

# **GUIDELINES FOR VOLUNTEERING KINGSWAY-LAMBTON UNITED CHURCH**

## **Policies and Procedures in providing a Safe and Secure Environment**

“Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me”

Mathew 25:40

“I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another”

John 13:34

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## INTRODUCTORY REMARKS

Ministry in the Body of Christ known as Kingsway-Lambton is a responsibility of all of us. We have gifts differing "according to the grace given to us" (Romans 12:6) and we share our gifts in service to one another and to further and bear witness to God's love working in our world. Our paid and accountable ministry staff, administrative staff, custodial staff, members, and adherents are a team and mutual support system to the one goal of building up our members in love and joy and living out Christ's love and mission for the sake of our world. Those who volunteer their time and gifts are especially precious to us and valued by us.

In order to ensure a safe, respectful, and encouraging environment for our volunteers and for those they serve, we have established these volunteering guidelines.

A volunteer at Kingsway Lambton United Church should have the following expectations:

- To feel love, respected, accepted, and valued in accordance with the dignity due all God's children;
- To be given a suitable assignment, and to know as much about the church as possible;
- To receive training for the position and work that they are to perform;
- To receive continuing education as required;
- To be given sound guidance and direction;
- To have their volunteer performance evaluated, if requested;
- To be heard and to be recognized.

A volunteer at Kingsway Lambton United Church has the following responsibilities:

- To be sincere in the offer of service and believe in the value of the job to be done;
- To be loyal to Kingsway Lambton United Church;
- To maintain the dignity and integrity of Kingsway Lambton United Church;
- To carry out duties promptly and reliably;
- To be willing to learn and participate in orientation, training, meetings and to continue to learn on the job;
- To understand the function of the Official Board, ministerial and lay staff, and to maintain a smooth working relationship with them and stay within the bounds of the volunteer responsibility.

## **SUMMARY OF REQUIREMENTS FOR VOLUNTEERING AT KINGSWAY-LAMBTON UNITED CHURCH**

Volunteers at Kingsway-Lambton United Church may be required to undertake the following procedures:

1. Complete a confidential volunteer application;
2. Refer to the guidelines of United Church of Canada for volunteering in church work and complete training courses as required (eg. Informal sessions, facilitated by lay leaders or ministerial staff);
3. Be interviewed and approved by the appropriate Committee Chair or representative;
4. Submit references when requested;
5. For those volunteers involved with the vulnerable sector, a Police Reference Check –Vulnerable Sector Screening (PRC- VSS)) is required, and must be renewed every three years.
6. Sign a document of confidentiality with respect to both personal information and Kingsway Lambton United Church information.

## **RECRUITMENT, SCREENING AND SUPERVISION GUIDELINES**

**Recruitment** – A volunteer is defined as any individual participating in delivering supported programs and ministries under the auspices of Kingsway Lambton United Church. The recruitment of volunteers will be done by individual committee, program or ministry leaders, who may be either pastoral staff or lay people leading in the administration of a particular program. Leaders may enlist support from the Ministry and Personnel Committee. If the Ministers or Ministry and Personnel Committee know of reasons why a person may not be suitable for a position, further investigation should take place until such concerns are allayed.

**Screening** – Screening is a process performed by an organization to ensure that the right match is made between the work to be done and the person who will do it. It is as well an ongoing process designed to identify any person – whether paid or unpaid, volunteer or staff – who may potentially cause harm to children, youth, the elderly, or other vulnerable persons. Screening may involve any of the following steps:

1. Assessment of need;
2. Position – assignment;
3. Recruitment;
4. Application form completion;
5. Interview;
6. References – as required for Youth and Child Ministry, Seniors' Ministry, and the Vulnerable Sector are contacted to confirm the suitability of the applicant; information to be documented and included in the volunteer's file;
7. A PRC-VSS, where applicable. The applicant will be responsible for obtaining the PRC-VSS form and the Church will pay for the cost of the report. The PRC-VSS form will be placed in the volunteer's file and kept confidential.
8. Orientation and Training;
9. Support and Supervision;
10. Follow up and Feedback.

Reference: *The 2012 Edition of The Screening Handbook, Public Safety Canada*

## CHILDREN'S, VULNERABLE ADULT AND SENIORS SAFETY PROCEDURE

The Church relies on its staff and volunteers to provide support to its members of all ages. It is also recognized that any member may be part of a vulnerable population. As a caring church, we must be and be seen to be providing safe ways of interacting. The areas in which staff and volunteers provide assistance and support to these groups are limitless. The purpose of this policy is to set the parameters for staff and volunteers conduct in order to provide a safe environment for all.

### Definitions:

1. Children are defined as persons under the age of 18. This policy applies when children are in the care of Church staff and/or volunteers;
2. Seniors are defined as persons over the age of 65. This policy applies when staff and/or volunteers are providing care, support, counseling, etc.;
3. Vulnerable Adults are defined as adults who are vulnerable to influence by staff or volunteers. Such adults may tend to be seniors and those who are physically or mentally/emotionally challenged, but this policy applies to all such adults.

