Volunteer Induction Checklist

Volunteer's Name: ....

Ministry Role: ....

Ministry Leader: ....

Date: ....

1 - Explain Your Ministry

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- Review ministry profile

2 - Volunteer Responsibilities

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- Job role / description
- Responsibilities

3 - Key People & Their Roles

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- Deacon in charge of ministry
- Ministry leader
- Other volunteers in the team
- Health & safety representative
- Fire/emergency warden
- Contact person for any conflict resolution, concerns or complaints

Signatures

Inductee: ....

Inducted by: ....

Date: ....

4 - Safe Churches Policy & Procedures

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- Provide overview and copy of Safe Church Policy
- Review relevant procedures for this ministry role
- Outline procedures for handling complaints against staff, volunteers, conflict resolution and responding to child protection concerns.

5 - Explain Work Health & Safety Administration

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- Hazard reporting, including where to locate forms.
- Incident/accident reporting procedures

6 - Show Your Work Health & Safety Environment

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- Emergency plan, procedure, exits and fire extinguishers
- First aid facilities such as the first aid kit and room
- Information on workplace hazards and controls
- Instructions on use of any relevant equipment