

Volunteer Policy

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SECTION 1 - INTRODUCTION

PURPOSE

The purpose of this policy is to outline St Alfred's Anglican Church (St Alfred's) oversight of Volunteers, including the beliefs and values and conduct standards Volunteers are expected to respect or follow and ensuring that Volunteers are equipped, encouraged, respected and provided with a safe environment. We are committed to ongoing Volunteer recruitment and development.

We recognise that the gifts each possess are allotted to us by God's grace and must be exercised accordingly. We are called by one spirit to be one body.

SCOPE

This policy applies to all Volunteers of St Alfred's, both Ministry Volunteers and Service Volunteers. It covers the principles and expectations of Volunteer involvement, as well as their recruitment, training, oversight, health, safety and confidentiality. The policy aims to create a positive and collaborative environment that aligns with the St Alfred's beliefs and values.

St Alfred's Blackburn North is a Parish of the Anglican Diocese of Melbourne (ADOM). The ADOM operates various entities including Melbourne Anglican Diocesan Corporation (MADC).

DEFINITIONS

Word/Term	Definition
Ministry Volunteer	Is a Volunteer who serves in an unpaid ministry role where having a spiritual input into the life of one or more people or the body of St Alfred's is an expectation of the role (including but not limited to public worship, mission, prayer or teaching) (e.g. growth group leader, prayer ministry team member, ministry team member for children, MOPS, youth).
Ministry Leader	Is a person with the responsibility for leading an area of ministry in St Alfred's who also has overall responsibility for selecting, managing and supervising Volunteers who serve in relation to that area of ministry
St Alfred's	St Alfred's Anglican Church of Australia Blackburn North is a Parish of the Anglican Diocese of Melbourne (ADOM).
Service Volunteer	Is a Volunteer who serves in an unpaid service role where having a spiritual input into the life of one or more people or the body of St Alfred's is not an expectation of the role (e.g. kitchen operations, facilities and garden maintenance).
Volunteer	A person who is the holder of a voluntary role or office at St Alfred's as a Ministry Volunteer or a Service Volunteer.

LEGISLATIVE CONTEXT

Name	Location/Remark
Age Discrimination Act 2004 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Equal Opportunity Act 1984 (Vic)	Australia's anti-discrimination law
Fair Work Act 2009 (Cth)	Federal Register of Legislation
Privacy Act 1988 (Cth) Victorian Privacy and Data Protection Act 2014.	Federal Register of Legislation Victorian Legislation
Work Health and Safety Act 2011 (Cth) Occupational Health and Safety Act 2004 (Vic).	Federal Register of Legislation Victorian Legislation
Faithfulness in Service Updated 2022	https://www.melbourneanglican.org.au/safe_ministry_documents/

RELATED POLICIES

Name	Location
Safe Ministry Toolbox	https://www.melbourneanglican.org.au/safe-ministry/
Safe Ministry Policy	https://stalfreds.elvanto.com.au/file/148bcceb-34fb-4ec5-bcb2-78a27cdd7f48/
Management of Risk Policy	https://stalfreds.elvanto.com.au/file/662bb74c-df48-46af-ab4d-93befd0bcfc2/

SECTION 2 - POLICY

POLICY

2.	Policy
2.1	Principles Volunteers play a significant role in St Alfred's life and we appreciate their skills, passion and dedication. We are committed to ensuring that Volunteers have the opportunity to contribute meaningfully. We look to grow Volunteers and encourage their God given creativity.
2.2	Expectations Every Volunteer is responsible for complying with and upholding the principles of this policy, with additional roles-specific responsibilities as outlined below: <ul style="list-style-type: none">• Parish Council and Wardens: Endorse and oversee the Volunteer program's implementation.• Ministry Leaders: Provide meaningful volunteering opportunities, follow best practice in Volunteer selection, appointment and management, maintain professional conduct and oversight of Volunteers, oversee program delivery, and train and supervise Volunteers,• All Volunteers: Follow appropriate conduct requirements, obtain all required checks and clearances, complete required training, and adhere to the Volunteer Agreement and Code of Conduct and the relevant part of the Statement of Beliefs and Values (see below). All Volunteers are required to comply with the requirements set out in the Safe Ministry Policy before commencement of their role.
2.3	Who Can Volunteer Where possible, the consent of a parent or guardian should be obtained for any Volunteer under 18 years of age. Current and former employees interested in volunteering will be assessed by the Vicar in consultation with the Wardens on a case-by-case basis, considering issues including, but not limited to, staff wellbeing and fairness.
2.4	Training and Development St Alfred's recognises the importance of equipping Volunteers with the necessary skills and knowledge to excel in their roles. We are committed to offering training and development opportunities to our Volunteers.
2.5	Health, Safety and Wellbeing Ministry Leaders are responsible for providing Volunteers with a safe workplace and to ensure that incidents are reported. Volunteers must comply with health and safety policies.

