



## Volunteer Recruitment Policy

Templestowe Baptist 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.

TBC has a duty of care to protect the people attending this church and is committed to promoting the welfare of children, young people and vulnerable adults participating in any of its ministries or activities by protecting their rights and protecting them from harm.

The church is obliged to ask questions about the background of prospective volunteers and leaders, such as past criminal history and sexual offences, in order to fulfil our legal, insurance and ethical duty of care to protect children, young people and vulnerable adults from risk.

### Purpose

This policy provides guidelines on recruiting volunteers and ministry leaders and is designed to support volunteers and ministry leaders, to ensure their skills and abilities are effectively used and to minimise any risk to them and others they may come into contact with 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 ministry 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.

**“Youth”** and **“Young People”** means people between the ages of 18 and 21.

**“Vulnerable Adults”** means individuals aged 18 years and above who are, or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, trauma or disability, or any other reason.

**“Children’s Ministry”** means any activity or program where any of the participants are under 18 years and not accompanied by parents or guardians as authorised by the parents.

**“Volunteers”** means 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**

TBC will consider involving anyone as a volunteer or leader who has been attending TBC for a period of 3 months or more. Individuals must, however, be able to demonstrate a commitment to God's vision and purposes, and the vision, mission and values of TBC, and may only be placed if their gifts and talents as volunteers or leaders match the needs of TBC. No person who has a conflict of interest with any aspect of TBC 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 TBC, particularly the Codes of Conduct PP08 & PP09 and adhere to its ethos. As representatives of TBC, volunteers and leaders are responsible for presenting a positive image of the church to the outside world.

#### **1.3 Representation of Templestowe Baptist Church**

Volunteers and leaders must seek prior approval from the Leadership Team 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 Leadership Team

#### **1.4 Confidentiality**

TBC 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**

Any volunteer/ministry leader information that is required by TBC will be kept safe in the church office and accorded the same confidentiality as staff records.

#### **1.6 Service**

Any voluntary service is at the discretion of Templestowe Baptist Church Inc. The church council may, at any time, and for whatever reasons, decide to end any role of service from an individual or group. Similarly, volunteers/ministry 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 take a volunteer/leadership role at Templestowe Baptist Church will:

- a) Have been in regular attendance at TBC for at least 3 months.
- b) Completed a Volunteer/Ministry leader application form.
- c) Hold a current Working with Children Check (if 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 Enforcement Officers.
- d) Leaders need to be a member, or willing to become a member of TBC Inc. within 12 months.
- e) Be prepared to undertake a Police Check, if required to do so.

Leaders will undergo an annual time of review. This is an opportunity for all activities to be assessed, making sure they continue to meet the vision of the program, and provides an opportunity for leaders to assess their availability for leadership into the future.

### **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/Ministry leaders must undergo a Volunteer/Ministry leader screening process prior to commencing such a role.

## **3 Church Policies**

We require all volunteers and leaders to sign the appropriate Codes of Conduct (PP08 & PP09) and abide by TBC policies and procedures.

## **4 Training**

We require all volunteers (over the age of 15 years) who are involved in a "Children's Ministry" to complete the appropriate Safe Church training within 6 months of commencing in their role. All volunteers/ministry leaders are required to complete Safe Church training every 3 years.

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

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

## 5 Expenses

Volunteers give their time and skills free of charge, so it is essential that Templestowe Baptist Church offers to reimburse any reasonable out of pocket expenses they may incur while undertaking voluntary work for the organisation. The costs of volunteering should never be allowed to discourage those on low incomes.

## 6 Insurance

Insurance is provided by Templestowe Baptist Church Inc., through coverage by the Australian Baptist Insurance Scheme. This covers all volunteers working on behalf of and at the direction of Templestowe Baptist Church.

### Relevant TBC Policy/Documents:

TBC New Member Screening Form.  
 TBC Volunteer/Ministry Leader Application Form.  
 TBC Volunteer Application Form – Under 18.  
 PP06 Safe Church Policy.  
 PP09 Code of Conduct (1) – Volunteers

### Applicable Legislation:

- Victorian Child Safe Standards (Commission for Children & Young People)
- Working with Children Act 2005
- The Commonwealth Privacy Act 1988

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All Templestowe Baptist Church Policies can be obtained from the Church Office.