

Rothwell Baptist Church Volunteer Agreement

This form is to be completed by all people who wish to volunteer for the activities run by Rothwell Baptist Church. Some roles in The Church involve work with Children and Adults at risk and if you are volunteering for such roles you may be asked to submit to a criminal records check. We will only ask you to do this if the work you do requires such a check to take place.

Your Name	
Postal Address (Note that you only need to provide this and other contact information if The Church does not already have these details)	
Email Address	
Landline Telephone Number	
Mobile Telephone Number	

Please see overleaf and tick all the roles you wish to volunteer for. Please mark those roles that you already carry out and those you wish to be considered for going forward.

<p>Please tick here if you wish to be considered for roles requiring a DBS check and that you consent for us to share your name, email address and telephone number with the Disclosure and Baring Service and third parties appointed by them for processing requests.</p> <p>(The DBS service will then contact you and request further personal details)</p> <p>Roles which are likely to require a DBS check are marked with a *</p>	<div style="border: 1px solid black; width: 60px; height: 40px; margin: 0 auto;"></div>
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Please read the Rothwell Baptist Church safeguarding policy and privacy statement which is available on the web site at <http://rothwellbaptist.org.uk> and choose "Safeguarding". You can also request copies of these documents from the Church Secretary. An extract of the privacy statement as it applies to volunteering is an appendix to this form

Finally, please sign below.

I agree that I have read the Rothwell Baptist Church safeguarding policy and agree to this and other Church policies which will be published from time to time. I have read the Rothwell Baptist Church privacy statement and understand the purposes for which the Church will use my personal data.

Signed.....Dated.....

Volunteer Roles in Rothwell Baptist Church

	I already do this role	I wish to continue or be considered for this role
Leadership (Deacon) Roles		
Deacon		
Church Secretary		
Treasurer		
Chairman		
Pastoral oversight (deacon)		
Safeguarding Deacon		
Leadership (not required to be a Deacon)		
Designated Person for Safeguarding		
Data Protection Officer		
Buildings Committee		
Head Gardener		
Sunday Services		
Service preparation		
Pianist/Musician		
AV operator/preparation		
All Age Talks		
Serving at Communion table		
Introductory worship		
Managing rota of participants		
Door steward		
Refreshments – preparation		
Refreshments - serving		
Collection tellers		
Leading Services		
Speaking (preaching)		
Bible Reading		
Prayers of Intercession		
Evening Service Co-ordination		
Evening Service Refreshments		
Evening Service Leading		
Children's Worship		
Teacher *		

Helper *		
Friday Club		
Leader *		
Administrator		
Assistant *		
Café Friday		
Leader		
Kitchen		
Serving at table		
Baking Cakes		
Other Church Activities		
Mini Café		
Monday Club		
Soup Lunches		
Home Group Leader		
Visiting - pastoral		
Visiting – door to door		
Distributing leaflets		
Bible study leader		
Flowers		

Appendix: Rothwell Baptist Church – Privacy Statement for volunteers

1. Introduction

Under Data Protection legislation the church Charity Trustees (Deacons) of Rothwell Baptist Church (The Church) is the Data Controller and can be contacted by emailing dataprotection@rothwellbaptist.org.uk

Personal information is collected, stored and processed by The Church as part of its legitimate interests according to Data Protection Legislation. The full Data Protection policy of The Church can be found on the Church Web Site at <http://rothwellbaptist.org.uk>.

It is the policy of The Church to store personal information either in paper form (in a locked filing cabinet in the church office), on computers secured by a password and on a secure on-line service provided by Microsoft.

2. Types and uses of personal data processed by The Church

The Church will keep and process personal data, only for the following purposes

- a) maintain our list of church members and regular attenders;
- b) provide pastoral support for members and others connected with our church;
- c) provide services to the community including (but not limited to), Services of worship, Monday Club, Friday Club, First Steps, Café Friday, Soup Lunches, Support Café, Mini Cafe;
- d) safeguard children, young people and adults at risk;
- e) recruit, support and manage staff and volunteers (including speakers);
- f) maintain our accounts and records;
- g) promote our services;
- h) maintain the security of property and premises;
- i) respond effectively to enquirers and handle any complaints;
- j) hire rooms in the church building and
- k) to enable historical research of The Church and its community

The way this relates to your role as a volunteer is as follows:

If you are a volunteer for The Church we will hold information you provide us for the purpose of assessing your suitability as a volunteer and the details of your volunteering duties including dates and times.

If you volunteer for a role with Children or Adults at Risk that requires a DBS (Disclosures and Barring Service) Check, then we will pass information you provide which is necessary to conduct these checks to the third party responsible for executing the check. This will be done with your consent. We will then use the information provided by the third party to assess your suitability for the role. We will hold these details only for as long as you wish to be available as a volunteer.

3. The Historical Record

The Church takes an interest in preserving the history of The Church for future generations and therefore to support research into the history of The Church and the community around it. To this end copies of the minutes of Church and Deacons meetings are retained indefinitely for historical research purposes. These documents contain the names of members and their activities/duties at various times and dates. Documents retained for historical research purposes will not contain sensitive personal data or contact details.

4. Photographs

We would like to keep photographs of people for use in publicity material including the web site and social media. We will only do this with the your consent and the consent of the parent of legal guardian of children.

5. Your rights

You have the right to ask to see any information we hold about you by submitting a 'Subject Access Request' to the Data Protection Trustee at dataprotection@rothwellbaptist.org.uk You also have the right to ask for information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee or any of the other deacons. If you are still unhappy you have the right to complain to the Information Commissioners Office