2.6	Ceasing to be a Volunteer St Alfred's reserves the right to terminate a Volunteer's participation in a role and a Volunteer may choose to terminate their participation in the role. Where possible, St Alfred's or the Volunteer will take reasonable steps to inform the other of such termination in advance.

SECTION 3 - PROCEDURE

PROCEDURE

3.	Procedure
3.1	Volunteer Recruitment, Induction and Engagement: Ministry Leaders shall: <ol style="list-style-type: none">1. Identify volunteer opportunities within their area of Ministry.2. Obtain necessary approvals before commencing Volunteer recruitment.3. After approval, where appropriate, seek Volunteers and provide role descriptions..4. Require prospective Volunteers to complete St Alfred's Volunteer Agreement (see Appendix)5. Assess applications and references before confirming Volunteer roles.6. Ensure that Volunteers receive a proper induction, including expectations and values
3.2	Health, Safety and Wellbeing: Ministry Leaders shall: <ol style="list-style-type: none">1. Provide Volunteers with a safe workplace.2. Encourage Volunteers to report health and safety concerns.3. Educate Volunteers about health and safety policies and procedures.4. Ensure that Volunteers are aware of risk issues and mitigating risk.
3.3	Volunteer Management: Ministry Leaders shall: <ol style="list-style-type: none">1. Provide ongoing support, training and supervision for Volunteers as required.2. Supervise Volunteers including their compliance with this policy and the Volunteer Agreement including the Code of Conduct for Volunteers and the St Alfreds Statement of Beliefs and Values.3. Promptly address any issues or concerns in an appropriate professional manner.4. Follow any reporting requirements under the Safe Ministry Policy.5. Maintain accurate records of Volunteers' participation.

SECTION 4 – GOVERNANCE RESPONSIBILITY

Policy Owner	Parish Council
Policy Oversight	Senior Minister
Record Keeping	Business Manager

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.0	July 2024	Parish Council	July 2026	

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY
Employee Relations
KEYWORDS or SUBJECT MATTER
Employee; Recruitment; Hiring; Training; Performance evaluation; Workplace conduct; Discrimination; Harassment; Termination; Records management; Confidentiality;

PUBLICATION

For Group	Location
All staff and Volunteers	https://stalfreds.elvanto.com.au/pages/governance/

Disclaimer: A printed or stored version of this document may be obsolete. The latest version is available in the church's document management system.

Appendix – St Alfred’s Volunteer Agreement

This agreement consists of the application details below and the volunteer’s agreements in relation to St Alfred’s Statement of Beliefs and Values (Attachment 1), the St Alfreds’ Code of Conduct for Volunteers (Attachment 2) and in relation to child safety and wellbeing. The application may be initiated online and a successful applicant may be given a hard copy of the Agreement to sign.

Name	[insert]
Email address	[insert]
Phone number	[insert]
How would you like to get involved at St Alfred’s	[insert Drop down box with “50” alternatives]
Valid WWCC	Yes / No
Police Check	Yes / No
Up to date Anglican Diocese of Melbourne Safe Ministry training?	Yes / No
Which level(s) of Anglican Diocese of Melbourne Safe Ministry training have you completed?	Level 1 (Yes / No) Level 2 (Yes / No) Level 3 (Yes / No)
How long have you been attending St Alfred’s?	[insert]
Where are you on your faith journey? (a brief explanation)	[insert]
What motivated you to get involved in serving at St Alfred’s?	[insert]
[insert additional ministry specific questions as desired]	[insert]
Referee #1 name	[insert] (Occurs with PCheck/Kooyoora)
Email address	[insert]
Phone number	[insert]
Nature of relationship with referee	[insert]

Referee #2 name	[insert]
Email address	[insert]
Phone number	[insert]
Nature of relationship with referee	[insert]

Agreement

Beliefs and Values

1. I have read and understood St Alfred's Statement of Beliefs and Values (Attachment 1).
2. If the role I seek or have been appointed to is as a Ministry Volunteer, I affirm my belief in and commitment to seek to live in accordance with St Alfred's Statement of Beliefs and Values.
3. If the role I seek or have been appointed to is as a Service Volunteer, I will respect the St Alfred's Statement of Beliefs and Values and not denigrate or undermine those Beliefs and Values in my conduct as a Service Volunteer or in my activities in relation to St Alfred's.

