with their team of volunteers at least once a year to discuss their role. This is also an opportunity to celebrate successes and allay any concerns.

We do not want our volunteers to continue serving in a ministry that they are not comfortable in- if at any time you feel that the role or some aspect of it is not the right fit for you, please speak to your leader.

## Safeguarding

Many volunteers will find themselves working with children, young people or vulnerable adults. In order to ensure the safety and wellbeing of these individuals and yourselves as volunteers, we follow the Church of England Safeguarding National Standards, the Code of Safer Working Practice and selection and recruitment procedures. This involves volunteers completing a volunteer application form, references and a Confidential Declaration Form.



You may also require a DBS check before starting as a volunteer. You will be given a copy of the guidance for Lone Working in the church and community and a copy of the role description and risk assessment. You will be required to complete safeguarding training appropriate to your responsibility.

Each church has a safeguarding notice board, which details who to contact if you have safeguarding concerns. There's also information on the Parish and each of the 4 churches pages on [www.achurchnearyou.com](http://www.achurchnearyou.com) . Don't hesitate to contact one of these people if you are worried about the safety of a child, young person or vulnerable adult. If you feel there is immediate danger to the person, ring 999 and speak to the police.



## Health and Safety

As a volunteer we ask you to take reasonable care for yourself and others around you. A copy of the Health and Safety policy should be displayed on your church's main notice board.



Any risk assessments connected to your role should be available to you. Any concerns you have should be shared with your ministry leader, church safeguarding officer church warden and your church's Health and Safety lead.

## Fire and Evacuation

We all hope this is only ever a practice exercise, but it is important that all volunteers have a full understanding of the procedure and where fire equipment is stored. Your Group Leaders are asked to conduct an annual evacuation drill. The assembly point should be shared with all volunteers. A copy of the fire drill for each church should be on display on the notice board. This should be recorded in the DCC minutes.



## First Aid

If an accident or incident occurs you may be asked to help. All volunteers should know where the First Aid box is stored, where accident and incidents are recorded. If First Aid material are used please inform the person responsible for First Aid so that equipment can be replaced. Accident and incident forms should be given to the church warden for storage and safekeeping and to inform risk assessments and maintenance if needed.



<https://www.churchofengland.org/sites/default/files/2021-07/code-of-safer-working-practice-02.07.2021.pdf>

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