



**CHURCH
CAMDEN
PICTON
THIRROUL**



**LOCAL
COMMUNITY
VENTURES.**

2021 Volunteer

Information Pack and Code of Conduct

Version Control / Change History

Version	Change	Author	Date
1.0	Document Launch	Rohan Bell	June 2021

Next to be reviewed: December 2021

Please note:

For the purposes of this document, references to 'C3 Camden Picton Thirroul' and 'the Church' may refer to either C3 Church Wollondilly Ltd. (for C3 Camden Picton) and/or C3 Church Thirroul Inc. and references to the 'Charity' will refer to Local Community Ventures Ltd. depending on which church/es / charity people are volunteering for.

C3 Church Wollondilly Ltd.
ABN 82 078 892 163

C3 Church Thirroul Inc.
ABN 22 037 089 613

Local Community Ventures Ltd.
ABN 77 646 800 955

Volunteer Expectations

Volunteers at C3 Camden Picton Thirroul and/or Local Community Ventures perform a vital role in helping our Church and/or Charity achieve its mission and vision. Your department and/or Program Leader will work with you to formulate a volunteering commitment that suits both you and the Church and then provide you with any necessary training and support specific to your role.

As a volunteer, you are a representative of C3 Camden Picton Thirroul and/or Local Community Ventures. It's therefore expected that you reflect the values of the organisation while serving as a volunteer.

The following expectations are for all volunteers. Please note that there may be other additional expectations specific to your particular role. If you have any questions or concerns about any aspect of these expectations, speak with your Department and/or Program Leader or a Pastor.

1. Ongoing Commitment

- i. Your commitment confirmed by this signed document will be for a period of 7 months from July 2021 until January 2022.
- ii. Volunteers will thereafter be asked to sign a new agreement annually, as long as they continue in their role.

2. Volunteering Requirements

- i. Work with your Department and/or Program Leader to settle upon an agreed volunteering commitment including role description and frequency of volunteering.
- ii. Do everything within your power to fulfil all your agreed volunteering commitments. If circumstances arise that prevent you from being able to fulfil your commitment you agree to communicate this in a timely manner so that every effort can be undertaken to ensure that a replacement can be found.
 - i. In the first instance, you agree to attempt to arrange another trained volunteer to swap with you or fulfil your commitment for you. If this is successful, you will then contact your Department and/or Program Leader to inform them.
 - ii. If a replacement cannot be arranged or your circumstances prevent you from attempting to find a replacement, you will contact your Department and/or Program Leader to inform them that you're unable to fulfil your commitment.

3. Team Development

- i. You agree to engage in ongoing team development and training that may be provided from time to time by your Department and/or Program Leader.

4. Cultural Alignment

- i. Read the C3 Camden Picton Thirroul Statement of Faith. Although not all volunteer roles require that you agree with the Statement of Faith you understand that these beliefs do undergird the Church and/or Charity.
- ii. Return the Volunteer Code of Conduct (see below)

C3 Camden Picton Thirroul Statement of Faith

1. **The nature of God.** We believe that there is one God, eternally existing as three persons, (The Holy Trinity) God the Father, God the Son, and God the Holy Spirit.
2. **Jesus Christ.** We believe in the deity of our Lord Jesus Christ, the Son of God; we believe in his virgin birth, in his sinless life, in his miracles, in his victorious and atoning death, in his bodily resurrection, in his ascension to the right hand of the Father, his constant intercession and in his imminent return.
3. **The Holy Spirit.** We believe in the person and work of the Holy Spirit with his fruits and gifts available in the Church. We believe that he indwells all believers in Christ.
4. **The Bible.** The Bible is the living word of God. It is infallible, authoritative and everlasting and is the foundation of all Christian doctrine.
5. **The Devil.** We believe in the existence of an evil spiritual being known as the devil who is adversarial towards all people and especially believers in Christ. Christians have authority over the devil through the delegated authority of Christ Jesus.
6. **Sin.** We believe in the spiritually lost condition of all people, that we are all born with a sinful nature. We believe in the essential need for the new birth by faith in Jesus Christ and in his atoning work for our sins on the cross.
7. **Baptism of the Holy Spirit.** We believe in the Baptism of the Holy Spirit as a gift available to all believers, subsequent to the new birth, with normal evidence of speaking in other tongues.
8. **The Sacraments.** We believe in the two sacraments of the Lord's Supper (communion) and water baptism by full immersion for all believers.
9. **The Resurrection.** We believe in the resurrection of both the saved and the lost, the first to everlasting life and the latter to everlasting separation from God. This will take place at the final judgement, when Jesus returns.
10. **The Church.** We believe in the worldwide church and that all believers are part of it. We also believe in the local church and that each believer is called to play an active part in it, fulfilling the Great Commission through working towards its vision and mission.
11. **Marriage** was instituted by God, ratified by Jesus, and is exclusively between a man and a woman. It is a picture of Christ and his church.
12. **Sex** is a gift from God for procreation and unity, and it is only appropriate within and designed for marriage.

