

Struthers

MEMORIAL CHURCH

VOLUNTEER POLICY

Version Control

Version	Approval Date	Review Date	Owner
1.00	May 2026	May 2029	SMC Board of Directors

1. Introduction

Volunteering at Struthers Memorial Church (SMC) is the commitment of time and energy for the benefit of other attendees of the church fellowship and the community. It is undertaken freely and by choice without concern for financial gain.

Volunteering can take many forms. Some tasks require particular skills whereas others require none. Volunteering may be for a limited time to complete a particular project or may be on an ongoing basis.

This policy outlines our approach to volunteering, ensuring that all volunteers are supported, valued, and engaged in a safe and effective way.

2. Purpose of this Policy

The purpose of this policy is to:

- Provide clear guidelines on volunteering with SMC.
- Ensure a safe and welcoming environment for people who attend services and events run by SMC, volunteers, and staff.
- Comply with legal requirements, particularly regarding safeguarding children and vulnerable adults.

This policy supports SMC's responsibilities under charity law, safeguarding law, health and safety legislation and data protection regulations.

3. Principles

SMC recognises that:

- Volunteering is a way of serving Jesus together
- Volunteering creates a real, practical setting for volunteers and the church to grow in skills, experience and in faith
- Most adults in the church will be volunteering alongside other family and work commitments
- All volunteering must be done in a way that is safe and responsible, ensuring that the wellbeing of children, vulnerable adults, volunteers, and the wider community is paramount.

SMC is committed to treating all volunteers fairly and with respect and to providing appropriate support.

4. Volunteer Roles Description

There are many different ways to volunteer within SMC. The specific nature of each volunteer role, including responsibilities, support, and communication arrangements, will normally be agreed between the volunteer and the leader responsible for that area of church life with the minister's agreement.

Volunteering at SMC broadly falls into the following areas:

1. Leadership and Central Support

This includes roles that support the overall governance, leadership, and coordination of SMC. Examples include leadership roles, ministry responsibilities, administration, finance, communications, and centrally coordinated events or outreach.

2. Local Church Activities

This includes roles that support the day-to-day life and ministry of local church branches. Examples include children's and youth work, worship and services, hospitality, pastoral support, administration, finance, maintenance, and local outreach.

These categories are intended as a guide only and do not represent an exhaustive list of volunteer roles.

SMC will maintain an appropriate record of individuals serving in central functions for safeguarding and governance purposes.

At a local level, church branches will ensure appropriate oversight of those involved in activities, typically through locally managed arrangements such as rotas or team coordination.

Volunteers should only undertake activities that have been agreed with the relevant Minister or leader and should not extend their role or responsibilities without prior agreement.

5. Process for New Volunteers

SMC recognises that individuals settle into the church community at different paces. Rather than setting a fixed timeframe before someone can volunteer, the appropriate timing will be considered on a case-by-case basis, taking into account the nature of the role and with the agreement of the relevant Minister.

SMC does not normally undertake a formal induction of volunteers. However, the process SMC expects to be followed is for the person in charge of the particular ministry or rota to clearly explain the nature and expectations of the volunteer role.

All volunteers will receive a basic introduction appropriate to their role, including safeguarding, health and safety, and who to contact for support. Where appropriate, ongoing guidance, supervision or updates will be provided.

The person in charge of the particular ministry or rota will also be encouraged to explain where further information may be obtained as required.

6. Code of Conduct

SMC is committed to providing a safe, respectful, and supportive environment for all who participate in the life and activities of the church. This commitment is underpinned by our Safeguarding Policy, which sets out the standards of behaviour expected in order to protect children, young people, and vulnerable adults.

All volunteers are required to familiarise themselves with, and adhere to, the Code of Conduct outlined within the Safeguarding Policy, which is available on the church website.

This Code establishes clear expectations for appropriate conduct, professional boundaries, and responsible behaviour when engaging in any church-related activity.

By undertaking a voluntary role within SMC, individuals agree to uphold these standards at all times. Adherence to the Safeguarding Policy and its Code of Conduct is a fundamental condition of volunteering and is essential to maintaining the trust, safety, and wellbeing of all within the church community.

Our Code of Conduct for all our Volunteers is:

Endeavour to conduct all personal, professional, or organisational relations in a Christ-like fashion irrespective of race, gender, age, disability, sexual orientation, position, or religious belief.

Do this by demonstrating key qualities of:

Love & Respect

Treating each person as an individual created in the image of God, loved by Him, and endowed with innate worth and dignity.

Integrity & Truthfulness

Ensuring that relationships, decisions, and communications are truthful and based on Christ-like values.

Service & Safety

Seeking to see everyone's needs met by pointing them consistently towards Christ in humility and an attitude of service. Following and supporting others to follow safeguarding procedures and policies to keep everyone safe.

Encouragement & Positivity

Creating an environment where people feel valued and able to change, share safely and grow.

In addition to these qualities, church staff and volunteers should read the longer section in this document on spiritual safeguarding, working with children, vulnerable adults, and unsafe practices.

7. Problem-Solving

- Most concerns can be resolved informally through discussion. Volunteers should raise any concerns or difficulties with the responsible person for the area of service/rota. If unresolved, concerns may be raised with the Minister of the relevant church.
- Concerns will be handled sensitively and fairly.

8. Safeguarding

Everyone undertaking regulated work with children or vulnerable adults as a representative of our church in Scotland is required to have a PVG. There is a separate system in England and Wales (Disclosure & Barring Service) but our members from those areas should be PVG checked to undertake any roles in Scotland. Similarly our Scottish members (even those who hold PVGs) should be checked through the DBS system before undertaking any role in England or Wales.

Having a historic conviction will not automatically result in being prevented from taking up a role with the church but should be subject to a risk assessment process by the minister, safeguarding champion and the safeguarding advisor. Likewise should someone carrying out a current role with the church be arrested, charged or convicted for any reason, they have a duty to disclose this to the minister, safeguarding champion and advisor immediately so appropriate risk assessments can be made. In order to protect both the person and the church in this situation an individual may be temporarily withdrawn from duties pending any risk assessment.

- SMC is committed to safeguarding children and vulnerable adults. For any role involving children or vulnerable adults, volunteers must undergo a Disclosure Scotland check (PVG Scheme membership) before starting.
- Volunteers must read and adhere to our Safeguarding Policy and attend awareness sessions as required.

Concerns about safeguarding must be reported immediately to their local Safeguarding Champion or directly to the Safeguarding Advisor.

9. Confidentiality and Data Protection

- Volunteers must respect the confidentiality of beneficiaries, other volunteers, and SMC.
- Volunteers must only access or use personal data where necessary for their role. Personal data will be processed in line with data protection legislation and the charity's Data Protection Policy available on the church website.

SMC complies with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 and the Data (Use and Access) Act 2025.

10. Health and Safety

SMC is committed to providing a safe environment for volunteers. Volunteers must:

- Follow health and safety guidance
- Report accidents, hazards, or near misses
- Only undertake tasks they feel competent and physically able to carry out.

11. Reasonable Adjustments for Volunteers

SMC seeks to make reasonable adjustments to support volunteers with disabilities or health conditions.

12. Insurance

Volunteers are covered under SMC's public liability and, where applicable, employer's liability insurance while carrying out agreed activities. This cover applies only to activities that have been authorised by SMC.

13. Expenses

SMC may reimburse reasonable out-of-pocket expenses incurred as part of agreed volunteering activities, subject to prior approval and submission of receipts.

14. Review

This policy will be reviewed every three years or sooner if required by changes in legislation or best practice.
