

## Oasis Church Chelmsford - Volunteer Management Policy

### Principles

This policy is based on three underlying principles for Oasis Church

#### 1. We are a body (1 Corinthians 12 (NIV)

12 Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. 13 For we were all baptized by one Spirit so as to form one body—whether Jews or Gentiles, slave or free—and we were all given the one Spirit to drink. 14 Even so the body is not made up of one part but of many.

15 Now if the foot should say, “Because I am not a hand, I do not belong to the body,” it would not for that reason stop being part of the body. 16 And if the ear should say, “Because I am not an eye, I do not belong to the body,” it would not for that reason stop being part of the body. 17 If the whole body were an eye, where would the sense of hearing be? If the whole body were an ear, where would the sense of smell be? 18 But in fact God has placed the parts in the body, every one of them, just as he wanted them to be. 19 If they were all one part, where would the body be? 20 As it is, there are many parts, but one body.

21 The eye cannot say to the hand, “I don’t need you!” And the head cannot say to the feet, “I don’t need you!” 22 On the contrary, those parts of the body that seem to be weaker are indispensable, 23 and the parts that we think are less honourable we treat with special honour. And the parts that are unpresentable are treated with special modesty, 24 while our presentable parts need no special treatment. But God has put the body together, giving greater honour to the parts that lacked it, 25 so that there should be no division in the body, but that its parts should have equal concern for each other. 26 If one part suffers, every part suffers with it; if one part is honoured, every part rejoices with it. 27 Now you are the body of Christ, and each one of you is a part of it

#### 2. Everyone is

- Significant
- Accepted
- Valued
- Important

#### 3. The role of leadership is to

- **Equip** others to fulfil all that God has called and purposed them to do
- **Release** others into God’s calling on their lives, enabling and equipping them to serve effectively

### General policy

The trustees recognise and value the contribution that volunteers make to Oasis Church Chelmsford and Chelmsford Foodbank. In recognising that contribution, our policy is:

- To value volunteers as a core part of the charity
- To ensure that volunteering is mutually beneficial to both the charity and the individual, so that the needs of both parties are met
- To provide support, guidance, encouragement and appropriate line management where necessary
- To encourage volunteers to grow in their personal discipleship
- To provide training and equipping for volunteers

- To provide adequate and appropriate facilities, equipment and resources to enable volunteers to fulfil their roles.

### **Recruitment of Volunteers**

- We implement a fair, effective and open system in the recruitment and selection of volunteers and treat all information collected in the process as confidential
- Wherever possible, vacant volunteer roles will be communicated to all
- All potential volunteers will go through a recruitment process that is appropriate to the role. This process is designed to assess whether the volunteer opportunities available match the potential volunteer's skills and gifting.
- We operate a safeguarding children and other vulnerable adults policy. Volunteers seeking to work with vulnerable groups will be subject to that policy
- Recruitment Processes may differ depending on the volunteering role. Normal procedure for Foodbank volunteers is:
  - Completion of volunteer application form
  - Completion of satisfactory references
  - Volunteer interview
  - Work shadowing
  - Role-specific and general training
  - Foodbank training evening
- Whilst we welcome volunteers from all faiths, and none, For some roles there is a "genuine operational requirement" for volunteers to be professing Christians

### **Management of volunteers**

- To ensure mutual benefit, all volunteers will have periodic reviews with their personal point of contact or supervisor. Reviews will be take place informally, as part of an ongoing supportive relationship. In some cases a personal file may be maintained as evidence of safe recruitment and ongoing training records. We will always let the volunteer know and these can be accessed if requested by the volunteer. We will store data in accordance with GDPR guidelines.
- In order to safeguard and protect volunteers returning to volunteering following a significant break due to illness or injury, a risk assessment may be carried out together with the volunteer informally, to ascertain if any adjustment or support is required for volunteer duties to be carried out safely. Permission is sought from the volunteer to share the outcome of the assessment with relevant Foodbank supervisors and data is stored securely and in accordance with GDPR guidelines.

### **Standing down or removal of volunteers**

- We respect the right of volunteers to end their commitment at any time, but ask for reasonable notice so that a replacement can be recruited
- In cases of negligence, or gross misconduct which may cause reputational or other damage to the charity, we may ask a volunteer to stand down. This will always be done consultatively, and as a last resort