**(Insert name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ UNITING CHURCH**

**INTERVIEW GUIDE**

**1. Introduction**

* Thank the volunteer for participating in the interview
* Check that the potential volunteer has filled in the Application Form and Declaration
* Briefly look at their previous experience and any other relevant comments provided

**2. Outline the purpose of the Interview**

* To discover their motivation in applying to be a volunteer
* To hear about their relevant experience
* To hear about their journey in the Christian church and their faith development
* To reinforce the congregation’s commitment to the church’s Keeping Children Safe policies and towards supporting a culture of safety
* To sign-off on a Declaration relating to criminal behaviour

**3. Structure of the interview**

* A series of brief questions and an opportunity to ask questions
* Check administrative details such as WWCC/R, receipt of KCS Code of Conduct
* Ensure the applicant has signed the Declaration on the application form
* The interview should take approximately 25 minutes

**Name of Volunteer: Interviewed by: Date:**

|  |  |
| --- | --- |
| **Interview Questions**  ***NOTE: Interviewers may wish to ask questions about previous experience (as provided on the application form)*** | **Comments** |
| Please tell us about your reasons / motivation for applying to be a volunteer  *(Try to elicit some feedback about the person’s Faith Journey and Christian commitment)* |  |
| How long have you been attending our church? |  |
| Are you a confirmed/ baptised member of UC or other church? |  |
| What volunteer or paid role/s have you undertaken previously (children/youth related / other / anywhere) |  |
| What have you enjoyed most about these roles? |  |
| Are there special skills you would like to be able to use as a volunteer? |  |
| People we work with and the young people in our groups pick up what we teach and what we model. What one thing would you like them to learn from you? On the flip side, what would you rather they did not learn from you? |  |
| Do you have any concerns about what may be expected of you?  *(Inform them they will receive a Role Description, support and training)* |  |
| *(If relevant)* Are there any thoughts you wish to share about your hopes for the children’s or your own growth in understanding of the Christian faith through the program? |  |
| Are you willing to undertake in-house training related to this role? |  |
| How are you placed to participate as a volunteer this year? (frequency of availability/ actual) |  |
| Is there anything else you would like to add?  ***Thank the Applicant for attending***. **Then GO to the Checklist overleaf** |  |

**INTERVIEW CHECKLIST**

Name of Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **YES / NO** |
| WWCC current (copy on file)  This congregation and Synod Office listed as place of volunteering |  |
| KCS Code of Conduct provided and signed |  |
| Safe Church Training attended (or date committed) |  |
| Culture of Safety policies informed/ received |  |
| Application Form and Declaration completed, **signed and witnessed** |  |
| Vehicle Driver Authorisation (if applicable) |  |
| First Aid certificate |  |
| Anaphylaxis certificate |  |
|  |  |
|  |  |