

Churchwarden



Volunteer Role Description

Vision: <i>What's it about?</i>	To enable the growth of St. Luke's in the mission of God by working in partnership with the vicar and the PCC to lead and oversee the life of the church.		
Skills and Qualities Required: <i>Can I do it?</i>	Essential: <ul style="list-style-type: none"> On electoral roll for 6 months+ Agree with St. Luke's values and vision Good team player Able to join in group discussion Knowledge of the church Regular church attender A mature and secure Christian 	Desired: <ul style="list-style-type: none"> A good knowledge of the congregation Understand the workings of the church and is able to contribute to vision and strategy planning Able to encourage leaders within the church to engage more fully Is willing to challenge the vicar in appropriate ways 	
How much time does it take?			
Preparation Time:	Time to read notes 30 mins.	When you need to be available:	<i>PCC meetings, Monday nights 7:30-10:00pm around 6 times a year. Also other meetings with vicar and others.</i>
Is there a Trial Period available? <i>No, you need to be elected for a one year period.</i>			
What is involved:	<ul style="list-style-type: none"> Encouraging, supporting and challenging the vicar. Attending the PCC meetings engaging with the discussions and debates and where appropriate voting. Following what is going on at St. Luke's by reading the notes before a PCC meeting and generally being involved in the church's life. Listening to the wider views of church members on church life. Playing a key role in developing and helping to implement the vision of St. Luke's Working with key leadership teams, particularly the Standing Committee of the PCC This could be combined with a focus on buildings or host teams on Sundays, but that is not necessary. Undertake the full leadership Pathway of Safeguarding training. 		
How does it grow you?	<ul style="list-style-type: none"> ✓ Helps you to understand better what goes on at St. Luke's ✓ A good experience of working with others to develop vision and strategies 		

Leadership Level:		Relevant Policies:		Additional Checks:	
<input checked="" type="checkbox"/>	Overseer		Data Protection	<input checked="" type="checkbox"/>	Practicing Christian
	Team Leader		Health and Safety		Child Protection DBS
	Helper		Financial Risk Assessment		Vulnerable Adult DBS

People Group Focus: <i>What kinds of people does this role serve? Think of ages, health, employment status etc.</i> It serves the whole church.	Vision Focus: <i>(Please circle number for each area below, 1=low, 5=high)</i>		
	Wider	Deeper	Together
	3	3	3
Who should I contact for more information?		The Vicar	

Volunteer Recruitment at St. Luke's

Our aims:

Thank you for considering taking on a role at St. Luke's. As a church we depend on the efforts of many volunteers and are grateful to God for all the support He provides through them. We want our recruitment to encourage our volunteers to be:

- **Godly:** Following Biblical Christian values and promoting the overall mission of the church.
- **Enthusiastic:** Eager to carry out their role to the best of their abilities to serve both God and others.
- **Equipped:** They have the suitable skills, encouragement, support needed for their role.
- **Reliable:** They fulfil the role they agree or take steps to ensure they can be covered.
- **Safe:** They do not pose any kind of risk to those who they may have responsibility for in their role.

Maintaining our Christian values and culture

All are welcome to our church to come and hear the wonderful good news of Christ no matter what their background or lifestyle. Also, we want to encourage as many people as possible to be involved at St. Luke's. Many roles are open to everyone. However, particularly where roles require some responsibility within the church we do insist that the people taking them on are Christians and live a clearly Christian lifestyle. This is particularly true for those taking on Team Leader or Overseer levels. Please see the **Recruitment Policy*** for examples of what a clearly Christian lifestyle entails.

The recruitment process and safeguarding

We have sought to develop a process that while carrying out necessary checks will also help you to be clear about the role you are taking on and the responsibilities involved.

As part of the recruitment process you will be asked to fill in a simple form, have a discussion with someone about the role. If it is agreed you should take on the role you will be given a letter confirming that. We will then induct you into the role and after 6 months check that everything is OK. If at any point you want to withdraw from the process that is fine, just let us know.

Where a role involves looking after children, young people or vulnerable adults then you will need to go through a more rigorous Safer Recruitment procedure. This will involve you giving references, signing a confidential declaration about any previous convictions and going through a DBS check (which is free and now usually done online). For further details please see our **Recruitment Policy.***

Recruitment of Ex-offenders

St. Luke's actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We only undertake DBS checks where it is necessary for the role. Where any convictions come to light we will ensure an open and measured discussion about whether this may prevent you taking on the role or not. For more details please see our **Recruitment of Ex-offenders Policy.***

St. Luke's Policies

Where the role description indicates, those taking on roles at St. Luke's should familiarize themselves with any relevant policies. These might include: **The Health and Safety Policy***, **Data Protection Policy***, **Safeguarding Policy*** and the **Financial Risk Assessment Policy***.

**Policy documents can be found in the policy booklet on the St. Luke's notice table or online.*