



# Connect Volunteer Agreement Pack

## **OPERATION CHRISTMAS CHILD MISSION STATEMENT**

The mission of Operation Christmas Child is to demonstrate God's love in a tangible way to needy children around the world and together with the local church worldwide, to share the Good News of Jesus Christ.

## **OPERATION CHRISTMAS CHILD CORE VALUES**

Operation Christmas Child's values are the foundation of our ministry work. It is viewed that all staff and volunteers demonstrate the following values in all aspects of their ministry work:

- We are committed to Evangelism and Discipleship
- We act with Integrity and Respect
- We act as a strong Team – Collegiate, Strong Communication, Collaborative

If volunteers are not comfortable with any part of this Agreement, they may speak to an Operation Christmas Child staff member before committing or recommitting to a ministry role.

## **IN ADDITION TO A MINISTRY DESCRIPTION AN AGREEMENT PACK INCLUDES:**

- Samaritan's Purse Statement of Faith
- Connect Volunteer Code of Conduct
- Connect Volunteer Privacy Agreement
- Child Protection Code of Conduct and provide your Working with Children Check Number relevant to your state/region
- Connect Volunteer Waiver

## SAMARITAN'S PURSE STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.  
*1 Thessalonians 2:13; 2 Timothy 3:15-17.*
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.  
*Matthew 28:19; John 10:30; Ephesians 4:4-6.*
- We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.  
*Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15.*  
*MENT OF FAITH*
- We believe that all men everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit.  
*Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7.*
- We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life.  
*John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10.*
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment.  
*1 Corinthians 15:51-57; Revelation 20:11-15.*
- We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the church.  
*1 Corinthians 12:12, 27; Ephesians 1:22-23.*
- We believe that the ministry of evangelism and discipleship is a responsibility of all followers of Jesus Christ.  
*Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15.*
- We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made for each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female.  
*Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.*
- We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism.  
*Matthew 9:35-38; 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15.*
- We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen.  
*Psalms 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10.*
- We believe God wonderfully and immutably creates each person biological male or female. These two distinct but complementary sexes together reflect the image and likeness of God. Rejection of one's biological sex is a rejection of God's merciful design and creative order.  
*Genesis 1:26-27; Mark 10:6; 1 Corinthians 6:9; Deuteronomy 22:5*

## CONNECT VOLUNTEER CODE OF CONDUCT

The Connect Volunteer Code of Conduct applies to all Connect Volunteers taking on a role in Samaritans Purse Operation Christmas Child Australasia Ltd (OCC)

It outlines the standards of behaviours that are expected of anyone taking on a ministry role.

As an OCC Connect Volunteer you will:

- Work and act with professionalism, care and diligence and be accountable.
- Respect and comply with the reasonable direction of OCC staff (and any appointed leader of an activity) at all times whilst acting in a role with OCC.
- Respect the rights, dignity and worth of others—treat others as you would like to be treated.
- Be ethical, considerate, fair, courteous, and honest in interactions with others, protecting OCC's reputation and integrity.
- Ensure that your language and behaviours are appropriate, polite, and respectful.
- Act in good faith, for a proper purpose and only use OCC resources and information for legitimate OCC purposes.
- Follow OCC standards, rules, policies, and procedures at all times.
- Raise any concerns through the appropriate channels and in a timely manner.
- Respect and protect confidential information obtained through OCC activities or services.
- Ensure that you are not under the influence of alcohol or any recreational drugs while engaging in OCC ministry activity.
- Identify and disclose any conflict of interest that might compromise, or might be perceived to compromise, the ministry of OCC.
- Not engage in any behaviour which may constitute as unlawful bullying, discrimination, and harassment and speak up about any behaviour which may constitute unlawful bullying, discrimination, and harassment. Such behaviours will not be tolerated by OCC. (See 'What is Bullying & Harassment' information sheet)
- Immediately advise an OCC staff member if you are aware of any breaches of any part of this code of conduct.
- I understand and agree that Samaritan's Purse Operation Christmas Child is a Christian organisation and that my conduct as a representative of Samaritan's Purse Operation Christmas Child must be in conformity with general principles of Christian conduct, as determined in the sole discretion of Samaritan's Purse Operation Christmas Child. If I fail to abide by such standards, my participation in Samaritan's Purse Operation Christmas Child activities including volunteering as a Connect volunteer may be ended.

