

APPENDIX B: VOLUNTEER AGREEMENT

Volunteers are an important, much appreciated and integral part of the life of the parish / parish partnership. We are committed to promoting positive, mutually beneficial co-responsible volunteering arrangements which value the gifts of the volunteer and which meet the needs of the parish / parish partnership in our shared mission and ministry. The Volunteer Agreement outlines what you can expect from us, and what we hope for from you in your voluntary ministry / service. The Volunteer Agreement can be used to review arrangements during the course of your voluntary ministry.

Voluntary Ministry Role Description

(see [Voluntary Ministry Matters](#) for examples)

Ministry Description	
Role in the Ministry Team	
Responsible to	
Practical Tasks	
Support Provided	
Time Commitment	
Gifts for the Role	
Term of Service (including any trial period / arrangement)	Agreed Start Date: _____ Anticipated End Date: _____ [Note: An initial commitment of three years is usually suggested, with the possibility of renewing for a further three years.]

In keeping with the Volunteer Policy, we, _____ [PARISH/
PARISH PARTNERSHIP], affirm your right:

- To know what is expected from you
- To be appreciated and have your voluntary contribution recognised
- To know who to go to if there is a problem
- To be reimbursed for pre-approved out-of-pocket expenses incurred when volunteering
- To be able to make mistakes and learn from them
- To be treated fairly and not to experience discrimination
- To have safe working conditions
- To be informed about and given the opportunity to participate in the life of the parish
- To be able to decline to continue your voluntary service and to be responded to in a way that does not cause upset or incite feelings of guilt.

In keeping with the Volunteer Policy, I, _____, [VOLUNTEER] agree:

- To work in line with the Volunteer Agreement and the Volunteer Policy
- To help fulfil the mission of the parish / parish partnership
- To perform my volunteer role to the best of my ability
- To take part in any training offered for my role
- To give as much notice as possible whenever I cannot volunteer when expected
- To follow the parish policies, rules and procedures
- To abide by the Code of Conduct and the Dignity at Work policy.

The Volunteer Agreement is binding in honour only, and is not intended to be a legally binding contract between the volunteer and the parish / parish partnership. Neither party intends any employment relationship to be created now or at any time in the future. The Volunteer Agreement may be cancelled at any time at the discretion of either party. Notice of such cancellation should be communicated at the earliest opportunity, preferably in writing giving one month's notice.

A Safe and Welcoming Church¹: The Archdiocese of Dublin is committed to ensuring the safety and welfare of all those involved in parish activities and to protecting children and vulnerable adults from all forms of abuse. Those who pose a risk to the safety of children or vulnerable adults are not permitted to minister on behalf of the diocese or parish / parish partnership.

By signing this declaration you confirm that no finding of the abuse of a child or vulnerable adult has been made against you in a civil or criminal court case; by a professional regulatory body; or by Tusla, Child and Family Agency; the HSE; or by a Health Board; and that you are not currently under investigation for offences against children or vulnerable adults by any civil or professional body.

Signature of Volunteer: _____

Signature of Witness – Parish Priest (or Delegate): _____

Name of Parish / Parish Partnership: _____

Parish Office Contact Number: _____ Date: _____

¹ The Archdiocese of Dublin is signed up to *A Safe and Welcoming Church: Safeguarding Children Policy and Standards for the Catholic Church in Ireland, 2024*

APPENDIX C: VOLUNTEER CONTACT FORM

Volunteer

Name: _____

Address: _____

Phone: _____

Email: _____

Emergency Contact

Name: _____

Phone: _____

Relationship to Volunteer: _____

Privacy Notice: Your personal information will be entered into the Parish Volunteer Register and stored to ensure you can be contacted in respect of any voluntary work ministry / service that you carry out for the parish / parish partnership. It will be stored and used in line with current data protection legislation which informs our parish / parish partnership data protection policies and procedures.

