

## Churches and Industry Group Birmingham and Solihull

### VOLUNTEER AGREEMENT PART 2

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

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](mailto: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](mailto:teamadmin@cigb.org.uk) or CIGB, John Cadbury House, 190 Corporation Street, Birmingham, B4 6QD 0121 426 0425 [www.cigb.org.uk](http://www.cigb.org.uk) )

Our current policies can be found at [www.cigb.org.uk/policies](http://www.cigb.org.uk/policies)

I, .....(name), agree to be a volunteer with **CIGB** and commit to the following:

1. To help CIGB fulfil its chaplaincy services, in commitment to its charitable purposes.
2. To perform my volunteering role to the best of my ability
3. To adhere to CIGB's rules, procedures and policies, including health and safety, confidentiality, safeguarding and data protection procedures, and its equal opportunities policy in relation to its staff, volunteers and clients. These policies are available at [www.cigb.org.uk/policies](http://www.cigb.org.uk/policies)
4. To adhere to the rules and policies of the organisation / place to which I am doing chaplaincy, including their health and safety, safeguarding, and equal opportunities policies.
5. To maintain the confidential information of CIGB, the organisation where I am doing chaplaincy and of those people with whom we exercise chaplaincy.
6. To review CIGB's Privacy Policy for the use of my personal data, and to consent to that use as applicable.

7. As far as possible, to meet the time commitments and standards undertaken, allowing for any disabilities or illnesses that I have told you about, or other exceptional circumstances. and if I cannot meet those commitments, to provide reasonable notice, if possible.
  
8. To provide referees, as agreed, who may be contacted; and to let CIGB know of any disabilities or health issues that CIGB ought to know about, either at the start or during the period my chaplaincy volunteering.
  
9. To agree to a DBS check being carried out where necessary, and to inform CIGB of any criminal proceedings and / or safeguarding enquiries against me while I am a volunteer with CIGB.
  
10. To inform my car insurer (if applicable) that I am using my car for voluntary activity purposes.

**My voluntary time undertaking is .....(hours/how often)  
in the role of .....(chaplaincy role)**

**This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.**

**Agreed by:**

.....

*(Volunteer signature)*

*(Signature of Team Leader / On behalf of CIGB)*

**Name:**

**Name**

**Date:**

**Date**