C3 BALLINA

VOLUNTEER CODE OF CONDUCT

Codes of Conduct are a part of our Church's commitment to safe emotional and physical environments, providing appropriate duty of care, including health and safety considerations.

This ***Volunteer Workers Code of Conduct*** contains the expected standards of behaviour for all *volunteers* at church and applies to all our volunteers whether in teams or on rosters.

Volunteering in church life is a highly valued and important part of service to the church. As a volunteer worker your life is on display and is subject to public scrutiny and as such these standards of behaviour should apply not only to your church life but also your personal life.

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1. SERVANT HEARTED

Volunteers are servants of Christ, who should endeavour to become servant leaders as modelled by Jesus (John 13:3-14). The misuse of authority can be a particular temptation when being given a position of trust and power at church, this is not acceptable behaviour for a volunteer.

2. BEHAVIOUR

Volunteers at our church:

- will act in the best interests of those we serve.
- must not be abusive in any way toward others, spiritually, emotionally, physically or sexually, including domestic and family violence.
- will avoid the use of offensive language (e.g. swear words, sexual connotations, and racial or religious slurs).
- will exercise caution with all potentially addictive behaviours and/or harmful substances. Drunkenness is never acceptable behaviour for a volunteer.
- will not use any illicit substances.
- will use caution when initiating or receiving physical contact with those we serve, including gestures of comfort as such gestures can be unwanted or misinterpreted.
- will act with sexual integrity. Sex is a gift from God and integral to human nature. All inappropriate sexual behaviour is forbidden. Sexual innuendo and harassment of a sexual nature are always inappropriate.
- will report their concerns of abuse or children at risk of harm to a supervisor or Church Pastor.
- will treat all people in our church fairly and in accordance with church policies and guidelines.
- will communicate with integrity, including accountable and wise use of electronic communication.
- will acknowledge when they are out of their depth, do not possess the required skill set in difficult pastoral situations, such as helping a victim of abuse, or a person who needs professional counselling, and seek help from a supervisor or church leader.
- will not take property belonging to others, including intellectual property (copyright).

3. FINANCIAL MATTERS

Volunteers are encouraged to have integrity in their financial dealings. Volunteers must not seek financial gain from their church role. Volunteers should not use their position to promote personal business activities or to recruit others in business ventures.

4. CONFIDENTIALITY

Trust is essential in serving the church. Confidential information must not be disclosed and must be treated with the utmost care. Exceptions include when disclosure is required by law, or where there are concerns for the safety of the person or others, when the information is in the public domain or where there is suspicion of abuse.

Disclosure is a serious matter and the assistance of a supervisor or your Pastor should be sought.

5. COMMITMENT TO TEAM MINISTRY

Volunteers:

- will embrace the vision, values, and mission of the Church, and continue to develop ministry skills through a variety of means including team meetings.
- are accountable to team and will watch out for each other and protect each other's integrity.

IMPLEMENTATION OF THIS CODE OF CONDUCT

Any breach of this code involving a criminal offence shall lead to a report being made to the relevant authorities.

Any breaches relating to the harm, or risk of harm of a child or young person will be dealt with according to church procedure.

Any other breach will be considered in the light of the best interests of the volunteer and those we serve and may result in the volunteer being stood down either temporarily or otherwise.

Breaches deemed serious misconduct (those which are subject to a state based Reportable Conduct Scheme where applicable, or breaches which if proven on balance to have occurred would result in disciplinary action against the volunteer) may result in workplace investigation according to the principles of natural justice.

Volunteer workers need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel.

Acknowledgement – this Volunteers Code was written in consultation with SMR P/L, which was originally developed for the ACC movement and adapted for use in C3 Church

C3 BALLINA

VOLUNTEER DECLARATION FOR SERVICE

Thank you for your desire to volunteer at C3 Ballina. This declaration is part of our church's commitment to ensuring our duty of care to all people, and to fulfil our insurance obligations, health and safety and other requirements.

PERSONAL DETAILS

Surname:		First Name:		Middle Names:	
Any Former Names (other than maiden name):					
Gender:		Date of Birth:		Mobile Number:	
Email Address:				Alternate Number:	

CRIMINAL HISTORY CHECK AND/OR WORKING WITH CHILDREN CHECK

I hereby consent to an Australian Federal Police Check if one is considered necessary for my role.
My NSW Working with Children Check details, ***if required***, are as follows:

Working With Children Check Number:		Expiry Date:	

CONSENT TO HOLD INFORMATION

I consent to the information contained in this application including the subsequent pages to be kept by our church. I understand that this information will be kept in a confidential file and used only for screening and disciplinary purposes.

REFEREE CHECK (if you have been at the church for less than 3 years, please nominate a character reference.)

Name:		Name of my previous church and pastor (if applicable):	
Relationship:			
Contact Number:			

DECLARATION

1. I understand that the church operates in an environment of numerous legal and ethical restrictions, and I will fully cooperate with the church in abiding by these. I assure the church, in considering me for a volunteer role that:

- I have no health impediment that will put me or any other person at risk in the fulfilment of my designated role
- Other than those matters disclosed by me to the church (noted above) at the time of making this declaration, I know of no past behaviour that renders me unfit to serve as a volunteer or which detracts from the obligation of the church to operate as a place of safety to a minor or any other person. Such past behaviour may include being the subject of an allegation of sexual abuse (whether convicted or not), including any type of molestation, indecent exposure, sexual harassment or intimidation.

2. I understand that if I am unclear as to any of the statements in this document, I will seek clarification from a team leader or church leader before signing.
3. I have provided this information, and any documents accompanying it in good faith and declare they are true and correct to the best of my knowledge and belief.

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4. I understand that any material misstatement in or omission from this questionnaire may render me unfit to hold a particular role in the church.
5. I have received a copy of the *Volunteer Code of Conduct* and I agree to uphold it.
6. I understand that when considering whether there is an avenue for my voluntary services, my church may refer to their policies. Procedures and Guidelines.
7. I will respect the decision of my church as to where I volunteer my services within the church, and whether my services are required, from time to time.
8. I understand that a team leader will be available to me to discuss my service.

Proposed Volunteer's Signature:		Date:	
(if under the age of 18, please have the form co-signed by your parent/guardian)			
Parent/Guardian Name:		Date:	

PHOTO & MEDIA CONSENT

C3 Ballina takes photos, video, and audio recordings during church services and activities. We use this material in our internal communications, on our website, in our livestream, and on social media.
Please tick the boxes for each use you agree to.

☐ I agree to photos or video of me being used in internal church communications and files

☐ I agree to photos or video of me being used on our public website and in our livestream of services. I understand the livestream broadcasts in real time and that anyone with the link can watch.

☐ I agree to photos or video of me being used in social media content.

☐ I understand that I can withdraw or change my consent at any time by contacting the church via admin@c3ballina.com.au.

Proposed Volunteer's Signature:		Date:	
(if under the age of 18, please have the form co-signed by your parent/guardian)			
Parent/Guardian Name:		Date:	

OFFICE USE ONLY

ENDORSEMENT OF CHURCH LEADERSHIP FOR THIS PERSON TO VOLUNTEER:

Endorsed by:		Date:	
Signature:	Position:		

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