### Children's Safety

1. **Sick Children** – Parents are asked not to bring children to church activities who are known to be contagious with colds, flu or other childhood diseases. If a child becomes seriously ill while in children's ministries, the parent will be notified immediately.
2. **Snacks** – Parents must advise staff/volunteers of any allergies (eg. nuts). Children with food allergies are always permitted to bring food for the *own consumption* when food events occur.
3. **Emergencies** – Volunteers are NOT permitted to administer medication. In exceptional situations, arrangements may be made for leaving medication with a volunteer, so long as clear, written instructions and written permission by the child's parents accompanies the medication. A first aid kit is kept on hand in the Sunday School/Resource Centre and all volunteers are to be made aware of its use. Leaders are to review the location and contents annually in September.
4. **Procedures for Dealing with Cuts or Injuries involving Blood** – Comfort the injured child while administering first aid and asking someone else to administer first aid. The child's parent or guardian must be contacted immediately.
5. **Washroom Procedure** – We recommend that parents take their children to visit the washroom prior to each event or service. This recommendation should be communicated to parents at the beginning of each new church year, and throughout the year to newcomers. The specified procedure must be followed if a child needs to go to the washroom when a parent is not available. Parents are required to advise staff and/or volunteers as to any special needs of their children who are being placed in the care of said staff and/or volunteers.

**6. Inappropriate Touching** – The following actions are to be completely avoided:

- a) Kissing a child or coaxing a child to kiss you, extended hugging or tickling;
- b) Touching a child in any area of their body that would be covered by a bathing suit;
- c) Forcing a child to be held on to, or have them sit on your lap;
- d) Continuing with any touching if the child is uncomfortable.

**7. Helping the Abused** – If a child discloses that they are being abused, or if abuse in any form is suspected, a Minister or the Sunday School Superintendant is to be contacted immediately. After speaking with either a Minister or the Sunday School Superintendant, complete the “Reporting for Suspected or Disclosed Abuse” form to confirm that reporting has indeed been done. Such an incident will be referred to the Ministry and Personnel Chair for action under KLUC’s sexual abuse policy.

### **Seniors and Vulnerable Adults’ Safety**

In order to ensure that we provide a supportive environment for our senior and vulnerable adult communities, the following procedures will be followed by all Ministerial staff and volunteers when interacting with any member of these groups.

A list of pastoral visits will be kept by the Pastoral Care Committee.

Staff and volunteers *must avoid* the following in their interactions with senior/vulnerable adults:

#### **1. Financial**

- a) Involvement in their financial affairs;
- b) Receiving personal gifts with a value over \$100;
- c) Providing financial advice;
- d) Referring any individual for financial advice or inviting service providers to contact seniors for any financial transaction.

Volunteers must not accept any cash contributions to the Church. Properly addressed cheques with amount designated for the appropriate area of the Church’s ministry, e.g. local, Mission and Service Fund, etc. are acceptable. Ensure the giver clearly states to which area the donation is to be directed.

#### **2. Physical**

- a) Engaging in inappropriate touching;
- b) Involvement in an intimate relationship. If an intimate relationship begins, it must be reported to the M and P Chair immediately and staff person/volunteer must be reassigned immediately.
- c) If staff or volunteers note anything particularly unusual in the visit e.g. serious unattended illness, suicidal ideation, seriously deteriorating physical status or level of care, then this should be reported to the Minister of Pastoral Care or the Coordinating Minister, and if either of the above are unavailable, then report to a family member.

#### **3. Counselling**

- a) Providing counselling in areas outside the staff/volunteer’s training and expertise;
- b) Crisis intervention is permitted in order to arrange for referral to the appropriate professional body or government service.

**CONFIDENTIAL**

**VOLUNTEER APPLICATION FORM**

**MINISTRIES TO CHILDREN, YOUTH, SENIOR AND VULNERABLE PERSONS**

**Personal information**

Full Name \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Phone number (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_  
Driver's license (if applicable) \_\_\_\_\_ e-mail \_\_\_\_\_

**Personal History**

Occupation \_\_\_\_\_  
Current employer \_\_\_\_\_  
Title \_\_\_\_\_  
How long have you been employed by your current/most recent employer? \_\_\_\_\_  
Hobbies, Interests, and/or Skills/special education \_\_\_\_\_

**Church Membership**

Do you attend Kingsway-Lambton United Church? \_\_\_\_\_ If yes, how long? \_\_\_\_\_  
Are you a member of Kingsway-Lambton United Church? \_\_\_\_\_  
If not, would you be interested in finding out about becoming a member? \_\_\_\_\_  
Other churches that you have attended in the last five years are:  
\_\_\_\_\_ Member? Y/N Adherent? Y/N  
\_\_\_\_\_ Member? Y/N Adherent? Y/N

**Volunteer Experience – organizations/programs/other churches:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What area of service to Kingsway-Lambton United church interests you? (e.g. church school, pastoral care, driving, kitchen)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**References** – Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long have you known this person? \_\_\_\_\_  
Relationship to individual \_\_\_\_\_
2. Name \_\_\_\_\_

Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long have you known this person? \_\_\_\_\_  
Relationship to individual \_\_\_\_\_

3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_ How long have you known this person? \_\_\_\_\_  
Relationship to individual \_\_\_\_\_

**As part of the volunteer application process, it MAY be necessary to perform a criminal reference check. When applicable, you will be provided with the required information to have this check performed.**

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_