Code of Conduct

4. I agree to comply with conduct rules for all Volunteers in the St Alfred's Code of Conduct for Volunteers (Attachment 2) and, if the role I seek or have been appointed to is as a Ministry Volunteer, I also agree to comply with the Additional Conduct Rules for Ministry Volunteers in the St Alfred's Code of Conduct for Volunteers.

Child Safety and Wellbeing

5. I agree to become and remain compliant with the Child Safety and Wellbeing and Safe Ministry training and other requirements of the Anglican Diocese of Melbourne and to comply with ADOM's:
 - Code of Conduct for Child Safety and Wellbeing
 - Child Safety and Wellbeing Policy
 - Child Safety and Wellbeing Reporting Procedure
 - Safe Ministry Policy
6. I acknowledge that I am:
 - Responsible for the safety and wellbeing of children and vulnerable people.
 - Responsible for upholding and acting in accordance with the standards in the Code of Conduct for Child Safety and Wellbeing, including my physical and online interactions with children.

Name:

Signature:

Date:

Accepted/Approved by St Alfred's Yes/No

Ministry Leader? Congregational Minister Signature:

Beliefs & Values



Beliefs

St Alfred's is an Anglican church and is therefore governed by the Bible and the 39 Articles (an Anglican statement of beliefs). We believe the creeds like the Apostles' Creed and the Nicene Creed which show we are orthodox and Trinitarian in our beliefs.

God

There is only one God, who exists eternally in three persons: Father, Son and Holy Spirit. He is the almighty and loving Creator, Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

The Bible

The Bible is God's inspired and life-giving Word which is sufficient for our knowledge of God and the supreme authority in all matters of faith and conduct.

Humanity

All people are created in God's image and are called to love God with all their beings. However, all people are guilty of rebellion against God and human nature is thoroughly corrupted by sin. This makes everyone subject to God's righteous anger and condemnation.

Jesus Christ

God demonstrated his love for us by sending his Son, the Lord Jesus Christ, who is both fully God and fully human. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He died on the cross for us, rose from the dead, and in his resurrected body ascended into heaven where he is exalted as ruler over all.

Salvation

Salvation is entirely the gracious gift of God and cannot be earned or deserved. It is accomplished through the atoning death of our representative and substitute, Jesus Christ, our Lord and Saviour. By Christ's death God's

anger is turned aside and we are redeemed from sin and death. This salvation is offered in the gospel and received by trusting in Jesus Christ.

The Holy Spirit

The Holy Spirit has been sent from heaven by the Father and the Son. He enables people to turn to God, to trust in Jesus and to grow in faith. The Holy Spirit dwells in all those he has regenerated, giving them his spiritual gifts and growing in them the fruit of godliness.

The People of God

All who have been saved through the work of Christ are members of his church and united with one another. The people of God are built up by the teaching of God's Word (the Bible) and the work of the Holy Spirit.

The Future

One day the Lord Jesus Christ will return from heaven. He will welcome his people into a life of eternal joy in fellowship with God and he will administer God's judgement on all who have not put their faith in him. Until that day the role of the Church is to proclaim the gospel and worship God as Father, Son and Holy Spirit.

Marriage and sexual relations

At St Alfred's we uphold the doctrine of the Anglican Church of Australia that marriage is between a man and a woman, entered into voluntarily and intended to last until death. This is the view of marriage as seen in the Bible and in the Book of Common Prayer, A Prayer Book for Australia, and An Australian Prayer Book.

We welcome all people at St Alfred's recognizing that we are all made in the image of God as male and female (Genesis 1:27). God's grace and love are offered to every person through the death of the Lord Jesus Christ regardless of sex, age, ability, ethnicity or sexual orientation. Each of us is a sinner, forgiven and redeemed through the atoning death of Jesus on the cross. We welcome anyone who wishes to be part of the worshipping community of St Alfred's.

