

# VOLUNTEER CODE OF CONDUCT

Codes of Conduct are a part of our Church's commitment to safe emotional and physical environments and providing appropriate duty of care, including health and safety considerations.

This **Volunteer Code of Conduct** contains the expected standards of behaviour for all *volunteers* at church and applies to all our volunteers whether in teams or on rosters.

Volunteering in church life is a highly valued and important part of our service to Jesus Christ and His church. You are appreciated! As a volunteer worker your life is on display and is subject to public scrutiny and as such these standards of behaviour should apply not only to your church life, but also your personal life.

Volunteers are servants of Christ, who endeavour to become servant leaders as modelled by Jesus. The misuse of authority can be a particular temptation when being given a position of trust and power at church. This is not acceptable behaviour for a volunteer. Our volunteers will act in the best interests of those we serve.

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*“For even the Son of Man did not come to be served, but to serve,  
and to give his life as a ransom for many.” - Mark 10:45*

## IDEAL STANDARDS

As volunteers, we exhibit (or are actively working towards) these behaviours:

- treating all people in our church fairly and in accordance with church policies and guidelines.
- communicating with integrity, including accountable and wise use of online communication.
- embracing the C3HH Purpose Statement and Purpose Circles and continuing to develop ministry skills through a variety of means including team meetings and All-In Team nights.
- accountability to our team. We watch out for each other and protect each other's integrity.
- avoiding the use of offensive language (e.g. swear words, sexual connotations, and racial, gender or religious slurs).
- exercising caution with all potentially addictive behaviours and/or harmful substances, including avoiding drunkenness.
- using caution when initiating or receiving physical contact with those we serve, including gestures of comfort as such gestures can be unwanted or misinterpreted.
- sexual integrity. All inappropriate sexual behaviour is forbidden (e.g. sexual acts outside of the biblical view of marriage).

- acknowledging when we are out of our depth, do not possess the required skill set in difficult pastoral situations, such as helping a victim of abuse, or a person who needs professional counselling and will seek help from our Team Leader or Pastor.
- integrity in financial dealings. Volunteers must not seek financial gain from church roles.
- building trust through maintaining confidentiality. Confidential information must not be disclosed and must be treated with the utmost care. Exceptions include when disclosure is required by law, abuse notifications whether required by law or not, there are concerns for the safety of the person or others, or when the information is in the public domain. Disclosure is a serious matter and the assistance of your Team Leader or Pastor should be sought.

## CHILD PROTECTION

- volunteers will report their concerns of abuse or children at risk of harm.
- any breaches relating to the harm or risk of harm of a child or young person will be dealt with according to the nationally approved Safe Church Guidelines.

## UNACCEPTABLE CONDUCT

Volunteers at our church must not:

- be abusive in any way toward others, spiritually, emotionally, physically or sexually, including domestic and family violence.
- take property belonging to others, including intellectual property (copyright).
- use any illicit substances.
- engage in sexual innuendo and harassment of a sexual nature.

## IMPLEMENTATION OF THIS CODE OF CONDUCT

- Any breach of this code involving a criminal offence shall lead to a report being made to the relevant authorities.
- Breaches deemed serious misconduct (those which are subject to a state based Reportable Conduct Scheme where applicable or breaches which if proven on balance to have occurred would result in disciplinary action against the volunteer) may result in workplace investigation according to the principles of natural justice.
- Any other breach will be considered in the light of the best interests of the volunteer and those we serve and may result in the volunteer being stood down either temporarily or otherwise.
- Volunteer workers are to be open to correction and humble enough to modify behaviours so as to not discredit the gospel.

# VOLUNTEER DECLARATION FOR SERVICE

Thank you for your desire to volunteer at **C3 Hepburn Heights**. This declaration is part of our church's commitment to ensuring our duty of care to all people and to fulfil our insurance obligations, health and safety and other requirements.

## PERSONAL DETAILS

Surname: \_\_\_\_\_ First and Middle Names: \_\_\_\_\_

Any Former Names (other than maiden name): \_\_\_\_\_

Male  Female (Please select)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## CRIMINAL HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK

I hereby consent to an Australian Federal Police Check if one is considered necessary for my role.

My state based working with children check (or similar) details, where required are as follows:

State of Issue: \_\_\_\_\_ Reference Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## CONSENT TO HOLD INFORMATION

I consent to the information contained in this application including the subsequent pages to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes if required.

## REFEREE CHECK (if you have been at the church for less than 3 years)

Please nominate a character reference. Name:

Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name of my previous church and pastor (if applicable): \_\_\_\_\_

## DECLARATION

- I understand that the church operates in an environment of numerous legal and ethical restrictions, and I will fully cooperate with the church in abiding by these. I assure the church, in considering me for a volunteer role that:
  - I have no health impediment that will put me or any other person at risk in the fulfilment of my designated role
  - I know of no past behaviour that renders me unfit to serve as a volunteer or which detracts from the obligation of the church to operate as a place of safety to a minor or any other person. Such past behaviour may include being the subject of an allegation of sexual abuse (whether convicted or not), including any type of molestation, indecent exposure, sexual harassment or intimidation.
- I understand that if I am unclear as to any of the statements in this document, I will seek clarification from a team leader or church Pastor before signing.
- I have provided this information, and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief.
- I understand that any material misstatement in or omission from this declaration may render me unfit to hold a particular role in the church.
- I have received a copy of the *Volunteer Code of Conduct* and I agree to uphold it.
- I understand that when considering whether there is an avenue for my voluntary services, my church may refer to their policies, procedures and guidelines.
- I will respect the decision of my church as to where I volunteer my services within the church, and whether my services are required.
- I understand that a team leader will be available to me to discuss my service.



Proposed Volunteer's signature:

Date:        /        /

(if under the age of 18, please have the form co-signed by your parent/guardian)

Parent/Guardian Name:

Signature:

Endorsement of church leadership for this person to volunteer:

Name:

Signature:

Date:        /        /