



SC021 – PROCEDURE FOR APPOINTMENT OF VOLUNTEER WORKERS (Sample)

All people who have a Direct Role with children, as defined in the C3 Child Protection Policy, in C3 churches shall be screened, appointed and inducted using a formal accountable/ transparent process. (For paid workers and leaders, additional steps may be required as part of the Local Church's written employment process).

As a minimum, it is **recommended** that;

a. Prior to Serving

A set minimum time of attendance and commitment to the Local Church prior to volunteering (E.g. 6 months)

The Volunteer Church Workers Declaration should be completed. This declaration refers to the working with children/vulnerable people checks (State/Territory Government statutory checks, legally required in many jurisdictions) and the Volunteer Church Workers Code of Conduct.

b. Induction

WHS legislation requires that all workers are provided with appropriate information/ induction training to enable them to safely fulfil their role/s.

i.e. Share in the ministry. This induction process should include prayer for the leader and clear communication with those who need to know that this person is an endorsed leader of the church.

c. Ministry Review

It is recommended there be a process of annual review of roles for Volunteer Workers. This process should be made clear to applicants at the time of appointment, as part of the induction process. This provides an opportunity for leaders to say they will or will not be available next year/ time, which is important for the health of committed teams.