



## Volunteering at Purley Baptist Church

At PBC, we want to be a community where everyone is able to flourish to become mature in Christ. We believe this happens as individuals are empowered to grow in their gifting as they serve alongside others who will offer the support and accountability we all need as we seek to 'Work willingly at whatever you do, as though you were working for the Lord' (Col. 3:24).

This document is a 'statement of intentions' that all of us will give of our best in our roles as volunteers. It is not intended to be overly prescriptive, nor should it be read as a contract.

### **EXPECTATIONS FOR VOLUNTEERS AT PBC**

A 'volunteer' is anyone, who regularly serves within a team at PBC. Before taking on any new role, the leader of your team will talk to you about why you want to take on this role, the experience and strengths you can bring to it and any concerns you might have about aspects of the role which are beyond your comfort zone, gifting and time commitments. This conversation will be less formal than an interview, but it will be structured with the aim of making sure this is the right place for you to serve and grow.

### **You can expect that the following issues will be made clear to you by the leaders of the activities to which you are committing your voluntary time:**

- The aim of the ministry, and how it fits together with the Church's vision statement.
- Who you will work with and how you will be expected to relate to others in your team.
- Exactly what you will be expected to do.
- The amount of freedom you will be given to make decisions.
- The time commitment of your expected involvement.
- What resources you will have available and who will agree to any costs you will incur.
- What support you will be given and by whom.
- Information about how to handle any problems that may arise.

### **Your Leader will also be available to respond to your questions in the following ways.**

- They will encourage you in your work and discuss the successes you are having.
- Where you have questions or concerns about how your group is operating, these will be listened to carefully and taken seriously by your leader.
- They will be clear about your role and share with you what the activities are trying to achieve so that you can be effective.
- They will encourage you to undertake helpful training.
- They will encourage you in seeking further opportunities to minister in church.
- When your work with the group needs to come to an end, because the situation changes for yourself or in the group you will be able to give up the role gracefully in agreement with your leaders.

Group leaders will be responsible in the first instant to the ministry coordinator responsible for their area of church work, the Leadership Team (Trustees) and ultimately to the church membership through the church meeting.

### **BEST PRACTICE IN TEAMS**

We seek to maintain the highest standards of practice and integrity in all we do, understanding that all of our work is, ultimately, undertaken for God. For those who are volunteering within the church, this commitment is worked out in a number of ways:

We recognise that in everything we do we are **ambassadors for Christ and His church**. This is at the heart of what it means to be an authentic Christian community. One of our strategic aims as a church is to cultivate '**deep spirituality**' through all aspects of church life. We therefore should excel to see the following in our **personal conduct**:

- A priority for all of us should be our own **discipleship and walk with God**, in whose strength we serve.
- We must **set an example** to others in terms of integrity and trust in relationships. Offensive language is never acceptable. When providing feedback to others we will always do so thoughtfully and graciously.
- We show **sensitivity** to the situations we are working in, especially when relating to children, young people or adults at risk.
- We show **respect** to those we are working with, recognising our role as servants. We understand that all who we work with need to be free to make their own decisions.
- We seek to ensure our **commitments are sustainable**, and allow for an appropriate balance between home life, work commitments, church and recreation.
- We give time to pray for the team we work with, and the ministry we serve in.

We ensure we conduct ourselves in a **professional manner** in all we do:

- All planned commitments are fulfilled, as agreed in rotas and schedules as far as reasonably possible
- Appointments and meeting times are kept to punctually
- We will always work in compliance with the requirements of civil law, on issues such as Health and Safety, Charity legislation, data protection and the protection of children.
- We will seek to complete all tasks undertaken to the best of our ability. But we also recognise there are limits to our competence, and in such instances, we will escalate to those with appropriate skills.

We will be committed to **effective teamwork** in all we do:

- We will ensure all information we have is shared with each person to whom it is relevant.
- We strive in all we do to foster honesty in teams, encouraging one another, bearing burdens, and challenging each other when needed in a spirit of gentleness and humility.