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| --- | --- | --- | --- | --- | --- |
| **POSITION/ROLE** | **Participant****or** **Volunteer** | **High Trust Role** | **WWCC** | **Safe Church Training**Y = Definitely P = Preferably  | **Volunteer or Lay Leaders Code of Conduct** |
| Welcomers | V | No |  |  |  |
| Announcements | V | No |  |  |  |
| Offering Counters | V | No |  |  |  |
| Singers | P | No |  |  |  |
| Bible Readers | V | No |  |  |  |
| Serving Morning Tea | V | No |  |  |  |
| Attending Bible Study | P | No |  |  |  |
| Playtime attendees who assist by preparing or serving morning tea, reading stories, leading craft activities, assisting with cleaning up | P | No |  |  |  |
| Mission Activity members (except for Pastoral Carers)  | P | No |  |  |  |
| Community or congregation members who attend the Community Gardening | P | No |  |  |  |
| Members of Church Council  | V | Yes | Yes | Yes | LL |
| Elected Office Bearers – Congregational Chair, Secretary, Treasurer  | V | Yes | Yes | Yes | LL |
| AV Operators  | V | Yes | Yes | P | V |
| Live Streaming Operators  | V | Yes | Yes | P | V |
| Convenors / Leaders of MATS  | V | Yes | Yes | P | V |
| School Mentoring  | V | Yes | Yes | Yes | V |
| Breakfast Club  | V | Yes | Yes | Yes | V |
| Leaders of Playtime  | V | Yes | Yes | Yes | V |
| Refugee Group Mentoring | V | Yes | Yes | P | V |
| Leaders of Church Social Groups  | V | Yes |  | P | V |
| Leaders of Youth groups  | V | Yes | Yes | Yes | V |
| Leaders of Bible Study  | V | Yes | If any attendees are under 18 | P | V |
| Pastoral Carers  | V | Yes | If caring for families with children under 18 | Yes | V |
| **POSITION/ROLE** | **Participant****or** **Volunteer** | **High Trust Role** | **WWCC** | **Safe Church Training**Yes= Definitely P = Preferably | **Volunteer or Lay Leaders Code of Conduct** |
| Safe Church Team & Safe Contact Persons  | V | Yes | Yes | Yes | V |
| Privacy Officer  | V | Yes |  | Yes | V |
| Leader of Services / Lay Preachers | V | Yes | Yes | Yes | LL |
| Leaders of parts of Services eg: Prayers, Something for Everyone, Children’s Story | V | Yes | Yes | Yes | V |
| Lay Presiders  | V | Yes | Yes | Yes | LL |
| Community Gardening Coordinator  | V | Yes | If any attendees are under 18 | P | V |
| Property Committee | V | Yes |  | P | V |
| Bus Driver | V | Yes |  | Yes | V |
| Church Roll / Records | V | Yes |  | Yes | V |
| Newsletter / Website Content | V | Yes |  | Yes | V |
| Booking Officer | V | Yes |  | P | V |
| Helping at Working Bees  | V | No |  |  |  |
| Flower Roster  | V | No |  |  |  |
| Organist / Pianist  | V | No |  |  |  |
| Communion Setup  | V | No |  |  |  |
| Any other leaders as determined by the safe church team from time to time | V | Depends on role | Depends on role | Depends on role | Depends on role |

From the Synod Procedures document.

High Trust Volunteers in congregations are those with additional responsibilities. These may be;

* Responsibility for, or leadership of others and so having an additional duty of care
* Work with vulnerable people, including children
* Responsibility for a critical service or an area of worship
* Responsibility for significant resources, or in a position where there are significant safety or other implications from the performance of the role.

Volunteers in high-trust roles in congregations must confirm they have read the Volunteer Manual, in addition to signing the Volunteer Code of Conduct. The purpose of the Volunteer Manual is to;

* Give recognition to the significance of volunteer service in leadership and/or service to vulnerable people
* To support volunteers to care for others and be cared for in their roles, in particular through facilitating access to Safe Church policies and other Synod resources.
* To assist leaders to train and orient volunteers. The Volunteer Manual can be used as the basis for orientation for any new volunteers or for regular training for current volunteers. The Volunteer Manual should be tailored to reflect local contact details or procedures.

It is important that High-Trust volunteers have read the Volunteer Manual. This must be confirmed and recorded in the Volunteer Register.