WhatsApp and/or email groups may be set up to facilitate the distribution of rosters, training / practice sessions, gatherings and other parish information by the Parish Priest or Ministry Team Leader / Co-ordinator for your ministry / role. While this is a very easy method of staying in touch, it is entirely your decision to opt in to being part of these communication groups. No other use should be made of the groups, and members' telephone numbers / email addresses must not be shared without their consent.

In the event you change your contact details (phone number, postal address, email address etc.) please let the Parish Priest or Ministry Team Leader / Co-ordinator for your ministry know, so your records can be updated.

APPENDIX D: VOLUNTEER INDUCTION CHECKLIST

The parish / parish partnership will aim to ensure that all the items on this list are discussed with you within the first three weeks of commencing voluntary ministry. Please tick each subject as you have been informed about it and have had a chance to ask questions. Once all the information has been covered to your satisfaction, please sign the form which will then be retained in your volunteer file. Personal data will be stored and used in line with parish / parish partnership data protection policies and procedures.

Items to be covered with each new Volunteer		Completed / Discussed
Category	Description	Yes
Health and Safety	Emergency exits and evacuation procedures	
	First aid facilities	
	Health and safety policy	
	Accident / incident reporting	
	Policy on smoking/vaping (designated areas etc.)	
Policies / Procedures	Confidentiality	
	Complaints	
	Code of Conduct	
	Dignity at Work – standard of conduct with employees	
	Child/Vulnerable Adult Safeguarding and Protection Policies and Reporting Procedures	
	Health and Safety	
	Data Protection / GDPR	
The Parish Building(s)	Layout of the building(s), toilets, etc.	
	Introduction to colleagues – volunteers, staff	
	Telephone system / phone list (if necessary)	
	Computer / photocopier etc. (if necessary)	
Time and hours	Absence/sickness contact procedures	
	Volunteer hours / notification of change of hours	
Financial	Reimbursements for pre-approved out-of-pocket expenses and payment arrangements of same	

I have been informed about and understand the above items

Volunteer Name [BLOCK CAPITALS]: _____

Signature: _____

Date: _____

APPENDIX E: VOLUNTEER CONFIDENTIALITY AGREEMENT

Thank you for volunteering your services to the _____
_____ [PARISH / PARISH PARTNERSHIP],

Your time spent volunteering is deeply appreciated. In carrying out your voluntary ministry/service, you may come across sensitive information that we need to protect in line with the General Data Protection Regulations (GDPR). To volunteer your services therefore, you are required to comply with the following:

1. As a volunteer, some or all of the confidential and personal information you come across may contain 'personal data' and 'sensitive personal data' within the meaning of GDPR and Data Protection Legislation, and you therefore agree to comply with any obligations under this legislation.
2. You agree not to disclose to any unauthorised person, for use for your own benefit or the benefit of any organisation, whether during or after your time as a volunteer with the parish / parish partnership, any information in relation to the ministry, finances, or business of the parish / parish partnership that has come into your knowledge unless required to do so by Law.
3. You agree to exercise due care to ensure that any information you give to others as you volunteer with the parish / parish partnership or otherwise, is information that is required to be given and is given to a third party entitled to receive such information.
4. You also agree to ensure that all material you have access to in the course of your voluntary ministry/service with the parish / parish partnership is properly safeguarded and treated in a confidential manner.
5. Failure to comply with the above may result in termination of your volunteer status with the parish / parish partnership.

Declaration

I confirm that I have read the above statements and agree to comply with them. I agree to adhere to all confidentiality requirements in this agreement or as may be otherwise directed in writing by the Parish Priest.

Volunteer Name [BLOCK CAPITALS]: _____

Signature: _____

Date: _____

Privacy Notice: Your personal information will be stored to verify that you have received and agree to be bound by the terms of the Volunteer Confidentiality Agreement in respect of any voluntary ministry/service that you carry out for the parish / parish partnership. It will be stored and used in line with current data protection legislation which informs our parish / parish partnership data protection policies and procedures.