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### **Description**

Sydney Presbytery appreciates and encourages the work and ministry of volunteers, and values their contribution highly.

This Policy is intended to ensure that volunteers working with the Presbytery have work that is safe, significant, fulfilling and appreciated.

### **Applicability**

This policy applies to those who volunteer with the Presbytery and to the management of that arrangement.

This policy is not applicable for elected members to Presbytery Committees.

### **Policy**

All volunteers shall be treated with respect and gratitude for their contribution.

They should be directed in their role and feel supported whilst working alongside the Presbytery staff. To do this each volunteer should;

1. Expect an induction and complete the Volunteer agreement form;<sup>1</sup>
2. Establish a signed arrangement regarding any cost recovery for expenses, outlining the type, level, value and frequency if applicable;
3. Have a direct line of management, with a system of regular review and support established for the duration of the volunteer period; and
4. Be provided with a reference (where appropriate or requested) in accordance with the work that they have achieved with the Presbytery;

The Presbytery shall ensure each Volunteer:

1. Has clear lines of communication, oversight and task orientation;
2. Is inducted into the area, function and ministry that they are contributing to; and
3. Has access to the equipment, software and other resources that they would need to fulfil their role.

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<sup>1</sup> The Presbytery Volunteer Agreement Form is found within Sydney Presbytery's Dropbox Template records

## **Document Control**

Update Prepared by	Ian Goff
Date issued	24 May 2022
Endorsed by	Kent Crawford
Tabled	Standing Committee 28 April 2022
Version N#	.02
Edits from prior version	<ul style="list-style-type: none"><li>• Minor edit and improvements</li><li>• Confirmed this policy relates to working alongside Staff, not if you are an elected member of the PRC for example.</li></ul>
Policy N#	HR03