

Volunteer Agreement

for use by PCCs

**Parish PCC Template Volunteer Agreement for adapting to suit your requirements – this is part of the Diocese of Sheffield’s HR Tool kit for PCCs.**

This template agreement refers to a volunteer handbook which is a separate document to this agreement and would usually be issued in addition to this agreement, a template volunteer handbook is also available.

There are a few generic terms in this template that can be amended to your local context (e.g. ‘supervisor’).

If you have any questions or anything crops up that you aren’t sure about please do contact the Diocesan HR Team for advice and support (hr@sheffield.anglican.org)

Please delete this page from this agreement when you are happy you have your PCC complete document.

Volunteer Agreement

This Volunteer Agreement describes the arrangement between [PCC] and you. We wish to assure you of our appreciation of your volunteering with us and will do the best we can to make your volunteer experience with us enjoyable and rewarding.

Your role as a volunteer is [ROLE] and starts on [Date]. The duties of the role are as follows:

[ROLE DUTIES].

The [PCC] commits to the following:

# Induction and Training

We aim to provide a thorough induction on our \*PCC, CHURCH, its staff, your volunteering role and the induction and/or training you need to meet the responsibilities of this role. [The Volunteer Handbook provides full details of our PCC/Church].

# Supervision, Support and Flexibility

* To explain the standards we expect for our services and to encourage and support you to achieve and maintain them;
* To provide a named person who will meet with you regularly to discuss your volunteering and any successes and problems;
* To do our best to help you develop your volunteering role with us.

# Expenses

The PCC/Church will reimburse you for the following expenses:

* Travel to and from home to [the place of work] and during your work: see the Volunteer Handbook for rules on methods of travel and car mileage allowances

# Health and safety

The \*PCC/Church will provide adequate training and feedback in support of our health and safety policy, \*a copy of which is in the Volunteer Handbook.

# Insurance

The \*PCC/Church will provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us

# Problems

The PCC/Church aims to try and resolve fairly any problems, grievances and difficulties you may have while you volunteer with us. \*In the event of an unresolved problem, please refer to our processes in the Volunteer Handbook.

As a volunteer, you will agree to the following commitments:

* To help [PCC/CHURCH] fulfil its services;
* To perform your volunteering role to the best of your ability;
* To follow the PCC’s procedures and standards, including health and safety, in relation to its staff and volunteers;
* To maintain the confidential information of the PCC;
* To meet time commitments and standards agreed to and to give reasonable notice so other arrangements can be made when this is not possible;
* To provide referees as agreed who may be contacted, and to agree to a DBS check being carried out where necessary.

***This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intend any employment relationship to be created either now or at any time in the future.***

Signed by…………………………………………………………. ……………………. Date ………………………. .

[INSERT NAME]

On behalf of the \*PCC

Signed by…………………………………………………………. ……………………. Date ………………………. .

[INSERT VOLUNTEER NAME]