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**Internship Volunteer Agreement Example**

This example is intended to serve only as a guide to a possible internship volunteer agreement. It is taken from Appendix 3 of the [Internship Best Practice Handbook pdf](http://www.baptist.org.uk/internshiphandbook), but is presented here as a Word document on its own that may be adapted and expanded as required.

If you have questions, please contact our Young Leaders Development Coordinator Isabella Senior on isenior@baptist.org.uk

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**Internship Volunteer Agreement Example** Taken from the [Internship Best Practice Handbook](http://www.baptist.org.uk/internshiphandbook), Appendix 3

**Internship Volunteer Agreement**

*[Name] Baptist Church* encourages and welcomes volunteers of many types. Interns, also known as Intern Volunteers, join *[Name] Baptist Church* as volunteers rather than employees and the relationship between the church and the Intern is one of mutual trust rather than contract.

As an Intern Volunteer the agreement below sets out the relationship between the church (*[Name] Baptist Church*) and you (the Intern) in relation to your voluntary work as an intern. The intention of this agreement is to indicate our appreciation for you and commitment to do the best we can to make your intern experience with us positive and rewarding. This agreement does not form a contract between *[Name] Baptist Church* and you, the volunteer. The agreement is binding in honour only. It is not intended by the parties to be a legally binding agreement, nor is it intended to create an employment relationship with us.

The internship programme at *[Name] Baptist Church* will run from September to the following July. Whilst there is no legal obligation to volunteer for the full year, we anticipate that interns would be available for the majority of this period. If this is not possible, please discuss this with us and we can look at making substitute arrangements where possible.

You will normally be expected to be available to volunteer at *[Name] Baptist Church* 32 hours a week over five days: four weekdays at flexible hours and on Sundays from 9.30am-1.30pm for our worship service + socialising thereafter. The church work will involve varied daytime, evening and weekend hours including festivals and special events.

We believe that having regular time off and a healthy work-life balance is important. We encourage all interns and allow space in the timetable for one day off and one Sunday a month where you will not be part of the Sunday church rota. You will also have one study day each week. You will have 20 days off over the duration of the programme. This may include a total of up to 4 Sundays. Unless otherwise agreed with the line manager, you should expect to spend the key times of Christmas, Holy Week, Easter, and Pentecost at the church, though you will not be expected to work on public holidays, unless otherwise agreed with the line manager. Time off should be agreed in advance (with ideally no less than two weeks' notice), with the line manager. It is encouraged, for the benefit of the internship, that time off will not conflict with the key events at the church during the term-time of the training programme.

Either you or the church can terminate this agreement with or without notice at any time. If you are living in accommodation provided by *[Name] Baptist Church* and your volunteer agreement is terminated *[Name] Baptist Church* will give you 4 weeks to vacate the property. You must comply with any house rules applicable to the accommodation, which will be drawn to their attention by those responsible for the accommodation.

**Part 1 – *[Name] Baptist Church***

We commit to the following:

1. A full induction to the church and your volunteering role within it.
2. Paying for you to attend a theological training course and providing any other practical, discipleship, or leadership training necessary to assist you in meeting the responsibilities of your volunteering role.
3. Providing a line manager who will meet with you regularly to discuss your volunteering including any achievements and problems. Your line manager will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Providing a mentor who will support you with discipleship and encouragement. Your mentor will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Providing guidance on fundraising so you are able to support-raise for your own pocket money, if needed.
6. A conversation with you about how you are finding the internship after three months.
7. A formal review to encourage you in your progress and growth to be held after six months and again at the end of the year.
8. To treat you with respect and in line with the church’s policies on equal opportunities, health and safety. These will be made available to you on your first day.
9. To provide adequate insurance cover for you whilst undertaking voluntary work approved and authorised by us (personal injury cover).
10. To reimburse for food, travel and sundry expenses incurred by you in doing your voluntary work.
11. To provide accommodation in a church house or with a church family for the duration of the internship. Alternatively, you may opt to make your own arrangements at your own cost.

**Part 2 – The Intern volunteer**

I, (*full name in capitals*),
agree to be an Intern volunteer with *[Name] Baptist Church* and commit:

1. To help *[Name] Baptist Church* fulfil its vision to see God transform lives and communities in [church location] and beyond.
2. To perform my role as Intern Volunteer to the best of my ability.
3. To follow the Church’s procedures and standards, including health and safety procedures, safeguarding and its equal opportunities policy in relation to its staff, volunteers, and anybody they work with.
4. To maintain the confidential information of the Church and of all who become involved with it.
5. To follow the timetable I am given, other than in exceptional circumstances, and provide reasonable notice so that alternative arrangements can be made.
6. To discuss any complaints or problems with my line manager in the first instance.
7. To uphold the values of the church in my personal and professional conduct.
8. To provide two referees, as agreed, who may be contacted.
9. To agree to a DBS check being carried out where necessary and to follow all of the church’s safeguarding policies and procedures.

I confirm that I have read the above information regarding my participation in the *[Name] Baptist Church* internship volunteer programme. I acknowledge that its terms are binding in honour only and it is not intended to be a legally binding contract and can be cancelled at any time at the discretion of either party.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Intern)

Date:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Line Manager)

Date: