

# Parochial Church Council of The Church of the Good Shepherd, Shoreham Beach

## Volunteering Policy

### 1. Statement of Intent

The Church believes that volunteers can make a unique and valuable contribution to all aspects of their work supporting the ministry of the Church, from contributing to service provision, to assisting with the administration and development of the organisation. Indeed we would not be able to operate at all without the time and energy of our volunteers. We are committed to supporting our volunteers by helping them to develop as an individual and assisting them to become a better human resource for the organisation. It is our intention that all volunteers feel valued as an integral part of the organisation and have the confidence to make meaningful contributions to The Church .

### 2. Principles

- 2.1 Volunteers are an integral part of the Church and contribute in a wide variety of ways towards achieving the objectives of the organisation.
- 2.2 Church staff and management will actively encourage the contribution of volunteers in the consultative process, decision-making and delivery of its services to aid the ongoing development of the organisation.
- 2.3 The Church will treat its volunteers with the same respect and fairness as it would a staff member, as outlined in the Equal Opportunities Policy.
- 2.4 Volunteering is a unique role aimed at complementing the contribution of paid staff and volunteers will not be used to fulfil the roles of paid staff.
- 2.5 The Church acknowledges the need to ensure that each volunteering experience is rewarding and contributes to the personal development of the volunteer.

### 3 Recruitment

3.1 The Church may require volunteers to undergo an enhanced criminal record disclosure such as a DBS check. The Church Wardens will inform you of this in advance if this is the case, and advise you of when a result of a DBS check might disqualify a person from volunteering in that role.

### 4. Expenses

4.1 With advance agreement of the PCC and upon production of a receipt, the Church will pay for any reasonable expenses incurred by a volunteer that contribute to the operations of the Church.

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## 5. Supporting Roles

5.1 The Church will provide suitable training for all volunteers to aid and inform their volunteering experience.

## 6. What we expect from our Volunteers

6.1 All volunteers are expected to act within the policies and procedures of the organisation.

6.2 All volunteers are expected to embody the aims and values of the Christian church, showing leadership by example and providing a positive role model to those whom the volunteer encounters as part of their role.

6.2 Any volunteer found not to be acting within the policies and procedures of the organisation, or presenting a danger to themselves or others around them, or making a negative contribution to the service, or otherwise bringing the Church into disrepute, may be given a verbal warning, asked to leave the team for the day, or asked to step down completely from their volunteer role.

## 7. Who Can Volunteer

7.1 The minimum age for volunteering is 16. In exceptional circumstances, and with the agreement of the PCC, if the volunteer is under 16 they should be supervised by a parent, guardian or suitable adult at all times to guarantee the safety, welfare and security of the child.

7.2 The Church will make every realistic effort to accommodate people with disabilities to volunteer with The Church. Indeed, we actively welcome disabled members of the community.

7.3 For roles where a DBS check is required, failure to achieve a clear result of the DBS check may disqualify the volunteer from serving in that role

.Approved by the PCC and signed on its behalf.....Revd Jane Bartlett

Date...11<sup>th</sup> November 2025

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