

Ministry Guidelines: Sunday Celebrations

1. Purpose

The Grainery Church (TGC) is committed to respecting, protecting and promoting the spiritual, emotional and mental wellbeing and development of all those that call it 'home'. It is with this in mind that The Grainery Church believes that all volunteers should be thoroughly trained and equipped to safely and diligently serve the community.

2. Sunday Celebration Volunteers Checks and Recruitment

All Grainery Celebration volunteers are required to:

- Be 18 years or older,
- Have been attending the Grainery Church for at least 2 months,
- Complete the 'Grainery Safe Church Ministry Training Video' (Level 1)
- Complete the Grainery Screening Check Questionnaire for Volunteer workers, and,
- Agree and adhere to the Grainery Volunteer Code of Conduct (attached in the above form).

The relevant Ministry Leader will request a face-to-face meeting with the new volunteer during the recruitment process. Here, the expectations of the voluntary role, and areas of Safe Church can be discussed, and opportunities for questions given.

3. Rosters and Administration

All rostering for the Grainery Church is set up and administered through Planning Centre Online (PCO).

Volunteers are asked to communicate their availability to their Ministry Leader either through PCO, email or in person. When a request is sent through PCO, volunteers are asked to respond to this promptly so to allow for

any changes and replacements to be found if necessary. In most instances, volunteers are asked to arrange swapping with another volunteer first before declining, to support leaders finding replacements.

4. Duty of Care

A Grainery Church volunteer has a duty of care to ensure they show due diligence in keeping themselves and others at The Grainery Church safe. It is for this reason, with the support of Ministry Leaders, all volunteers should ensure they have been trained appropriately for the role they are serving in and know when and how to report concerns. Volunteers are responsible for completing training when requested and following the directions of Ministry Leaders, particularly in response to concerns of safety.

5. Reporting Concerns

Continuing on from the area of Duty of Care, all volunteers should be vigilant to areas of safety and child protection. Volunteers should report any concerns to their direct Ministry Leader or to the Executive Manager. If an incident or injury occurs in the presence of a volunteer, the volunteer should ensure an Incident Report form is completed and given to their Ministry Leader or Executive Manager.