We believe that God calls all Christian believers to faithfulness in marriage and chastity in singleness. The Anglican code of practice called "Faithfulness in Service" requires that "Every church worker must maintain a commitment to faithfulness in marriage and chastity in singleness."

The 2022 Anglican General Synod defined "unchastity" to mean "sexual intimacy outside a marriage relationship, defined in the Book of Common Prayer as the union of one man and one woman, in accordance with Jesus' teaching about marriage in Matt 19:4-5."

Any questions about marriage or sexual relations at St Alfred's can be directed to the Senior Minister or one of the Associate Ministers.

Values

Our two Great Commitments are God and People (Matthew 22:34-40; Mark 12:28-34)

St Alfred's is an Anglican church and is therefore governed by the Bible and the 39 Articles (an Anglican statement of beliefs). We believe the creeds like the Apostles' Creed and the Nicene Creed which show we are orthodox and Trinitarian in our beliefs.

Christ

We value bringing honour to Christ. We value the saving work of Christ that has brought the church into existence. We believe that our life as individuals and as a community is based on the new life we have in Christ. Christ is the Head of the church. We value Christ as our model of how we should live our lives.

Spirit

We value being led by God's Holy Spirit. We value the Holy Spirit's work in drawing people to faith, growing them in godliness, giving spiritual gifts, inspiring expressions of creativity, and growing the number of people being released into ministry. We value the Holy Spirit's inspiration of our corporate worship. We value the Holy Spirit's direction in areas of prayer, guidance and healing.

Bible

We value the Bible as God's Word. We value the regular exposition and application of the Bible. We value being trained to read and teach the Bible so that it is made intelligible and applicable to our whole lives.

Worship

We value the worship of God personally and corporately. We value services that use our Anglican heritage creatively to honour God and inspire us to serve him. We value a range of contemporary services designed to attract people of all ages.

Prayer

We value prayer and see it as the foundation of all the ministries and activities of our church. We believe that God hears and answers prayer and will grow us in godliness as we pray. We value prayer ministry as an expression of God's compassion and healing.

People

We value the equipping and releasing of people into ministry and mission. We value seeing individuals use their gifts so that the whole church is strengthened. We value the opportunities to use our gifts in small mid-week groups, in the wider community and in Sunday worship services.

Mission

We value introducing people to Jesus. We value sharing the truth that forgiveness, hope for the future and a new life in the present are all available in Jesus. We value showing the love of God through word, spirit and deed and looking for creative ways of incorporating people into the Christian community. We value working with other churches and Christian groups in local and overseas mission.

Community

We value belonging to a Christian community where we are known, cared for, nurtured in our faith and enjoy authentic friendship. We value having a community where we can use our gifts, serve one another and love one another. We value belonging to mid-week small groups where we experience this.

Attachment 2 St Alfred's Code of Conduct for Volunteers

In addition to the general standards of behaviour stated in this Code of Conduct, all people serving as Volunteers at St Alfred's are required to comply with:

- the policies of the Anglican Diocese of Melbourne;
- the policies of St Alfred's; and
- the legislation of State and Commonwealth governments.

This code of conduct applies to all people in any Volunteer position at St Alfred's. Failure to uphold this code of conduct may result in removal from the Volunteer position.

Sections pertaining to appropriate conduct with children applies to all people serving as Volunteers at St Alfred's, and not just to those in roles that directly involve children and vulnerable people.

Conduct Rules for all Volunteers at St Alfred's

At all times, while acting in a Volunteer role within St Alfred's or in any activity in relation to St Alfred's, you must:

