**SAMPLE VOLUNTEER AGREEMENT**

*This is a sample agreement and should be altered according to specific person involved. The agreement describes the arrangement between the volunteer and the local Methodist Church and should be used alongside the volunteer’s work outline.*

This Volunteer Agreement is a description of the arrangement between us, the *(insert name)* Methodist Church in *(insert location),* and you (*the volunteer*) in relation to your voluntary work.

The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a positive and rewarding one.

This agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement nor is it intended to create an employment relationship between us but sets out expectations both of The Methodist Church and the volunteer.

We, on behalf of *(insert name)* Methodist Church in *(insert location),* accept the voluntary service of (*name of volunteer*) beginning (*date*). We have agreed that you will work *(x)* hours over/on *(x)* days.

Your role as a volunteer is (*state nature and components of the work*). This work is designed to (*state purpose of work in relation to its benefit to the Church*).

In addition to this agreement, you will receive key pieces of information including the role description and our policies and procedures which will provide important guidelines for your volunteering.

**Part 1 – The Methodist Church**

We commit to the following:

* A full induction and any training necessary for the volunteer role;
* Provide a personal supervisor who will meet with you regularly to discuss your volunteering and any achievements and problems.
* To be treated with respect and in line with the organisation’s policies on equal opportunities, health and safety;
* To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.
* To reimburse the following expenses incurred by you in doing your voluntary work. All expenses must be submitted, with receipts where possible, to *(place or person to whom receipts should be sent) within (period):Please only select relevant section(s):*
  + 1. Travel to and from home to (the office) and during your work as necessary
    2. Meal allowance to a maximum of *£(x)* with a receipt (to be eligible for lunch allowance you must work around meal times or for a minimum of *(x)* hours a day.)
    3. Special clothing, where this is provided by you
    4. Actual cost of crèche, childminding fees or other dependant costs incurred in order to be available for voluntary work.

**Part 2 – The Volunteer**

I, …………………………………………(*full name in capitals*), agree to be a volunteer with the xxx(insert name) Methodist Church and commit to the following:

1. To help the *(insert name)* Methodist Church in *(location)* fulfil its vision **to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission**
2. To perform my volunteering role to the best of my ability
3. To follow the Church’s procedures and standards, including health and safety procedures and its equal opportunities policy in relation to its staff, volunteers and anybody they work with.
4. To maintain the confidential information of the Church and of all who become involved with it.
5. To meet the time commitments and standards undertaken, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangement can be made.
6. To provide referees, as agreed, who may be contacted, and to agree to a police check being carried out where necessary.

**My agreed voluntary time commitment is …………………………………...................**

**Agreed to: …………………………................................................Volunteer signature**

**........................................................On behalf of the(insert name) Methodist Church**

**.............................................................................................................................................Date**