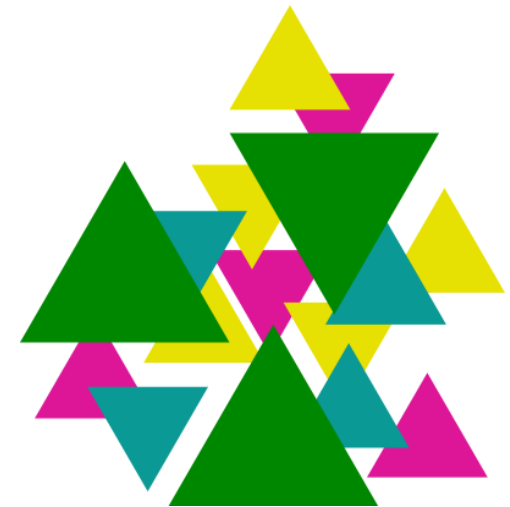


Sunday Assembly volunteer handbook

Welcome

Welcome to our big volunteering team. Sunday Assembly is built around you, and people like you, coming together to give your time, skills and energy to support others to live better, help often and wonder more. Volunteering is our bag, and we believe you should have the best possible experience when you're doing it. This handbook outlines what you can expect from us, what we can expect from you, background information, support and resources to make volunteering with Sunday Assembly the best it can be. The handbook forms part of your volunteer induction and is an ongoing place to find information and resources to help you in your role.

Thank you for being part of something wonderful.



Sunday Assembly and our values

Sunday Assembly London is part of a global, secular community that celebrates life, and we welcome all who welcome all. We aim to be a global movement for wonder and good.

Our values

Live Better



We aim to provide inspiring, thought-provoking and practical ideas that help people to live the lives they want to lead and be the people they want to be.

Help Often



Assemblies are communities of action building lives of purpose, encouraging us all to help anyone who needs it to support each other.

Wonder More

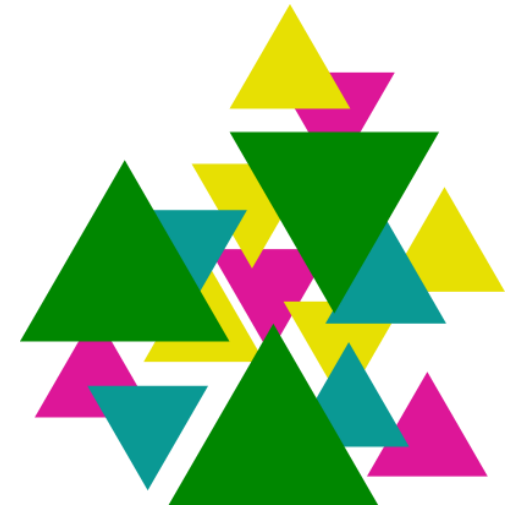


Hearing talks, singing as one, listening to readings and even playing games helps us to connect with each other and the awesome world we live in.

History

Sunday Assembly was started by [Sanderson Jones](#) and [Pippa Evans](#), two comedians who were on the way to a gig in Bath when they discovered they both wanted to do something that was like church but totally secular and inclusive of all—no matter what they believed. The first ever Sunday Assembly meeting took place in January 2013 in Islington. Almost 200 people turned up at the first meeting. Now there are over 40 Sunday Assemblies around the world, operating independently, where people sing songs, hear inspiring talks, and create community together in family-friendly and inclusive settings.

Sunday Assembly London is based at [Conway Hall](#) but at the moment, we're meeting every 1st and 3rd Sunday of the month virtually using YouTube.





Volunteering – who does what & how it fits together

Sunday Assembly is largely run by members of the community. It is a registered charity (Charity no. 1162995) and a Company limited by guarantee (Company no. 08818905) It is governed by a [Board of Trustees](#). They look after the legal stuff and make the strategic decisions for the charity. We have a volunteer bookkeeper and Independent Examiner to help manage our finances. And we also have a part-time paid Event Manager (previously know as Booker-Producer) who works alongside the Coordination Crew and community to put on assemblies, fundraisers and other events.