1. Recognise the limits of your personal responsibilities, vulnerabilities, skills, experience and competencies.
2. Be sensitive to, protect and respect all people from all backgrounds; taking particular care in ministry with children, young people and other vulnerable persons.
3. Comply with the reasonable directions of the Ministers of St Alfreds, relevant Ministry Leaders and the persons leading the activities for which you are a Volunteer.
4. Not abuse, harass, or harm another person (including bullying, emotional abuse, harassment, physical abuse, sexual abuse, domestic abuse, spiritual abuse or grooming), and actively promote a safe environment where harassment or abuse of any kind of any person is neither tolerated nor accepted.
5. Ensure that the spaces and activities you are responsible for are safe and do not put people at risk of harm.
6. Not use, possess, produce, or distribute any prohibited substance.
7. Not take property belonging to others (including intellectual property), seeking to give appropriate and lawful honour to the work of others.
8. Be committed to truth in all areas of life, and not knowingly make statements that are false, misleading, deceptive, or defamatory (including in use of online communication).
9. Respect people's privacy, and not disclosing or accessing private or sensitive information without a valid reason.
10. Obey laws of the governing authorities, living as respectful citizens of society (except if laws conflict with the biblical teachings of Christ).
11. Not view, possess, produce or distribute pornography or other restricted material. Not make any prohibited material available to children or other people.
12. Not be alone with a child away from the presence of other adults (unless you are the parent, legal guardian, or appointed by the parent or legal guardian to be the carer of that child).

13. Not touch a child in a manner which is inappropriate given their age, gender or cultural background. Never touch a child in sexual nature.
14. Not develop inappropriate or special relationships with particular children that could be seen as involving favouritism or any form of special treatment.
15. Not engage in any contact with a child that is secretive (whether physical or through electronic media or in any other way).
16. Include vulnerable people (and/or their carers/significant other) in discussions about decisions that will significantly affect them.
17. Disclose immediately to the church leadership if you have previously been or currently are under investigation for any criminal offences.
18. Report any concerns or suspicions about harmful behaviours and significant risks without bias or partiality to the relevant Minister at St Alfreds, and report any known or suspected abuse of a child or vulnerable person to the relevant authorities.

Additional Conduct Rules for Ministry Volunteers at St Alfred's

In addition to the above conduct rules for all Volunteers at St Alfred's Anglican Church, all people serving as a Ministry Volunteer at St Alfred's are called to faithfully obey God and honour Jesus with their lives and earnestly seek to conduct themselves in a way that is: above reproach; full of the fruit of the Spirit; and displaying evidence of the work of God in their lives. Such conduct can only happen through a personal and living faith in Jesus Christ.

This Code of Conduct summarizes some of these requirements and is not intended to be exhaustive. However, it does outline some of the areas of essential conduct. These principles are expected to be implemented in all of life (including our online lives) and not just during formal ministry activities.

Serving in ministry in the church comes with varying degrees of actual or perceived authority within the church community. With this comes a responsibility to exercise that authority in a way that honours Jesus and His call to love and serve others. People in positions of authority are to be particularly aware of this when dealing with children and vulnerable people,¹ even if their leadership does not involve direct contact with these groups. Abuse arises from the misuse of authority or power. Any form of abuse is always wrong.

1. Seek at all times to love God and love others as yourself and act and speak in a way which pleases and honours Jesus Christ.
2. Recognize the power, trust and limitations of your volunteer role, and behave in a manner which is pursuing holiness and worthy of imitation.
3. Commit to upholding a biblical expression of sex and sexuality, maintaining a commitment to faithfulness in heterosexual marriage, and chastity in singleness (with integrity in dating relationships).
4. Exercise self-control including being responsible in your use of alcohol and any other legal substances or activities.
5. If you are over 18 years old, not pursue or become romantically involved with any person under the age of 18 for whom you have a responsibility in your ministry role.

¹ In this document a child refers to anyone under the age of 18. A vulnerable person refers to an individual aged 18 and above who is unable to protect themselves against harm or exploitation by reason of age, illness, trauma, disability, or any other reason.

6. Comply with any additional conduct rules required for the ministry in which you are a Ministry Volunteer.

Complaints and Reporting- General

To make a complaint or a report of misconduct by staff or volunteers please contact the Minister responsible for the staff or Volunteer or the Senior Minister.

Safe Ministry Complaints and Reporting

Thank you for your commitment and contribution to a culture and practice of safe ministry for all people at St Alfred's. If you have any questions, you can speak to St Alfred's Child Safe Officer, childsafeofficer@stalfreds.org or through the St Alfred's office at 03 9116 4949 or office@stalfreds.org

If you have questions or wish to report concerns in relation to Safe Ministry to children, you can also contact our independent professional standards body, Kooyoora, directly by calling 1800 135 246 or write to Director of Professional Standards Kooyoora Pty. Ltd, P.O. Box 329, Canterbury, Vic, 3126 or enquiries@kooyoora.com.au.