



# Volunteering at Tuggeranong Baptist Church

## Process to Volunteer

This process is as per our *Safe Church Policy – Procedures for Recruitment and Training of Staff and Volunteers* endorsed by the Leadership team

### 1 INTEREST

That's great! You want to serve! For those completing this in 2021, you are likely already serving but still need to follow this process.

**Optional - Complete the Volunteer Expression of Interest form.**

This form is voluntary and, if you permit, may be accessed by ministry and other leaders. It indicates that you are interested in being considered for suitable roles. It will help Tuggeranong Baptist church to place the right person in the right position at the right time for the right reason.

### 2 INDUCTION AND FORMS

It is best if you complete all items in Step 2 of the process in the order shown. If you have any questions please ask your Ministry Leader, a member of the Safe Church Team, or the Pastors if you have any questions or concerns.

#### A. You will need to watch induction videos

INDUCTION VIDEO – PART 1– INTRODUCTION TO THE SAFE CHURCH CONCEPT AND THE INDUCTION VIDEOS (5 MINS)

INDUCTION VIDEO – PART 2 – SAFE CHURCH POLICY (5 MINS)

INDUCTION VIDEO – PART 3 - MANAGING RISK – WORKPLACE HEALTH AND SAFETY for all staff and volunteers as everyone needs to know what about how to assess risk and manage emergencies – information about safety systems and emergency evacuation etc. (20 MINS) [Under development]

INDUCTION VIDEO – PART 4 – UNDERSTANDING THE VOLUNTEERING PROCESS (15 MINS)

INDUCTION VIDEO – PART 5 - ABOUT SAFE CHURCH DOCUMENTATION (5 MINS)

**B. Complete the Ministry Screening Questionnaire, Code of Conduct and Application form that all staff and volunteers must complete.**

i. **MINISTRY SCREENING QUESTIONNAIRE**

Please note: This information is captured into a register that is only accessible by the Safe Church Team. Your Ministry Leader will NOT have access to your information (with the exception of your references) unless there is something that will assist in the interview. If you wish to know more about this process or have a particular concern, please contact a Safe Church Team member.

ii. **COMPLETE THE CODE OF CONDUCT**

iii. **COMPLETE THE APPLICATION FORM FOR EACH POSITION YOU APPLY FOR**

Your Ministry Leader will provide your Position Description for your volunteer role and ask you to complete:

### **3 INTERVIEW**

If you are a new or continuing volunteer, you will have an interview with the Ministry Leader and/or Safe Church team. This can look different depending on the role that you will be doing and could be as simple as a quick phone call.

For discipleship-based ministries is face to face and will explore more of your faith journey and gifts and ensure you have the opportunity to ask questions.

### **4 SPECIFIC MINISTRY INDUCTION**

Ministry leaders will run the applicant through any specific information relevant to their role and ministry. This will look different depending on your role and leadership level and could be a 15 min chat before you start on the team, or a longer team or individual meeting.

### **5 CREATING SAFE SPACES TRAINING**

This step is only applicable to those in relational leadership and/or working with kids and teens. If that is you, you must complete the [Creating Safe Spaces Online Module](#) before serving.

You will also need to attend the [Creating Safe Spaces Workshop](#) within 4 months of beginning your role.