But, our driving force is our volunteers, they're the ones making the magic happen.

Sunday Assembly London has a number of volunteer teams. Each has a lead volunteer who recruits other people to work alongside them to make decisions and undertake activities and tasks. Lead volunteers together make up the coordination crew. They have an overview of everything that is happening, making sure Sunday Assembly's events are running smoothly and they work on new developments with the Board of Trustees.

Community engagement lead

Live better

Help often

Wonder more

Board

Event Manager

Coordination crew & lead

Comms lead

Fundraising lead

Board support

Host lead

Front of house lead

Tech lead

Music lead

Events

- Assemblies
- Fundraisers
- Picnics
- Festivals
- Other events

Values

- Interest groups
- Member led groups
- Peer support
- Help often activity

Core functions

- External & internal comms
- Income generation
- Financial support for Board



Coordination crew

Made up of events team leads, community engagement lead, core function leads, coordination crew lead and Event Manager.

- Supports Event Manager to run assemblies, fundraisers and other events.
 - Creates safe spaces for everyone to take part in Sunday Assembly activities.
 - Encourages the voices of everyone in the community to be heard.
 - Ensures a framework is in place to support community volunteering, including recruitment of lead volunteers.
 - Works closely with the Board of Trustees.
 - Feeds into the development of organizational strategy.
 - Subs for Event Manager during absences such as holidays.
- 



Events teams

Front of house team

- Venue set up & pack away assemblies and other events.
- Collecting donations via card machine and buckets at assemblies & other events
- Welcoming people to assemblies and other events
- Point of contact for first-timers & other newbies.
- Online - moderation of online space during assemblies and events.

Music team

- Choosing songs for assemblies
- Attending rehearsals & occasional meetings
- Creating online content for assemblies
- Performing at venue-based assemblies & events
- Leading the community choir
- Training for lead singers.
- AV & tech support for events.

Host team

- Suggest & develop themes for assemblies.
- Communicate with speakers, poets etc. pre-assembly
- Liaise with Event Manager re: running order, messaging etc.
- Lead assemblies as host as agreed with Event Manager.

IT team

- Website maintenance & development
 - Management of G-Suite
 - Support for volunteers in delivering assemblies online.
- 



Core functions teams

Comms team

- To promote Sunday Assembly, to internal & external audiences.
- Produce regular newsletters.
- Create content for the Sunday Assembly website.
- Review and encourage use of our branding guidelines.
- Create content, post and monitor social media platforms: Facebook, Instagram & Twitter.

Fundraising Hub team

- Acquire and retain regular and one-off donors
- Plan and hold two fundraising events a year
- Work with the Comms team to promote fundraising activities.
- Identify and apply for grant funding for Sunday Assembly
- Make sure Sunday Assembly is following fundraising best practice & meeting legal requirements

Board support team

- Support for the treasurer re operational finance.
 - Board delegated Data Protection lead.
 - General support for governance tasks.
- 



Values teams

Community Engagement lead

- Coordinate & support values teams
- Recruiting & supporting volunteers for values teams
- Have an overview of informal & formal activity
- Encourage inclusive involvement across Sunday Assembly activities
- Encourage other teams to ask the wider community for input on developments

Help often team

- Develop & coordinate external help often volunteer experiences.
- Keep a record of community volunteering activities.
- Work with community to develop wider activities under the help often theme.

Live better team

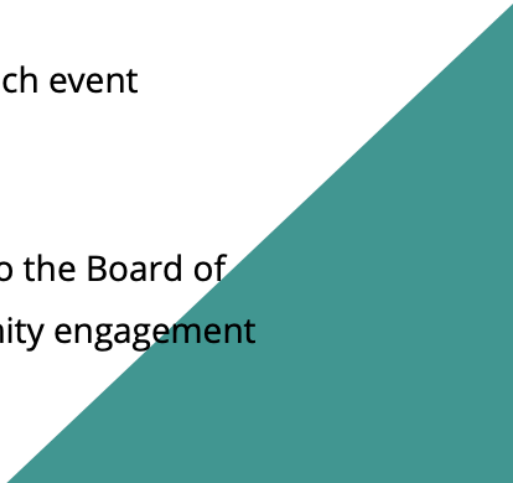
- Run live better peer support groups
- Have an overview of informal community live better activities - walking group, craft group, running, mediation, etc.
- Explore ways of supporting wellbeing across the community.