## CONNECT VOLUNTEER PRIVACY AGREEMENT

- I acknowledge that I am not an employee of Samaritan's Purse Australasia-Operation Christmas Child Limited and that I am not entitled to the benefits which Samaritan's Purse Australasia-Operation Christmas Child Limited may provide to its employees, including, but not limited to, salary or wages, superannuation and workers' compensation insurance. I am not to be considered an agent of Samaritan's Purse Australasia-Operation Christmas Child Limited for any purposes involving business transactions or for any purposes involving violations of legislation, nor will any agent, employee, or servant of mine be deemed to be an employee, agent, or servant of Samaritan's Purse Australasia-Operation Christmas Child Limited.
- I grant Samaritan's Purse Australasia-Operation Christmas Child Limited complete ownership of and all publication rights, including copyrights, to any photographs or film footage taken of me, any statements or testimonials made by me, and any materials created by me including, but not limited to, written materials, while I am acting as a volunteer for Samaritan's Purse Australasia-Operation Christmas Child Limited.
- I acknowledge that while I am acting as a volunteer, I might become privy to Samaritan's Purse Australasia-Operation Christmas Child Limited confidential information as well as personal information of other people and volunteers. I agree to maintain the confidentiality and privacy of all such information and delete and/or return any data as requested.
- I acknowledge that while I am acting as a volunteer, I may have access to personal information of stakeholders of Samaritan's Purse Australasia-Operation Christmas Child Limited.
  - I agree to only use this information for its intended purpose and as directed by Samaritan's Purse Australasia-Operation Christmas Child Limited.
  - I agree that I will not copy or forward provided information to a third party without written consent from Samaritan's Purse Australasia-Operation Christmas Child Limited.
  - I will report any activities to my Samaritan's Purse Australasia-Operation Christmas Child Limited supervisor that may compromise the confidentiality and integrity of information.
  - I agree that I will not use the information provided to me for my own personal gain or personal activities outside the purposes directed by Samaritan's Purse Australasia-Operation Christmas Child Limited.
- I agree that I will use the information for purposes of my volunteer position within Samaritan's Purse Australasia-Operation Christmas Child Limited. I will not elect another person to use or pass on the information provided to any other person to act on my behalf.
- I confirm that my services as a volunteer are performed as part of an effort to participate in my local community, maintain social contact and develop my personal skills. Therefore, I agree to conduct myself in an appropriate manner. In the event there is any public disclosure of matters involving me that would be deemed by Samaritan's Purse Australasia-Operation Christmas Child Limited to be detrimental to Samaritan's Purse Australasia-Operation Christmas Child Limited, my services as a volunteer will end immediately
- I agree to work with the Leadership team of Samaritan's Purse Australasia-Operation Christmas Child Limited, at both a Local, State and National Level. I confirm that I am aware that the nature of Samaritan's Purse Australasia-Operation Christmas Child Limited is fluid and exposed to change as a result of both internal and external influences.
- I hereby ensure that I work reasonably toward and within the guidelines and directions as provided by those placed in positions to do so.

## CHILD PROTECTION CODE OF CONDUCT

All staff (paid and volunteer) at Operation Christmas Child Australasia Ltd are responsible for maintaining a professional role with children, which means establishing and maintaining clear professional boundaries that serve to protect everyone from misunderstandings or a violation of the professional relationship.

All staff (paid and volunteer) should conduct themselves in a manner consistent with their role as an Operation Christmas Child Australasia Ltd representative and a positive role model to children. Operation Christmas Child Australasia Ltd has developed a Child Protection Code of Conduct to protect children, staff (paid and volunteer) and the organisation by providing clear behavioural guidelines and expectations.

Operation Christmas Child Australasia Ltd Child Protection Code of Conduct requires that you agree to the following.

