

VOLUNTEER LEADER RECRUITMENT POLICY

Purpose of document

The purpose of this internal document is to provide guidance on all aspects of recruiting volunteer leaders at Church By the Bay Inc. (CBtB). It does not constitute a binding contract. It supplements other CBtB policies and procedures.

These procedures apply to all non-paid volunteers who undertake tasks on behalf and at the direction of CBtB.

NB This document does not apply to paid employees, who have additional recruitment guidelines. The policy for recruitment to Paid Employee can be obtained from the church office.

Responsibility

The Administries Pastor, under the authority of the CBtB Elders, is responsible for ensuring that the policy and the procedures in this document are implemented efficiently and effectively. All other Executive Ministry team members are expected to facilitate this process.

POLICY STATEMENT

We regard volunteer leaders as a valuable resource; 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.

PROCEDURAL GUIDELINES

1. General principles

- 1.1 Eligibility
Church By the Bay will consider involving anyone as a volunteer. Individuals must, however, be able to demonstrate a commitment to the aims of CBtB, and may only be placed if their needs as volunteers match the needs of the church. No person who has a conflict of interest with any aspect of CBtB will be accepted as a volunteer.
- 1.2 Appropriate behaviour
Volunteers are expected to work within the policies and procedures of Church By the Bay, particularly the Code of Conduct for leaders, and adhere to its ethos. As representatives of the church, they are responsible for presenting a positive image of CBtB to the outside world.
- 1.3 Representation of Church By the Bay
Volunteers must seek prior approval from the Administries Pastor before undertaking anything that might affect the organisation. This includes, but is not limited to, statements to the press, joint initiatives with other bodies, and agreements involving contractual or financial obligations.
- 1.4 Confidentiality
Church By the Bay respects the volunteer's right to privacy and confidentiality. In turn, volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed while volunteering with CBtB.

- 1.5 Records
A system of records is maintained on all volunteers, including personal information. Volunteer records are accorded the same confidentiality as staff records.
- 1.6 Service at the discretion of Church By the Bay
Any voluntary service is at the discretion of CBtB. CBtB may, at any time, and for whatever reason, decide to terminate a volunteer's relationship with the organisation. Similarly, volunteers may at any time, and for whatever reason, decide to terminate their relationships with Church By the Bay. 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 Church By the Bay will:
- Be known to at least one Elder, or be recommended by a Pastor of CBtB. In exceptional circumstances the Committee may waive this requirement
 - Be a Partner, or willing to become a Partner of Church By the Bay
 - Complete the Screening questionnaire for volunteer leaders (Appendix I)
 - Hold a Working With Children Check / Police Background check
 - Provide details of at least two Referees
- 2.2 A Recruitment Panel will be convened consisting of the Administries Pastor and one other Elder, and if necessary, a person of the same gender as the applicant.
- 2.3 Following an information and suitability interview, the Administries Pastor will conduct checks of Referees, and make a recommendation to the recruitment team for endorsement.
- 2.4 All 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.
- 2.5 Appointment
Formal appointments, particularly for Ministry Team Leader roles, will follow the Appointment to Ministry Leadership policy of Church By the Bay. This will only take place after interview, and all necessary checks have taken place. No placements are made unless the requirements of the volunteer and the program can be met.

3. Training

- 3.1 Kid Safe (Safe Church) Training
We require that all Ministry Team Leaders attend a KidSafe or Safe Church workshop within their first year of leading and attend a refresher workshop every 3 years.
- We require all leaders to attend an annual KidSafe training session provided by CBtB.

4 Expenses

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

5 Insurance

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

6 Feedback

Constructive feedback on this document is always welcome. It must be given to the Administries Pastor who will ensure that it is considered fully.

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