



# Newtown Mission – Volunteer Application Form

(Including Jordan Café, Annandale Creative Arts Centre and Tempe Uniting Church)



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### Contact Details

<b>Date of Application:</b>			
<b>Title:</b>	<b>Given Names:</b>	<b>Surname:</b>	
<b>Residential Address:</b>		<b>Postcode:</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Phone numbers:</b>			
<b>Home:</b>	<b>Work:</b>	<b>Mobile:</b>	
<b>Email:</b>		<b>Date of Birth:</b>	

### Volunteer Area

<b>Volunteer Application for:</b>				
<input type="checkbox"/> Newtown Mission	<input type="checkbox"/> Jordan Café	<input type="checkbox"/> Annandale Creative Arts Centre	<input type="checkbox"/> Tempe Uniting Church	<input type="checkbox"/> Other
In the areas above, please specify the role you are applying for: (for example: Sunday Kids Church, ACAC volunteer, Jordan Café Team)				

### Additional Information

<b>Languages spoken:</b>	
Do you have any <b>health issues / disabilities</b> which may affect or prevent you from performing particular types of volunteer activities?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please give details below)
Have you been charged with, pleaded guilty to, been convicted of, or admitted to a sexual criminal offence?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please give details below)
Please read the below 'CHILDREN, YOUNG PEOPLE AND VULNERABLE PERSONS PROTECTION STATEMENT'	
<b>Working with Children's Check Clearance Number:</b>	
<b>Criminal Record Check Clearance (as applicable):</b>	

### Emergency Contact

<b>Name:</b>	<b>Relationship</b>	<b>Phone</b>
<b>Address:</b>	<b>Postcode</b>	

### Referees

Before your application can be approved, please give details of two people who have agreed to be your referees. Neither should be a family member.

	<b>Name:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Referee 1:</b>			
<b>Referee 2:</b>			

**Please tell us about yourself**

(For volunteers working with children, young adults and / or other vulnerable people)

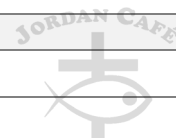
<b>1.</b>	Please outline your reasons for offering to work with children / young adults / vulnerable persons:
<b>2.</b>	What experience do you have working with children / young adults / vulnerable persons:
<b>3.</b>	Please list any relevant qualifications and / or training that you have attained or attended (including first aid):

**Jordan Cafe**

**When can you help?**

(Times below are when we are open, but we are flexible with times before and after we open: To prepare, clean, etc.)

<i>Days – Lunch (1 – 3 pm):</i> <input type="checkbox"/> Tuesday   <input type="checkbox"/> Wednesday   <input type="checkbox"/> Friday	<i>Nights – Dinner (6 pm Chapel, 7 pm Dinner):</i> <input type="checkbox"/> Thursday	
Reason for helping:		
<input type="checkbox"/> Personal development.	<input type="checkbox"/> Serving the community.	<input type="checkbox"/> Other, please specify: _____
Date you would like to start?		



**Declaration**

**CHILDREN, YOUNG PEOPLE AND VULNERABLE PERSONS PROTECTION STATEMENT**

Children, young people and vulnerable people who are involved in our activities should receive the highest possible standard of care and protection. Therefore, in all of our work, we seek to ensure the well-being and development of each individual. Within this context, Newtown Mission (including Tempe Uniting Church, Annandale Creative Arts Centre and the Jordan Cafe) is committed to the protection of children, young people and vulnerable people from all forms of abuse.

**If you are volunteering to work with such persons you may be required to a Working with Children Check Clearance and / or a criminal record check before applying to volunteer with us. Please attach copies of the relevant documentation to this application. (Please attach copies of the relevant documentation to this application)**

Do you accept and understand that, if you are required to hold a Working with Children Check Clearance and / or criminal record check, you cannot work with such persons unless you have the relevant clearances verified by Newtown Mission.

**Yes** |  **No**

**Signature:**

The above information is true and correct to the best of my knowledge.

