



Volunteer Record of Interview

C/2.1.2.16

Purpose

Guidance for Church Council members/ delegates to undertake screening of applicants who wish to volunteer within the church, including roles volunteering with children and anyone vulnerable.

Scope

To be utilised by an interviewer screening a person who is applying for a position which involves volunteering with the church, including volunteering with children and anyone vulnerable.

Process

Each part of the application process is to be completed with prayerful consideration of the gifts and skills of the applicant, their suitability to volunteer in the role, and the needs of the Church.

Inclusion

The interview process should not be a barrier to persons with a desire to serve or volunteer. Refer to the procedure [Selecting and Supporting Leaders and Helpers](#), for information about ways to increase the accessibility of the interview process.

Details of interview

Name of congregation: _____ Date: _____

Applicant's name: _____

Church council delegate's name: _____

Support and inclusion

<input type="checkbox"/> Translation service used	<input type="checkbox"/> Cultural representative present	<input type="checkbox"/> Linguistic representative present	<input type="checkbox"/> Other
Details:	Details:	Details:	Details:



Interview questions

1. What has prompted you to offer your services to this role?

2. What experiences have prepared you for this work?

3. How would you describe your personality and character?

4. How would you describe your strengths?

5. Can you tell me about a time when you've worked as part of a team, and showing respect to others has been challenging?

6. What skills or qualities make you suitable to (cross out any that do not apply):

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a) work or volunteer for the Church?

b) work or volunteer with children?

c) Work or volunteer with someone vulnerable?

7. In what area of your skill or ability do you require assistance or development?

8. Can you tell me about a time when you've been asked to be accountable for your actions?

9. You signed a declaration as part of your application, asking about anything that makes you unsuitable to work with children/ anyone vulnerable or volunteer in a role with the Church (Discuss any circumstances listed there). *Note: seek assistance from the Synod Support Services Human Resource Manager prior to this conversation.*

10. Do you have any questions?

1. Thank you for your time. Your referees will be contacted, and then the Church Council will consider your application.
2. If you have applied for a role that is child-related, or requires working or volunteering with anyone vulnerable, and the Church Council determines that working with children or anyone vulnerable is not suitable for you, they may suggest an alternative.



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3. *If the Church Council approves your application, once you have completed the Safe Church training, signed a Statement of Personal Commitment, and any blue card requirements are met (if applicable), you will be able to commence your role.*

Revisions

Document number		C/2.1.2.16			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
4.0	16.01.2024	Strategic Risk Manager	16.01.2024	Strategic Risk Manager	Safe Church, Support and Assurance Officer
Next scheduled review		02.09.2027			