Volunteer Code of Conduct

The Volunteer Code of Conduct is part of our Church's and/or Charity's commitment to our duty of care to provide safe environments for all people, and also fulfils our insurance obligations, health and safety, and other requirements for volunteers. This Code of Conduct pertains to all volunteers serving at C3 Camden Picton Thirroul and/or Local Community Ventures. (Nb. Leaders and volunteers in some roles may be required to sign a different or additional Code of Conduct)

This Code of Conduct is a statement of your integrity and desire to maintain high ethical standards when volunteering at C3 Camden Picton Thirroul and/or Local Community Ventures. This Code defines the standards of conduct expected from all our volunteers and guides them in making the best decisions when working for or performing services on behalf of the Church and/or Charity.

Every volunteer is responsible for reading, understanding and abiding by the Code. Please note that volunteers working directly with minors will also be required to agree to abide by an additional Code of Conduct related to working with minors.

C3 Camden Picton Thirroul and/or Local Community Ventures volunteers agree to the following while volunteering for the Church and/or Charity or operating in a context where you could be deemed to be representing the Church and/or Charity:

- That they have read the C3 Camden Picton Thirroul Statement of Faith and understand that these beliefs undergird the Church and/or Charity.
- To act with integrity.
- Be open to correction or direction and be willing to modify behaviours not in line with the values of C3 Camden Picton Thirroul and/or Local Community Ventures if asked to do so.
- Treat others respectfully and kindly, regardless of ethnicity, religion, gender, age, disability, socio-economic status or sexual orientation.
- Work collaboratively with your fellow volunteers and their Department and/or Program Leader to execute the vision and mission of the Church and/or Charity.
- Make ethical and informed decisions.
- Avoid the use of offensive language (e.g. vulgarities, sexual connotations, racial or religious slurs)
- Exercise caution with all potentially addictive behaviours and/or harmful substances.
- Refrain from using or being under the influence of any illicit substances.
- Use caution when initiating or receiving physical contact with those they serve, including gestures of comfort. Such gestures can be unwanted or misinterpreted.
- Communicate with integrity. This includes the use of electronic communication, which should be used wisely and never inappropriately.
- Acknowledge when they do not possess the required skill set in a situation and seek help from their Department and/or Program Leader.
- Seek to believe and support any person who indicates that they have been abused in any way. Where the victim is a minor, they acknowledge that regardless of whether mandatory reporting laws apply to their role they have a moral responsibility to report. Where the minor discloses to them, or they have reasonable grounds to believe in good faith that abuse or a minor is occurring or like to occur, they will report the concern to their Department and/or Program Leader, a member of the Safe Church Team or a Pastor. If more information or clarity is required, they can also contact the Safe Church Helpline (1800 070 511 9.00am- 5.00pm Monday – Friday).

- Disclose professional or personal activities, situations or relationships, also known as “conflicts of interest,” that may suggest the appearance of unfairness, impropriety or bias.
- Have integrity in their financial dealings. They must not seek financial gain from their role.

Safeguarding Confidential Information

Confidential information is information you acquire by virtue of your role as a Church and/or Charity volunteer that is not known to the public. It includes, but is not limited to, information that, if disclosed, could result in legal, regulatory or reputational harm to C3 Camden Picton Thirroul and/or Local Community Ventures, their volunteers, attendees, clients or contractors. It also includes, but is not limited to, information regarding internal business operations that you may acquire during, or as a result of your role.

Volunteers have an obligation to:

- Protect confidential information learned, accessed, developed or created while serving in your role.
- Transmit confidential information only to authorised parties, and only in line with the Church’s / charity’s Confidentiality Policy, and only then on a ‘need to know’ basis.
- Report incidents that may have resulted in the disclosure, theft or acquisition of confidential information by an unauthorised third party to your Department and/or Program Leader or a Board Member.
- Not entertain destructive gossip.