Wonder more team

- Social groups such as article club, poetry group, wonder more club, sci-fi group, etc.
 - Other activities falling under the Wonder more theme.
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Event Manager

- Finds speakers for assemblies who are engaging, upbeat with a lean towards personal growth, community or science topics, and can fulfill our values of living better, helping often and wondering more
 - Liaises with the community to fill two poet/performance slots and two community member slots per month
 - Works with the community on occasional evening fundraising events
 - Providing production services for events, including
 - booking the venue, speakers, poet and a community speaker for each event
 - preparing speakers ahead of time
 - distributing a running order
 - coordinating a process for volunteers from events teams to fill roles for each event
 - liaising with and briefing the host on the speakers ahead of the event
 - Maintaining online volunteer, speaker and performer tracking.
 - Assisting with monthly event summary reports and quarterly impact reports to the Board of Trustees which highlight alignment with the charity's fundraising and community engagement strategies
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Board of Trustees

- Sets overall direction, strategy and priorities for the charity.
 - Defining the mission and brand positioning of Sunday Assembly
 - Compliance with legal, regulatory and statutory requirements
 - Accountability / sign off on any actions that are riskier than the norm or may impact the external perception of Sunday Assembly
 - Setting & monitoring the annual budget, ensuring sufficient financial controls are in place
 - Signing off publicly available documents or media (except day-to-day social posts/marketing/comms/events etc.)
 - Settling and reviewing organizational policies and procedures including safeguarding, inclusion and diversity.
 - Oversight of external partnerships
 - Ensuring our employees, contractors and volunteers have the tools they need to perform (incl. training, tech, guidance)
- 

Recruitment of volunteers

There are lots of volunteer roles and activities at Sunday Assembly London ranging from helping post things on social media or running an interest group to being a member of the board of trustees. They are all equally as important, but some have more responsibilities or tasks than others, some may be one-off and some may be regular, ongoing activities. Whatever the role, it's important you know what sort of things you'll be doing. That way, you have a good idea as to whether it's for you.

- During recruitment, for regular volunteering, you will be given a role description and a chance to talk to a team leader or another volunteer about the role and ask any questions. Following the discussion, you may agree with the team leader to make some changes to the role description.
- The role description will set out the things you can do when volunteering, what you can expect from Sunday Assembly and our expectations of you.
- We will also ask you for some personal information - your name, address, email and phone number. These details will be used to contact you about your volunteering. They are separate for any information you have given us about marketing preferences or if you've donated money to the charity.
- For regular volunteering roles or opportunities where you have access to confidential information, we will ask you to [sign a volunteer agreement](#).
- It might be that more than one person is interested in a role. Sometimes, it'll be possible to have multiple volunteers doing the same role. Other times, only one person will be needed. In those situations, we will have interviews to find the best person for the role AND talk to everyone about other ways they might get involved.
- Selection of volunteers to roles is based on each person's suitability to carry out the agreed task. This includes roles where someone is taking on tasks to develop their own skills.
- Volunteering opportunities will be widely promoted in ways that make them accessible to all members of the Sunday Assembly community including but not limited to, during the notices section of assemblies, in the fortnightly newsletter, the Sunday Assembly website and social media platforms.

Induction, training & support

When you start volunteering with Sunday Assembly or change the type of volunteering you do, there will be an opportunity to learn your activities. Everyone will have a copy of this handbook. It's a live document – this means you can come back to it and find the most up to date information and links to other Sunday Assembly resources.

Each team has a lead volunteer, who will make sure you have all the information you need when you start your role and can introduce you to other people in your team. And everyone in your team can support you and vice versa. Peer support is one of the great things about Sunday Assembly.

Lead volunteers are all on the coordination crew where there will be other members who will support you when you start your role and on an ongoing basis.

For some roles, particular training may be available to make your activities easier and help you learn new stuff.

