

You have the right:

- As a church we believe to work in a healthy and safe environment (refer to your State's Work Health and Safety Act[s]);
- To be interviewed and employed in accordance with equal opportunity and anti-discrimination legislation and code of conduct of our Church.
- To be adequately covered by insurance;
- To be given accurate and truthful information about Cross Purpose Church.
- To be reimbursed for out of pocket expenses incurred on behalf of Cross Purpose Church.
- To be given a copy of Cross Purpose Church volunteer policy and any other policy that affects your work;
- To have a job description and agreed working hours;
- To have access to a grievance procedure;
- To be provided with orientation to Cross Purpose Church.
- To have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- To be provided with sufficient training to do your job.

Before you start, you should check that:

- The purpose of Cross Purpose Church matches your own values and beliefs
- Your role is clear and specific
- Cross Purpose Church will provide you with written information about its purpose and activities
- You are satisfied that the funds of Cross Purpose Church are expended in accordance with our mission.

So now that we have covered your rights, here are your responsibilities

All volunteers at Cross Purpose Church are expected to:

- Respect confidentiality and privacy
- Be punctual and reliable
- Carry out the duties listed in your volunteer position description
- Be accountable
- Give notice if your availability changes or you are leaving Cross Purpose Church.
- Report any injuries or hazards that you notice in the workplace
- Adhere to the Cross-Purpose Church policies and procedures
- Deal with complaints in the appropriate manner as mentioned grievance procedure documents you signed
- Undertake training as requested
- Ask for support when needed
- Support other team members