

## VOLUNTEER CHURCH WORKERS DECLARATION

Thank you for your desire to volunteer with (specify ministry) \_\_\_\_\_. This declaration is part of our church's commitment to ensuring our duty of care to all people, also to fulfil our insurance obligations, health and safety and other requirements.

### PERSONAL DETAILS

Surname: \_\_\_\_\_ First and Middle Names: \_\_\_\_\_

Any Former Names: \_\_\_\_\_

Male  Female (Please select) Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

### 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 state-based working with children check (or similar) details, where required are as follows:

State of Issue: \_\_\_\_\_ Reference 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.

### MINISTRY LEADER'S ENDORSEMENT OF THE PROPOSED VOLUNTEER

Ministry Leader Name: \_\_\_\_\_

Ministry Leader's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### REFEREE CHECK (if you have been at the church for less than 3 years)

Please nominate a character reference. Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Name of my previous church and pastor (if applicable): \_\_\_\_\_

### 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 volunteer role
  - Other than those matters disclosed to the current leadership of the church (International City Church) 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 current 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.
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 Church Workers 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 ACC and local church policies, guidelines and position papers.
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: \_\_\_\_\_ Signature: \_\_\_\_\_

### CHURCH LEADERSHIP'S ENDORSEMENT OF THE PROPOSED VOLUNTEER

Church Leader's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## **VOLUNTEER CHURCH WORKERS CODE OF CONDUCT**

Codes of Conduct are a part of the ACC's commitment to safe emotional and physical environments, an expectation of our Child Protection Policy and a commitment to providing appropriate duty of care, including health and safety considerations.

Volunteering in church life is a highly valued and important part of service to the church. This **Volunteer Workers Code of Conduct** outlines the standards of behaviour that are expected for all volunteer workers in ACC Churches.

**Volunteer workers** are all volunteers involved in serving the local church in teams, on rosters and in any other way.

ACC volunteer workers lives are on display and are subject to public scrutiny and as such these standards of behavior should apply not only to your church life but also your personal life.

The **ACC Ministerial Code of Conduct** (a separate document) applies to ACC Certificate and Credential holders.

### **1. SERVANT HEARTED**

Volunteer workers 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 – this must be avoided.

### **2. BEHAVIOUR**

Volunteer workers:

- 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.
- will refrain from using any illicit substances.
- will use caution when initiating or receiving physical contact with those we serve, including gestures of comfort as such gestures can 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 (e.g. sex outside of marriage). Sexual innuendo and harassment of a sexual nature are always inappropriate.
- will report their concerns of abuse according to ACC Safer Church Guidelines.
- will treat all program participants fairly and in accordance with ACC and local church policies, guidelines and position papers.
- 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**

Volunteer workers are encouraged to have integrity in their financial dealings. Volunteer workers must not seek financial gain from their church role.

Volunteer workers should not use contacts of church members for commercial or financial interest or gain without consent from the church leadership.

### **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, abuse notifications whether required by law or not, there are concerns for the safety of the person or others, or when the information is in the public domain. Disclosure is a serious matter and the assistance of a supervisor or church leader should be sought.

### **5. COMMITMENT TO TEAM MINISTRY**

Volunteer workers:

- 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, watch out for each other and protect each other's integrity.

### **6. IMPLEMENTATION OF THIS CODE OF CONDUCT**

Any breach of this code involving a criminal offence may 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 under the ACC Child Protection Policy – a copy of this policy should be provided to a volunteer who has a direct role with a child or young person. 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.

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