

volunteer agreement packs

Introduction

Stewardship has joined forces with **Anthony Collins Solicitors** to produce a volunteer agreement pack designed specifically for churches and Christian charities

The pack includes a model "agreement" for churches/charities working with long term and significant volunteers.

It also includes model health & safety policies and model expenses policies, together with explanatory notes and a frequently asked questions section.

The volunteer agreement pack will:

- ensure that your church/charity has proper arrangements in place for long term, or significant, volunteers.
- cover arrangements for time off, working arrangements and similar.
- cover statements of faith and codes of practice.
- help avoid the potential pitfalls of an employment, where it has similarities with the volunteers work.

The pack consists of the following parts:-

- Model volunteer arrangement for a Church/charity worker
- Model Code of Conduct
- Model Expenses policy
- Model Health & Safety at work policy
- Explanatory notes for volunteer arrangements

The documentation is emailed to you and can be supplied in hard copy if necessary

Extent of permitted use

Please note that your purchase of a pack entitles you to make use of the documentation on more than one occasion but it must not be used other than for a volunteer of your church / organisation.

Prices

- The standard pack price is £70 plus VAT, a total of £82.25

We anticipate that the documentation will be updated from time to time. We will notify you of the opportunity to obtain an update, which will be in the form of a completely new pack.

To obtain the pack, complete and return the attached order form with your payment.

For more information
call **Payroll** on 020 8418 8181 or
email payroll@stewardship.org.uk

volunteer agreement pack order form

Contact details

Name of Church/Charity

Contact person

Title

Address

Postcode

Tel ()

Fax ()

Email

Order

Volunteer Agreement Pack for Churches at £82.25 (including VAT)

Volunteer Agreement Pack for Charities at £82.25 (including VAT)

Electronic documentation

This will be sent to you as a Word document attachment

Payroll services

1. Do you currently operate or intend to operate your own payroll? Yes No
2. Do you currently use a payroll agency? Yes No
3. If you use an agency, which one? _____
4. What rate is charged? _____
5. Are you aware that Stewardship offers a payroll service? Yes No
6. Information on our payroll service will be sent to you with the pack but would you appreciate an earlier call from us? Yes No
7. Would you like information on our Consultancy Helpline Yes No

Declaration

I hereby undertake on behalf of the above church/charity that the volunteer agreement and associated documentation supplied will be used solely for the volunteer purposes of the church/charity and will not be passed on whether in written or electronic form for use by another church or organisation.

Signed Capacity

Date

Please send with your payment to: Stewardship, P.O. Box 99, Loughton, Essex, IG10 3QJ

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