Speaking Up

Volunteers have an obligation to:

- Report instances of misconduct that are not aligned with the principles of this Code to your Department and/or Program Leader or a Board Member.
- Take action to report genuine, immediate concern for the health, wellbeing or safety of any person at risk due to their involvement with the Church and/or Charity to your Team Leader or a Board Member.

Communications with the Public

We take statements made to the public about and on behalf of C3 Camden Picton Thirroul and/or Local Community Ventures very seriously. Such statements impact our reputation in the community and the world. To that end, volunteers shall not provide, create, submit or facilitate the creation or submission of any statement on behalf of C3 Camden Picton Thirroul and/or Local Community Ventures to the public for dissemination in any manner, without the prior written consent of the Lead Pastor of C3 Camden Picton Thirroul (or delegate) or a Board Member. For more information, please refer to the C3 Camden Picton Thirroul Media Policy, or speak with your Department and/or Program Leader or a Board Member.

Consequences of violating this Code of Conduct

Compliance with the Code of Conduct is a condition for being a volunteer at C3 Camden Picton Thirroul and/or Local Community Ventures. Upon review of the relevant circumstances by the Lead Pastors (or their delegates) or Board, those who violate this Code may be subject to removal from their role and/or criminal penalties where applicable.

My Volunteer Commitment

I agree to abide by the expectations outlined in the C3 Camden Picton Thirroul and/or Local Community Ventures Volunteer Information Pack.

In particular I acknowledge that:

- I have read the C3 Camden Picton Thirroul Statement of Faith.
- I have watched (or attended) the C3 / LCV Volunteer Onboarding Training.
- I have read, signed and agree to abide by the Volunteer Code of Conduct.

I also agree and understand that:

- My role is a privilege, not a right and is appointed to me under the authority of C3 Camden Picton Thirroul and/or Local Community Ventures.
- That my continual involvement in this role is contingent upon my adherence to these requirements.
- I am not an employee of C3 Camden Picton Thirroul and/or Local Community Ventures and am not automatically entitled to receive a salary, wages or any other compensation or expense reimbursement.
- I am signing this attestation in good faith and declare that any information disclosed prior to becoming a volunteer is true and accurate.
- Other than those matters disclosed by me to C3 Camden Picton Thirroul and/or Local Community Ventures at the time of signing this attestation, I have no criminal convictions or civil judgments that reflect negatively upon my fitness for my role (including misdemeanours, felonies or civil suits related to financial debts owed, if my service will include the handling Church finances or assets.)
- Any information related to my role as a volunteer will be kept by the Church and/or Charity in a confidential manner and will be used only for screening and disciplinary purposes.
- I understand the Church and/or Charity operates in an environment of numerous ethical and legal restrictions, and I will fully cooperate with the Church and/or Charity in abiding by these.
- Any access I have to confidential information will be used solely for the purpose I have been granted. Where I serve in roles across multiple Churches and/or the Charity I will not use any information from one organisation for the purposes of any of the other organisations unless it has also been provided separately to that organisation.
- I am able to safely carry out all activities related to my role and if I require any special assistance due to personal reasons, whether health related or otherwise, I will communicate these needs directly to my Department and/or Program Leader.
- I understand that where there is an avenue for my voluntary services that the Church and/or Charity may refer to their policies, procedures and guidelines and will respect the decision of the Church and/or Charity as to where I volunteer my services and whether my services are required from time to time.
- A Department and/or Program Leader will be available to me to discuss my service in my role if I wish.
- I may voluntarily choose whether to participate in activities that are physical in nature.
- While some training may be provided by C3 Camden Picton Thirroul and/or Local Community Ventures regarding activities related to my role, it is my responsibility to consult a physician prior to participating in such activities and to educate myself about the safest way to participate so as to avoid injury.

This document applies to my role/s in the following Church/es and/or Charity. (Check all that apply to you).

- ☐ C3 Camden Picton (C3 Church Wollondilly Ltd.)
- ☐ C3 Thirroul (C3 Church Thirroul Inc.)
- ☐ Local Community Ventures Ltd.

Name

Signature

Date

Please email a signed copy of this page to natalie.moore@c3churchthirroul.com or hand it to your Department or Program Leader.