I have read the Code of Conduct and Guideline for Electronic Communication and agree to abide by the same.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Thank you.**

The form has to be physically signed and returned for our records. Please either print out, sign and return to Newtown Mission OR scan with signature and return to the following:

- Please return all completed forms (except for the Jordan Café):  
[office@newtownmission.org.au](mailto:office@newtownmission.org.au)
- Please return completed **Jordan Café** Volunteer Application forms to Pastor Sam:  
[sams@newtownmission.org.au](mailto:sams@newtownmission.org.au)

*(We will then arrange a time to have an initial meeting. You will also need to read and sign the Code of Conduct and read through the provided Information Pack. Any questions, please do not hesitate to contact me. Thank you and we look forward to having you join the team).*





# Newtown Mission – Volunteer Code of Conduct

(Including Jordan Café, Annandale Creative Arts Centre and Tempe Uniting Church)

JORDAN CAFÉ



annandale  
CREATIVE ARTS CENTRE

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This Code of Conduct outlines ministry appropriate boundaries, rather than assuming that people know the boundaries. It applies to all of our volunteers.

Everyone who attends our churches, and our church ministries, need to be confident that they will be cared for, nurtured and encouraged as they grow and at the same time, protected from spiritual, physical, sexual, emotional or psychological harm. We want everyone who comes to our churches, or who in some manner interacts with our church communities, to be able to acknowledge them as safe places.

**In light of the above, I commit to the following:**

## 1. I WILL:

- a. Provide a positive role model for children, young people and vulnerable adults, and those who care for them.
- b. Treat children, young people and other vulnerable people with respect, and encourage, listen to and value their ideas and opinions; We exercise authority respectfully;
- c. Endeavour to conduct my relationships with other volunteers and ministry participants in a manner of respect, love, integrity and truthfulness irrespective of position, race, gender, sexual orientation or theological opinion.
- d. Carefully plan all activities and programs to provide for safety, developmental needs and life experiences.
- e. Respect the privacy of participants in programs and those with whom I have a pastoral relationship, and their families; only disclose information with consent, and / or to people who have a need to know (noting that there is an exception where there is a legal obligation or a duty of care issue);
- f. Use words that build up, instead of words that ridicule or embarrass people; be truthful, actively avoiding exaggerations and misrepresentations of volunteers and guests.
- g. Communicate with integrity, including accountable and wise use of electronic communication, committing to follow our guidelines for electronic communication;
- h. Acknowledge when we are out of our depth and / or do not possess the required skills in difficult pastoral situations - such as helping a victim of abuse or a person who needs professional counseling - and seek help from an appropriate leader or staff member;
- i. I will uphold and enforce the policy of Newtown Mission as a Drug and Alcohol Free environment.
- j. I will actively promote a safe environment where violence, abusive language or sexual harassment is neither tolerated nor able to take place undetected.
- k. Report to a leader or the Safe Church Contact Person any concerns you have that a child, young person or vulnerable adult may be at risk of harm or abuse;
- l. I agree to follow the leadership of the Newtown Mission Pastors and those with delegated authority (e.g. the Kitchen Coordinator, Volunteer Coordinator).

## 2. I WILL NOT:

- a. Engage in any activity with a child, young person or other vulnerable person that is likely to physically or emotionally harm them;
- b. Use any form of physical force or harsh verbal language as discipline;
- c. Initiate unnecessary physical contact with a child, young person or vulnerable adult, or do things of a personal nature that they can do for themselves;
- d. Develop "special" relationships with specific children, young people or other vulnerable people for our own needs;

- e. Be alone for more than a very short time with a child, young person or vulnerable adult; always ensure another adult is present or within view when conducting one-to-one interviews with children; take a group of children to the toilet rather than one child on their own.
- f. Take a child, young person or vulnerable adult to your home, or encourage meetings, without other adults present;
- g. Show favouritism through the provision of gifts or inappropriate attention;
- h. Take property belonging from others, including intellectual property;
- i. Knowingly make false, misleading, deceptive or defamatory statements;
- j. Engage in bullying, emotional abuse, harassment, physical abuse, sexual abuse, sexual misconduct, sexual grooming or spiritual abuse of any person;
- k. Make sexually suggestive comments, even as a joke.

