

Dundas Street Centre United Church Policy Manual

Section: Human Resources

Title: **Volunteers**

Policy #: B-11

Approved/Amended: April 10, 2017

Referral Committee: Ministry & Personnel

1. Purpose

Volunteerism is critical to the successful operation of our church and the many services it provides to the congregation and the community at large. The purpose of this policy is to ensure that there is appropriate due diligence when permitting individuals to provide volunteer service to others but at the same time not to be so intrusive that we discourage good people from offering their service. The safety and well-being of those being served by volunteers must be given high consideration.

2. Types of Volunteers

For the purpose of this policy, volunteers will be considered to be one or more of the following types where service is provided to: 1. Adults, 2. Children (under 16 years), and 3. Vulnerable adults (disabled, mentally challenged, etc.).

In addition, volunteers may be very occasional/temporary or may provide on-going service over a long period of time.

3. General Screening of Volunteers

All offers to volunteer or requests to an individual to volunteer, of all types of volunteers (see section 2.) will only be accepted or offered if one of the following occurs:

- 3.1 The individual has been a member, adherent or been participating in Dundas Street Centre activities for a period of one year so that a relationship and knowledge of the individual has been established; OR
- 3.2 The individual participates in an informal interview or chat with the person responsible for the activity in question to establish some relationship and knowledge of them.

4. **Special Screening**

All type 2 volunteers will undergo a police screen check prior to providing any service one-on-one and the outcome record will be received and maintained by the minister who will report back to the activity supervisor. This police check must be redone every 5 years and reviewed by the minister.

5. **Responsibility of the Volunteer**

All volunteers must abide by all of the policies of Dundas Street Centre United Church whether or not they are members/adherents of the congregation. On-going volunteers must be familiar with relevant policies.

Type 3 volunteers who will be providing long term service will be willing to attend any educational or training workshops that are deemed appropriate or necessary to effectively offer the service. The supervisor of the activity or the Unified Board will determine any such requirement.

6. **Records**

All volunteers who are not on the roll of Dundas Street Centre United Church will provide their name and either telephone number or e-mail address. This record will be held by the supervisor of the activity and/or stored in the church office. For occasional/temporary volunteers this information may be collected on a sign in sheet.