What you can expect from Sunday Assembly

- To work in a safe and friendly environment
- To know what is (and what is not) expected of you
- To have adequate support in your volunteering role
- To receive appreciation
- To be insured for your volunteering activity
- To know what to do if something goes wrong
- To receive agreed out-of-pocket expenses
- To receive appropriate training and be offered the opportunity for personal development

- To be able to say “no” without feeling guilty.

We expect volunteers to:

- Be part of maintaining a safe, inclusive and fun place for everyone (incl, the community) to enjoy Sunday Assembly
- Treat everyone associated with the organisation with courtesy and respect
- Be reliable and carry out agreed roles and tasks within agreed guidelines in a way that reflects Sunday Assembly’s values and aims
- Notify the appropriate person if you are unavailable or unable to fulfil your volunteer activities
- Respect the charity and community and not bring it into disrepute
- Comply with Sunday Assembly’s policies and procedures
- Collaborate with others, share information and constructive feedback

Volunteer policies

Sunday Assembly has a number of policies intended to keep volunteering safe and fun for everyone. Read them by clicking on this link to [the policy handbook](#).

Working through differences

We hope that volunteering with Sunday Assembly will always be a positive experience. However, occasionally, people have misunderstandings or concerns that need to be addressed. In the first instance, we encourage resolving these by directly talking with the person/ people involved. We encourage that this is done in a constructive and respectful manner for all involved. However, if this attempt fails to resolve the misunderstanding or concern then you ought to escalate this to your team lead. Often things will be resolved informally and can help us all improve how we do things, but if your concerns have

not been resolved informally then please follow more formal guidelines in the [Sunday Assembly's Policy and best practice handbook](#). Our aim is to resolve issues or concerns so Sunday Assembly is the best it can be for the whole community.

Data, privacy, confidentiality

We take data protection seriously. [Click here to read our Data Protection Policy](#). Should you have any concerns re data protection, possible data breach or questions about how we store and protect your personal information, please contact Matt Lockwood, our Data Protection lead. You can email him at matt@sundayassembly.com

Safeguarding children, young people and vulnerable people

We also take safeguarding of children and young people and vulnerable adults very seriously. If you have a concern please contact Gwawr Thomas, our Safeguarding lead at gwawr@sundayassembly.com, or Angela Miles, Trustee at trustees@sundayassembly.com

For more information about safeguarding children, young people and vulnerable adults please refer to our policy and best practice handbook. [Link here.](#)

In short, should you feel that a child, young person or vulnerable adult is at immediate risk of harm and you are unable to contact Sunday Assembly call 999

Where to find information and online resources

Depending on your role you'll have access to different information and resources. These may include Airtable, Google Drive,

Gmail, Trello and Canva. Your team lead will be able to show you where everything you need to access is. They will also make sure you have all the relevant links and passwords.

Expenses

As a small charity, Sunday Assembly runs a tight budget, but we don't expect you to be out of pocket for things you've had to pay for as part of your volunteering. It's not often people need to claim expenses and all purchases should be agreed in advance. Your team leader or another member of the Coordination crew will contact the treasurer to get approval before you pay for anything.

We encourage all volunteers claiming agreed expenses to do so within a reasonable time, i.e., two months of incurring them. We will need copies of receipts and / or tickets to agree to your expenses. Where these are not available, please speak to your team lead.

Some people may choose not to claim. Should you want to support the charity, you can claim your expenses and opt to donate them via Justgiving. This means, should you be eligible, Sunday Assembly will receive an additional 20% through the Gift Aid scheme.

Stopping volunteering with Sunday Assembly

There are lots of different reasons for volunteering at Sunday Assembly. You might have been in a volunteering role for years or just a couple of weeks. Whatever your situation, if you decide to take a break from volunteering or stop altogether that's totally fine. You have given time and energy to the charity and to your community – this is pretty cool.

What we ask is, where possible, you give us a bit of notice so we can find another person to pick up where you've left off. That way we can have a great handover. That won't always be possible, we understand that, and other people in the team will know what you are up to, so your efforts won't be lost.