

Sample Volunteer Agreement

Volunteers are an important and valued part of the church, and we hope you enjoy volunteering with us and become a full part of our team.

This Volunteer Agreement describes the arrangement between us (*church/parish*) and you (*volunteer*) in relation to your voluntary work. We wish to assure you of our appreciation of your volunteering with us and hope you find your experience with us enjoyable and rewarding.

Your role as a volunteer is (*state role*) and starts on (*date*). Your supervising person is (*name*) who will also be your point of contact whilst volunteering.

To make sure you have the best possible experience

we commit to providing you with:

- A written role description so you understand your role and the tasks you are authorised to perform
- Encouragement and support for you to achieve and maintain the standards we expect
- A full induction and any training necessary for your role
- A supervisor who can support you, and to whom you can ask questions and get feedback
- Reimbursement for any agreed out-of-pocket expenses as a result of volunteering for us
- Insurance to cover you for the volunteer duties you are authorised to perform
- A safe environment in which to perform your role
- The opportunity to resolve fairly any issues or concerns you may have whilst you volunteer with us before they become problems.

We ask that you:

- Provide references and agree to appropriate checks as required
- Understand and comply with our policies and procedures
- Participate in all relevant induction and training courses
- Work as agreed to your volunteer role description
- Notify your supervisor of any health and safety issues or situations that may pose a risk to you or others
- Behave appropriately and courteously to others in the course of your role
- Meet time and other commitments as agreed, but when unable to do so give reasonable notice so that other arrangements can be made
- Return any loaned equipment when ending your volunteering with us

This agreement is not intended to be a legally binding contract between us and may be stopped at any time by either party.

Signed: _____ (Volunteer) Date _____