



Tuggeranong Baptist Church

How to become a Volunteer

This process supports our [Safe Church Policy – Procedures for Recruitment and Training of Staff and Volunteers](#) endorsed by the Leadership team

1. INTEREST

Thank you for your interest in becoming a volunteer. Here's how!

2. FORMS

All staff and volunteers must complete:

- i. **MINISTRY SCREENING QUESTIONNAIRE** <https://tbcchurch.com.au/d/Hquuzak5HeCFqcyWkrAL6Lrs>

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. **WORKING WITH VULNERABLE PEOPLE CARD** or apply for one from [Access Canberra](#) or provide a photo of your current WWVP card,
- iii. complete the **CODE OF CONDUCT** <https://tbcchurch.com.au/d/ausNDvx7BdXbeFDc5SJqdECyF>
- iv. complete the **APPLICATION FORM** for each position you apply for <https://garrattstcentre.org.au/d/P2E7WYsNcYJtRewSz7PfNb9xN>

Your Ministry Leader will provide you with a Role Description for the position.

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.

3. INDUCTION VIDEOS

You will need to watch induction videos

1. Induction Video – part 1– **INTRODUCTION TO THE SAFE CHURCH CONCEPT** and the induction videos (5 MINS) <https://youtu.be/6s2ZkQi3wRM> and slides <https://garrattstcentre.org.au/d/nQDsbF0jDNESjGFm7noZuKsoA>.
2. Induction Video – part 2– **SAFE CHURCH POLICY** (5mins) <https://youtu.be/rmKqXPt-VNE> and slides <https://garrattstcentre.org.au/d/WTdrxKPB60TbUoZIGoy3emlfs>
3. Induction Video – part 3– **MANAGING RISK – WORKPLACE HEALTH AND SAFETY** (5 mins) 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]
4. Induction Video – part 4– **UNDERSTANDING THE VOLUNTEERING PROCESS** (15 mins) <https://youtu.be/HB7jaHeLNCc> and slides <https://garrattstcentre.org.au/d/u7U5fSi1A1qVKA23LPSNH3hXj>
5. Induction Video – part 5– **ABOUT SAFE CHURCH DOCUMENTATION** (5 MINS) <https://youtu.be/JsA0ic4IXPU> and slides <https://garrattstcentre.org.au/d/o88U9B9hpqjzDAczZtiZoYAl4>

4. INTERVIEW

If you are a new or continuing volunteer, you will have an interview with the leader of the Ministry team. This can look different depending on the role that you will be doing. The interview will explore your desire to serve, your experience, gifts and talents and some of your faith journey and give you the opportunity to ask questions.

5. 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 minute chat before you start on the team, or a longer team or individual meeting.

6. CREATING SAFE SPACES TRAINING

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.