

# Volunteer Process

Area /Department Leader  
Vocation Pastor  
Signage  
Website  
Social Media  
Email  
Announcements

Volunteer  
Prospect

Vocation Chaplain (Part 1 of Induction)

1. Meet with Volunteer Prospect
2. Complete Expression of Interest Form and discuss the area of interest
3. Discuss availability
4. Discuss Westcity Way
5. Discuss Vocation Chaplain role
6. Discuss Volunteer Culture at Westcity
7. Working with Children's Check
8. Vocation Chaplain to pass on Volunteer Prospect details to Area/Department Leader.

Department/Area Leader (Part 2 of Induction)

1. Meet with Volunteer Prospect
2. Go through the Volunteer Position Description
3. What to do if unavailable to volunteer
4. Working with children check (follow up)

Department/Area Leader to inform Vocation Chaplain that Induction is complete and Volunteer is successful.

Vocation Chaplain to enter Volunteer into Elvanto.

If Volunteer decides he/she no longer wishes to volunteer in that area or needs to take a break, Department/Area Leader is to contact Vocation Chaplain so a meeting can be arranged. Alternatively if Volunteer contacts Vocation Chaplain directly, the Area/Department Leader will be informed.