



C H U R C H

### VOLUNTEER AGREEMENT

Thank you for your desire to serve at Anthem Church. This declaration is part of our Church’s commitment to ensuring our duty of care to all people, and to fulfill our insurance obligations, health and safety considerations 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.

#### REFEREE CHECK (if you have been at Anthem Church for less than 3 years)

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

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

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

#### AGREEMENT

1. I understand that Anthem 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 Team 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 to the current leadership of Anthem 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 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 Team 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 serve 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian Name (if under 18 yrs): \_\_\_\_\_ Signature: \_\_\_\_\_

#### OFFICE USE ONLY

Endorsement of church leadership for this person to serve:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## VOLUNTEER CODE OF CONDUCT

Codes of Conduct are a part of Anthem Church'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.

Serving is a highly valued and important part of church life. This **VOLUNTEER Code of Conduct** outlines the standards of behaviour that are expected for all Volunteer Team members at Anthem Church.

**Team members** are all volunteers involved in serving in teams, on rosters and in any other way.

Team members' lives are on display and are subject to public scrutiny and as such these standards of behaviour 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.

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### SERVANT HEARTED

Team members 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.

### BEHAVIOUR

Team members:

- 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 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 (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).

### FINANCIAL MATTERS

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

### SOCIAL MEDIA

Team members, as ambassadors of Anthem Church, at all times will maintain communication (photos, videos, posts, likes) on Social Media to appropriate standards according to the scripture and core values of Anthem Church. Team members must also be mindful of the age and gender appropriateness of all communications including invitations, direct messages and events involving other members of the church.

### 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. Likewise, there may be other matters which should be fed back to our pastoral care pastors for accountability and ongoing support. Guidance should be sought from the Pastoral Care Department if you become aware of any such matters.

### COMMITMENT TO TEAM MINISTRY

Team members:

- 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.

### 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 team member 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 team member and those we serve and may result in the team member being stood down either temporarily or otherwise. Volunteer Team members need to be open to correction and humble enough to modify behaviours so as to not discredit the gospel.