

Ss Peter & Paul and St Philomena's Shrine Church

Volunteering Hand book

Introduction

The Roman Catholic Shrine church of Ss. Peter, Paul and St Philomena, like most churches, depends on volunteers. This large and beautiful landmark church requires a team effort to maintain not only the day to day running of the Shrine but also the grant funded projects which require community outreach in order to receive grants necessary to restore the Shrine.

We greatly value all our volunteers, both those from the congregation and those from the local community, for the generosity of their time and talents. Volunteers are essential in the jobs they do

and in building and supporting the local community. The wide variety of tasks that are voluntary mean that there is a great opportunity for most people who wish to volunteer to find something, which best suits their talents.

Voluntary tasks can be broadly divided into two groups: tasks that are needed for the day to day running of the Shrine and those that are needed for the NLHF project.

	Volunteer Roles	No Volunteers	Av hours per annum
General volunteering Supervisor: The Rector of the Shrine or assistant priests.	Caretaking/Maintenance	3	96
	Cleaning	7	477
	Church grounds	3	549
	Shop	2	281
	Newsletter	1	245
	Office admin	2	1086
	Presbytery maintenance	2	100
	Finance	4	117
	Flowers	2	118
	Candles	1	96
	Refreshments	6	236
	Defib battery	2	1
	Family days	5	64
	Sewing and embroidery	1	50
	Choir	9	80
NLHF project volunteering Supervisor: Volunteer Manager or Project manager	Tour guides	6	61
	Education Team	2	8
	Fundraising	8	192
	Care Home Visits	11	720
	Heritage Talks	6	120
	Memory Book Team	4	72
	Exhibitions	4	24
	Reformation Study	5	120
	EASA Regional Visit	5	38
	Scaffolding Tours	4	48
	Sector Learning Conference	8	36
	Recitals	8	24
	Total number	118	5059

Recruitment policy

We advertise requests for help in the Church newsletter, by emailing those on the database, on the web site and occasionally in the local free press. For general volunteering, however we mostly rely on word of mouth. Volunteers come from a geographically wide area, and a diverse social background. Where possible, we welcome volunteers who are disadvantaged for one reason or another e.g. those coping with a disability. We welcome the unique gifts each person has to offer. For some jobs it will be essential that the volunteer is a practising Catholic but for other positions it will not. People wishing to volunteer should contact the Rector of the Shrine, or one of the assistant priests, to organise a meeting to see what would be most suitable for them. Different jobs obviously require different skills, personalities and responsibilities.

Training

If you are new to the shrine or new to the voluntary role you will be given an induction. Once you have started your volunteering, if you find you need more support then please do ask either a fellow volunteer or the volunteer supervisor. For some of the HLF voluntary posts, specific training is required e.g. Tour guides and Education Pack and the Community Chats. The relevant supervisor will arrange this.

Safeguarding

The Shrine is committed to providing a safe environment for all who come to the church, both visitors and those who work here. Volunteers in roles involving children and vulnerable adults will require a DBS certificate. Every volunteer should be aware of the Shrine's safeguarding policy, which is available on the web site. If you require a paper copy please ask the supervisor for one.

Insurance

The Shrine is covered by Public Liability Insurance and Employee Liability Insurance.

Expenses

Reasonable expenses for heritage projects only, which have been approved in advance by the relevant volunteer supervisor, can be claimed provided appropriate receipts or other satisfactory evidence of payment is submitted. These might be purchases, such as cleaning products or craft material for the days of Families gathering or exceptional travel expenses. Where expenses have been approved in advance, please pass on your receipts together with your name and a contact number or email address and confirmation of the reason for the purchase, to your volunteering supervisor.

Confidentiality

Personal information acquired by volunteers in the course of their volunteering should only be divulged strictly on a need to know basis.

Data protection

The Shrine complies with the Government Data Protection Regulations. We need your contact details to contact you. These will be securely stored on the shrine computer once we have had your permission. Your details will never be passed on to a third party without your consent.