

# Policy 8: Volunteers

- 8.1. The Executive Committee and the Parish Council are charged with identifying individuals who may be willing to volunteer their time and talents to any number of activities.
- 8.2. The opportunity to serve as a volunteer is to be regularly advertised.
- 8.3. Any person wanting to volunteer is required to complete a Volunteer Contact Form.
- 8.4. First-time volunteers, in the following areas but not limited to Pastoral Visitors, Food Bank, Sunday School, Youth Ministry, must submit both a Criminal Records Check and a Vulnerable Sector Check prior to starting their volunteer service.
  - a. All Criminal Records Checks and Vulnerable Sector Checks will be submitted to the Parish Administrator/ SafeR Church Liaison.
  - b. All Checks are to be stored in a locked cabinet located in the Parish Office.
  - c. All must be renewed every three years.
- 8.5. Volunteers are to adhere to Diocesan and Parochial policies and guidelines on appropriate behaviour and conduct, as well as the Christ Church policies.
  - a. If there is an indication that a volunteer has acted contrary to these guidelines, it will be reported to the Parish Administrator/ SafeR Church Liaison and/or Executive Committee.
  - b. All procedures and next steps will follow the Christ Church policies.
- 8.6. Volunteers, in the following areas but not limited to Wardens, Finance Committee, Parish Council, Parish Administrator, are required to sign a Confidentiality and Non-Disclosure Agreement.
  - a. All Confidentiality and Non-Disclosure Agreements will be submitted to the Parish Administrator/ SafeR Church Liaison.
  - b. All Agreements are to be stored in a locked cabinet located in the Parish Office.
  - c. All Agreements must be renewed every three years.