

## **Church on the Bus: Induction Package.**

### **1. Mission Statement.**

The mission of Church on the Bus is essentially threefold:

- a. To be a listening ear and offer friendship, shelter, a hot drink and sandwiches to vulnerable and sometimes homeless adults.
- b. When appropriate, to refer guests to other agencies or charities which offer hospitality at other times, or specialist support with issues such as housing, addiction and mental health.
- c. The one thing which offers a real chance for life change is if our guests could find faith in Jesus. We seek opportunities to share the gospel with our guests, to plant the seeds of faith or build on what faith they may already have, then to help them consider linking in with a local church.

### **2. Volunteer role description.**

Volunteers work in teams with their Leader and Deputy Leader(s) to ensure the smooth running of each session. These are typical duties undertaken by volunteers:

- a. Driving the bus from the depot to the Town hall car park
- b. Registering the names of guests as they arrive
- c. Collecting food donations from Greggs or other retail outlets
- d. Engaging guests in conversation
- e. Serving teas and coffees and giving out sandwiches or other fresh food, sometimes also non-perishable food in tins and packets
- f. Providing flasks of hot water
- g. Making sandwiches and bringing them to the bus
- h. Praying with guests, if appropriate
- i. Taking part in the prayer time at the end of the session and bringing up concerns regarding guests, or potential referrals to other agencies at the final debrief with the Leader
- j. Giving information to guests about places to go for help or activities which may be of interest (eg Foodbank, free food providers, Art Groups.)
- k. Giving out clothing and toiletries from the store cupboards in the bus, to guests, as appropriate

- i. Helping to with tidy the clothing store at the bus depot and assisting with the task of regular replenishment of the bus “wardrobes.”

**All the above tasks are for individual volunteers but may be undertaken by two or more volunteers together, especially when one volunteer is “learning the ropes” under the guidance of a more experienced team member.**

### **3. Leader role description.**

Leaders and their Deputies will set the tone for the team of volunteers and enable good quality engagement between guests and volunteers.

They will:

- a. Take responsibility for the running of every session and be the Safeguarding Officer in charge
- b. Decide who does what and allocate tasks to team members, as appropriate
- c. Be “on call” to volunteers, if at any time extra help or advice is needed in their dealings with any guests
- d. Phone the emergency services, if an urgent need arises for any guest or volunteer
- e. Lead the prayer-time towards the end of the session, with guests and volunteers, or appoint a suitable team member to lead the prayers
- f. Lead the de-brief at the end of the session and make any decisions about future work with guests, outside the time of the bus opening. This could include an escort home for a guest, help with accommodation, or referral to another agency
- g. Oversee and coordinate the training of new volunteers, although actual mentoring should be done by a more experienced team member who is not the leader.
- h. Contribute fully to the Operations Committee meetings and have a strong voice in policy making and management of the project.
- i. Keep in close contact with the Trustees and inform them of any concerns, positive achievements, or matters for prayer.

#### **4. Volunteer policy.**

From July 2018, new “Safer Recruitment” arrangements will apply, as follows:

- a. All would be volunteers will fill in an application form which includes a request for 2 references, a DBS confidential declaration form and a Data Protection form for Church on the Bus.
- b. Then, after the Trustees have examined the application and sent for references, candidates will meet with one or more Trustees for an informal interview and will bring forms of ID, as the second part of the DBS process. If everything is in order, the DBS forms will be sent to the Diocese of Derby for screening.
- c. When references have been examined and DBS clearance has come through, Trustees will inform candidates whether their applications have been successful.
- d. All volunteers will be asked to undertake appropriate Safeguarding Training as soon as possible after they are recruited. This will then be regularly updated: the Diocese of Derby is our umbrella organisation in this respect and we will abide by their guidelines.
- e. Before volunteers join the team, they will be given a “Volunteer handbook” with all the important safeguarding rules and guidelines for appropriate behaviour with vulnerable adults. They will be asked to sign up to say that they have read this and agree to comply with it and with all other policies and procedures of the charity.
- f. New recruits will then undertake a 4-week trial period on the bus when they will be mentored by an experienced team member and given opportunities to sample various aspects of volunteering. After the 4-week trial, a review will take place with the recruit, the mentor and the Bus Leader and a decision will be made, whether the recruit wishes to become a full team member.
- g. Volunteers must register their presence at the bus, each time they take part in a session.