

Churches and Industry Group Birmingham and Solihull
VOLUNTEER AGREEMENT PART 1

This Volunteer Agreement is a description of the arrangement between us, **CIGB**, and you (*the volunteer*) in relation to your voluntary work with us.

The Volunteer Agreement comes in 2 Parts. Please complete both parts. The volunteer keeps a copy of Part 1; a copy of Part 2 is to be returned to CIGB (at teamadmin@cigb.org.uk)

Part 1 is our commitment to you; Part 2 is your commitment to us. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your volunteer experience with us a safe, positive and rewarding one.

Churches and Industry Group Birmingham & Solihull (CIGB) is a registered charity whose objectives are to advance the Christian faith, community development and citizenship. We do this by ministering to people in workplaces, in organisations engaged in economic & training issues, and in community regeneration projects, by providing chaplaincy and working in partnership with Churches and other agencies. CIGB is managed by a Management Council drawn from Churches and business organisations in Birmingham and Solihull. (For more information contact us by email at teamadmin@cigb.org.uk or CIGB, John Cadbury House, 190 Corporation Street, Birmingham, B4 6QD 0121 426 0425 www.cigb.org.uk)

Our current policies can be found at www.cigb.org.uk/policies

Volunteer Agreement Part 1

We **CIGB** accept the voluntary service of:.....(name)

as a volunteer workplace chaplain beginning:.....(date)

Your role as a volunteer is.....(title of role)

We **CIGB** commit to the following:

1. Induction and training

- To provide thorough induction on the work of **CIGB**, its staff, your volunteering role and the training and support necessary to assist you in meeting the responsibilities of your volunteering role.
- Induction and training related to the location of your chaplaincy may be provided by the business / organisation to which chaplaincy is provided, and / or the existing chaplains: this will be agreed at the start of the chaplaincy.

2. Supervision, support and flexibility

- To make clear to you the standards and policies of our chaplaincy service, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your voluntary work
- To provide you with supervision to meet with you regularly to discuss your chaplaincy volunteering and any associated problems
- To do our best to help you develop your volunteering role with us and to be flexible in how we use your volunteering.

3. Expenses

- To reimburse, on submission of a claim form or a claim by email, the expenses incurred by you in doing your voluntary chaplaincy work for:
 - Travel to and from home to the chaplaincy location, and chaplaincy meetings and training events, and during your work as necessary, including:
 - Car mileage for no more than ten miles each way (twenty miles in total) at £0.45 per mile. Longer journeys by car have to be pre-authorized by email from a member of the Management Council.
 - Train, tram, and bus fares (receipted)
 - Hot drink allowance (receipted) to a maximum of £5.50 per chaplaincy session of between one and four hours.
 - Meal allowance (receipted) to a maximum of £11, where that chaplaincy session exceeds four hours.
 - Chaplains are expected to minimise their expenses by selecting the cheapest method of transport, which does not incur excessive time spent on the journey, and to share cars, when attending meetings with people from the same general location.
 - The CIGB Management Council will review allowances for mileage, hot drinks and meals annually, and inform chaplains of any changes.

4. Health, safety, lone working, safeguarding, data protection and confidentiality

- To provide adequate training and feedback in support of our health, safety, lone working, safeguarding, data protection and confidentiality policies.

5. Insurance

- To provide insurance cover for volunteers against third-party claims whilst undertaking voluntary work approved and authorised by us.

6. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equal opportunities policy.

7. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us;
- In the event of an unresolved problem, to offer an opportunity to discuss the issues in accordance with the procedures set out in our policies.