### I WILL:

- Treat all children and young people in our program with respect.
- Conduct myself in a manner that is consistent with the values of Operation Christmas Child Australasia Ltd.
- Provide a welcoming, inclusive and safe environment for all children, young people, parents, staff and volunteers.
- Respect cultural differences.
- Encourage open communication between all children, young people, parents, staff and volunteers and have children and young people participate in any decisions that affect them.
- Report any concerns of child abuse.
- At all times, be transparent in my actions and whereabouts.
- Take responsibility for ensuring I am accountable and do not place myself in any position where there is a risk of allegations being made.
- Self-assess my behaviours, actions, language and relationships with children.
- Speak up if I observe any concerning behaviours of colleagues.

### I WILL NOT:

- Engage in behaviour that is intended to shame, humiliate, belittle or degrade children.
- Use inappropriate, offensive or discriminatory language when speaking with a child or young person.
- Do things of a personal nature that a child can do for him/herself, such as assistance with toileting or changing clothes.
- Take children to my own home/hotel or sleep in the same room or bed as a child.
- Smack, hit or physically assault any child.
- Develop a sexual relationship with any child or any relationship with a child that may be deemed exploitative or abusive.
- Behave provocatively or inappropriately with a child.
- Condone or participate in behaviour of children that is illegal, unsafe or abusive.
- Act in a way that shows unfair, preferential or differential treatment of any child.
- Photograph or video a child without the consent of the child and his/her parents or guardians.
- Hold, kiss, cuddle or touch a child in an inappropriate, unnecessary or culturally insensitive way.
- Seek to make contact and spend time with any child or young person involved in our programs outside work hours.
- Use Operation Christmas Child Australasia Ltd computers, mobile phones, video and digital cameras inappropriately, nor use them for the purpose of exploiting or harassing children.
- Hire minors as domestic labour.

<b>Working with Children Check Reference Number (relevant to your state/region)</b>	
<b>Expiry Date:</b>	

## VOLUNTEER WAIVER

### It is noted that:

- a. Operation Christmas Child is a unique project of Samaritan's Purse Australasia - Operation Christmas Child Ltd, that brings Good News and Great Joy to kids in need through a simple shoebox filled with gifts ("The Appeal").
- b. The Appeal involves the collection and collating of items for inclusion in relief packages (shoeboxes) for distribution overseas under the auspices of Samaritan's Purse Australasia – Operation Christmas Child Ltd ("The Work").
- c. The Work is undertaken primarily by volunteers ("Voluntary Work") in premises leased by Samaritan's Purse Australasia – Operations Christmas Child Ltd in capital cities in Australia and New Zealand.
- d. SPA-OCC's Volunteer Personal Accident Insurance covers volunteers up to the age of 85 years old. Volunteers over the age of 85 are welcome to volunteer but are encouraged to obtain and maintain their own appropriate insurance coverage. SPA-OCC remains committed to providing a safe and supportive work place that complies with all Occupational Health and Safety obligations and includes, where possible, mitigating against the likelihood of any work place injury occurring.

In relation to the provision of such Voluntary Work the parties undertake and agree as follows:

#### **1. Samaritan's Purse Australasia – Operation Christmas Child Ltd**

- 1.1. To provide the Volunteer with a safe work place and work practices which conform with the requirements of each State under relevant legislation relating to work place standards of health and safety.
- 1.2. To provide adequate training and supervision in relation to work place practices and procedures.

#### **2. The Volunteer**

- 2.1. To comply with all workplace health and safety procedures and practices as implemented by Samaritan's Purse Australasia – Operations Christmas Child Ltd.
- 2.2. To accept and conform with the directions of Samaritan's Purse Australasia – Operations Christmas Child Ltd staff in relation to performance of Voluntary Work and compliance with work health and safety standards.
- 2.3. To take all reasonable and proper precautions for their own safety and wellbeing while engaged in Voluntary Work.
- 2.4. The volunteer acknowledges that they will be required to participate in a WHS Orientation and understands their responsibility in maintaining workplace health and safety.