

# Volunteer Agreement – Including Role Outline

Church councils must agree the duties and conditions with each volunteer.

Complete this form for each group you wish the volunteer to work with. This agreement should also be reviewed at least annually. Copies should be held by the group leader, the church council and the volunteer.

**To be completed on behalf of the church council (or other appointing body) with the volunteer**

<p><b>Church and circuit</b></p>	<p><b>Work to be undertaken (5-10 points describing the duties and responsibilities in this role)</b></p>
<p><b>Name of worker</b></p>	
<p><b>Name of group/club (eg Junior Church/luncheon club for disabled people)</b></p> <p><b>Location of meeting</b></p> <p><b>Day and time</b></p> <p><b>Frequency</b></p> <p><b>Age range of children and young people under 18 and description of vulnerabilities</b></p>	
<p><b>Person to whom directly responsible/supervising (eg youth group leader/church community worker/minister)</b></p>	
<p><b>The appointing body to whom the group is responsible (eg church council)</b></p>	

**What training is needed or planned this year?**

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**When is training to take place? (usually within a year of appointment)**

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**Who is responsible for arranging training (ensuring it takes place)?**

Date/month when this role description is to be reviewed (ie toward the middle and end of a probationary period and then annually)

**Training and review planning**

**1. What training is now required?**

eg Core training, Spectrum, Creating Safer Space, Vulnerable adults

**2. Further training (please give details)**

Contact your training officer, district training secretary or safeguarding coordinator for details of training opportunities. Your minister or circuit steward will be able to provide their contact details.

**Signed** (on behalf of the church council or other appointing body)

**To be completed by the worker with children/young people/adults**

**I have understood the nature of the work I am to do with children/young people. I have read the guidelines produced by the Church for safeguarding children and young people. I understand that it is my duty to protect the children, young people and vulnerable adults with whom I come into contact. I know what action to take if abuse is discovered or disclosed.**

**Signed:**

**Date:**

**A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL MANNER BY THE METHODIST CHURCH**

*This blank form may be photocopied and is also available to download from the website: [www.methodistchurch.org.uk](http://www.methodistchurch.org.uk)*

**NB All information will be held in accordance with the Data Protection Act 1998**

**Form A – Part 1 Registration form and Form X Confidential Declaration must also be completed**