

**EPISCOPAL DIOCESE OF SAN DIEGO
VOLUNTEER AGREEMENT
GUIDELINES**

This agreement is intended for use by volunteers in the Office of the Bishop and missions of the diocese. The Diocesan Personnel Committee, working on behalf of the Executive Council, recommends this agreement for use by parishes in the diocese.

Individuals who volunteer on a regularly scheduled basis, or for more than four hours per month, for tasks that could be considered paying positions, e.g., parish administrator, secretary, bookkeeper, organist, or sexton, should sign the agreement. Others who volunteer for tasks that occur outside the church, e.g., outreach or evangelism, may sign the agreement at the discretion of the priest and vestry/bishop's committee. Generally speaking, vestry/bishop's committee members, members of the altar party, and those who perform other tasks inherent to church services (e.g., readers, ushers, or greeters) need not sign the agreement.

The original agreement should be kept on file in the church office for the duration of the volunteer period.

If you have questions, please contact the Office of the Bishop, 619-291-5947

Volunteer Agreement and Acknowledgement

This Volunteer Agreement (“Agreement”) confirms the nature of the volunteer relationship between you and The Episcopal Diocese of San Diego (“Diocese”).

You agree and acknowledge that you will be a **VOLUNTEER** for the Diocese. This means that you will be volunteering your time for public service, religious, or humanitarian objectives. You will not receive any monetary compensation or other financial benefits for your service, nor will you be reimbursed for mileage or use of your personally-owned vehicle. Additionally, you will not be considered an **EMPLOYEE** of the Diocese based on your volunteer service nor will you be entitled to any benefits normally available to Diocesan employees. You or the Diocese may end your volunteer relationship at any time, with or without advance notice or reason.

Hourly employees of the Diocese (Non FLSA exempt/eligible for overtime pay), may volunteer but they may not volunteer to provide the same services or similar services to those they provide in their usual job. Diocesan employees are required to reflect all time spent performing their usual job functions on their timecards.

You acknowledge that you may have access to confidential Diocese information and documents during the period that you act as a volunteer. You agree to hold such information and documents in strictest confidence, both during and after you conclude your volunteer services. Upon conclusion of the volunteer relationship, you agree to immediately return to the Diocese all of its property and documents.

You agree and acknowledge that in performing volunteer tasks there exists a risk of injury including physical harm or death, and that all services performed by you will be done at your own risk. Therefore, on behalf yourself, your heirs, and personal representatives, you hereby release, discharge, indemnify and hold harmless the Diocese and its assigns, successors, agents, staff, officers, board of directors, employees, contractors, and representatives from any and all claims, causes of action, or demands of any nature of cause whatsoever, including costs and attorney fees, arising out of or relating to your volunteering with the Diocese, including, but not limited to, accidents, or injuries. You additionally agree to indemnify and hold the Diocese harmless from any personal injury or property damages arising out of your service as a volunteer to the fullest extent permitted by law.

You agree to follow the Diocese’s procedures and standards, including its health and safety, equal opportunity, anti-harassment, and Safeguarding God’s People policies. You agree to immediately contact **JAMES R. MATHES, Bishop Diocesan (619-291-5947)**, to report any problems or concerns you encounter while acting as a volunteer.

You acknowledge that this Agreement represents the entire agreement between you and the Diocese regarding your volunteer services and that there are no other agreements, written, oral, or implied.

Volunteer Name (Please Print)

Volunteer Signature

Date