

# SS Michael and Martin

## Hounslow, Archdiocese of Westminster

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### ***SS MICHAEL AND MARTIN PARISH HOUNSLOW***

#### ***VOLUNTEERS' POLICY***

##### **Art. 1 Aims and Objectives**

This volunteering policy is not meant to impose legal constraints. On the contrary, it aims at structuring the volunteering system in the parish, making it more robust and ensuring safe and inclusive participation of all parishioners in the liturgical and para-liturgical life of the parish.

Volunteers generously serve the parish on the invitation of the Parish Priest. Your role as a Parish Volunteer is thus to assist the parish clergy in making every communal service in the parish better by offering emotional, spiritual and practical assistance to every parishioner.

##### **Art. 2 Eligibility**

Volunteers must be in good standing with the Roman Catholic Church. This should be evidenced by a reference by the Parish Priest (if a non-Parishioner). Prospective volunteers must have domiciled in the parish for at least six months prior to the date of application.

##### **Art. 3 Privileges**

As volunteering is made by individual free choice and gratuitously, there is no formal remuneration for volunteered service(s) in the parish. However, the Parish Clergy offers a Mass once a month for the intentions of all the Parish Volunteers. They also ensure that all the Parish Volunteers receive adequate pastoral care. Masses will be celebrated for any deceased parish volunteer for four consecutive Sundays upon the receipt of the news of his/her demise. The Parish Clergy equally remembers all the Parish Volunteers and all the parishioners in their Daily Community Prayers. There will be opportunities for training for capacity building for the service in which one is volunteering.

##### **Art. 4 Leadership Position**

The Parish Priest appoints a volunteer to any leadership position for a renewable period of two years. In making the choice of any Volunteer Group Leader, the Parish Priest may consult the members of that group through any means as he deems fit.

- No one will be appointed as a leader of more than one Parish Volunteer group.
- No member of the Parish Finance Committee will be appointed as a leader of any volunteer group.
- No member of the Parish Pastoral Council will be appointed as a leader of any volunteer group.

- No member of the Parish Safeguarding Representatives will be appointed as a leader of any volunteer group.
- No member of the Parish Staff will be appointed as a leader of any volunteer group.

### **Art. 5 Period/Probation**

Every prospective volunteer applies for 3-years period which is renewable as long as they are able and qualified to volunteer for that particular group. Every new volunteer has to undergo three (3) months of probation period to enable them to have an experience of the volunteering service. One could be a volunteer in a maximum of three (3) groups at each given time. (excluding catechists and prayer groups)

### **Art. 6 Resignation/Termination of Volunteer Service**

A volunteer can notify the Parish Priest in writing should they decide to withdraw from volunteering their service(s). Similarly, the Parish Priest, for a just reason, upon giving a notice, could relieve any volunteer of their service(s) without liability.

### **Art. 7 What you can expect from the Parish as a Volunteer**

- ❖ Induction and training
- ❖ Supervision, support and flexibility
- ❖ Safe environment to serve while volunteers take personal responsibility for their safety
- ❖ Equal opportunities

### **Art. 8 What we expect from our Parish volunteers**

- ❖ To be reliable, punctual and honest.
- ❖ To be responsive: carry out tasks and perform roles in ways that reflects the vision to promote a better environment for a peaceful and united parish, where we gather to nurture our faith.
- ❖ Volunteers, like employed staff, should be able to carry out their duties in safe, secure, and healthy environments that are free of harassment, intimidation, bullying, violence, and discrimination. Volunteers should treat each other with fairness and equity.
- ❖ Volunteers should participate in all the appropriate trainings for capacity building. Volunteers must avail themselves of any mandatory training, including safeguarding training in accordance with the Diocese of Westminster requirements. They must be conversant with the Diocesan Safeguarding Policy and reporting procedures.
- ❖ In the interests of harmonious working relationship between volunteers and employed staff, volunteers should not at any time interfere with the work of the

latter except as advised by the Parish Priest or solicited by the staff responsible for the task.

- ❖ Volunteers are also subject to Data Barring Disclosure checks (DBS) by the Parish, if they are to work with children or vulnerable adults. They are to provide referees as agreed who may be contacted.
- ❖ The Church Community is a spiritual family united in Christ. Volunteers should not engage in “politicking” in the Church.
- ❖ The health and safety of volunteers and all parishioners is of paramount importance. All volunteers must be-acquainted with health and safety measures and with the fire safety procedures.
- ❖ To follow the standards and procedures of the Diocese and where appropriate that of parish in relation to its staff, volunteers and parish clergy.
- ❖ To maintain the confidential information of the Parish and of its parishioners. In the course of volunteering their service(s), volunteers may have access to confidential information relating to the Diocese, Parish, Priests, staff and Parishioners. Volunteers should not use or disclose such information to any person either during the time of the volunteering experience or at any time afterwards.
- ❖ Except in the case of emergency or extreme necessity, a volunteer should not serve in more than one volunteer role in the course of one event.
- ❖ Volunteers are to work closely with the priest responsible for the group on behalf of the Parish Priest.
- ❖ To respect decisions made by Parish Priest or his delegate
- ❖ Parishioners who wish to volunteer should submit a volunteering application to the Parish Priest or Parish Administrator for due consideration.

#### ***Art. 9 Privacy/Data Protection***

Parish volunteers must comply with the Diocesan Data Protection Act’s rules on the use of personal data. Details could be found here: <https://rcdow.org.uk/privacy/>

Upon recruitment every volunteer must have read and agreed to this policy. Please acknowledge that you understand the contents of this document by signing, dating and returning the enclosed copy.

Volunteer Name: .....

Volunteer Signature: .....

Volunteer’s address .....

Volunteer Email/phone number .....

Groups volunteering (Not more than three) .....

.....  
Date: .....

**Note that this policy takes effect from Saturday 03<sup>rd</sup> February 2024. END OF DOCUMENT**