**I understand that any breach of the above standards of Conduct will mean a review of continuation of service at Newtown Mission in this capacity.**

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**Name of Volunteer**

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**Date**

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**Signature**

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**Pastor / Ministry Leader Signature**

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**Date**

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- Please return completed **forms** to Pastor Sam:  
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# Newtown Mission – Electronic Communication Guidelines

(Including Jordan Café, Annandale Creative Arts Centre and Tempe Uniting Church)



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## RATIONALE

The use of telephone, social networking sites (such as Facebook) and SMS are a part of everyday life for many children, young people and vulnerable adults. In some ministry situations *general communication* and *general pastoral care* and support may take place through electronic forums.

However, electronic communication may be used by those seeking to harm children, young persons and vulnerable adults. Electronic communication may be used to test or step over relational boundaries. We need to be mindful of the positional power dynamic that exists between those in leadership and the children, young people and vulnerable adults under their care.

*The following guidelines for the safe use of electronic communication forms part of existing Safe Church practices:*

## GENERAL ELECTRONIC COMMUNICATION GUIDELINES

- a) Safe ministry is about ministering in teams. As such, all interaction with children, young people and some vulnerable adults in electronic form should be carried out in a team context. The use of group emails and SMS from the team is a good practice, indeed for all forms of electronic communication. Any personal emails sent from a church worker to a child, young person or vulnerable adult should also be sent to the team leader (cc'd).
- b) Where possible and practical, and especially for communication to children under 16 years, teams should seek parental / guardian permission before contacting with any electronic communication tool.
- c) Church leaders, staff and volunteers must not knowingly transmit, retrieve or store any communication that is discriminatory or harassing; derogatory to any individual or group; obscene, sexually explicit or pornographic; defamatory or threatening; in violation of any licence governing the use of software; for any purpose that is illegal or contrary to the Newtown Mission Code of Conduct.
- d) Church leaders, staff and volunteers must not send any electronic communication that attempts to hide the identity of the sender or represent the sender as someone else.

## TELEPHONE COMMUNICATION

- a) When telephoning a child or young person, call on the home phone if possible.
- b) If a child or young person initiates a mobile phone call requiring a long conversation, transfer the call to the home phone line where possible.
- c) Whenever possible ensure that the parents / guardians are aware of the phone call e.g. phone the carers and ask if it is okay to speak with their child.
- d) Mobile telephone use should be kept to a minimum and where possible, not used for long calls, especially for pastoral care.

## EMAIL COMMUNICATION

- e) All emails to children, young people and vulnerable adults should have a church email address carbon copied (cc'd) into them. This may include the email address of an appropriate member of staff.
- f) Emails should generally be restricted to purpose only emails e.g. "meet at this place" or general conversations e.g. "how was the excursion today?". Pastoral care or deeper conversations regarding more personal issues should be face to face.
- g) As far as possible save all emails to and from children, young people and vulnerable adults.

### SMS COMMUNICATION

- a) SMS communication should generally be restricted to purpose only communication e.g. "meet at this place at this time".
- b) If a longer SMS conversation begins, phone the child, young person or vulnerable adult, preferably on the home phone.

### SOCIAL NETWORKING SITES (e.g. Facebook)

- a) Church leaders, staff and volunteers should not, as a general rule, interact with children, young people or vulnerable adults on social media.
- b) Private messaging should be restricted to purpose only messages.
- c) Writing on "walls" should be kept to a minimum and only of a broad nature.
- d) Do not give out any details of a child or young person on "walls" e.g. name of school, email address, home address, phone numbers, etc.

### VIDEO PHONING (e.g. Facetime, Skype)

- a) Church leaders, staff and volunteers should not enter into conversations of this nature with children, young people or vulnerable adults.

### PHOTOGRAPHY

- a) Any photos of youth / children's ministry activities should be taken by someone appointed by the Minister or ministry coordinator, and with parental consent.
- b) Do not photograph any child, young person or vulnerable adult who has asked not to be photographed.
- c) Photography should focus on the activity or small groups rather than individuals.
- d) Do not identify in writing the person/s in the photograph.
- e) All children, young people and vulnerable persons must be appropriately dressed when photographed.
- f) Only post photos of children and young people on the internet with written parental permission, and of a young person or vulnerable adult with their written consent.
- g) If you do find a photo of a youth or children's activity posted on the internet by a young person, gently ask them if they have permission from everyone in the photo to post it. If they don't, advise them to either seek permission in writing or remove it from the internet.

