

TEAM LEADER ONBOARDING NOTES

1. TAKE NEW TEAM MEMBER THROUGH THE OVERVIEW DOCUMENT

It is really important that new team members understand why the ministry they are signing up to exists and the key wins related to the mission. Please review the vision/mission and what we do sections highlighting the key wins. This ensures everyone is working towards the same goal.

2. TAKE NEW TEAM MEMBER THROUGH THE ROLE DESCRIPTION

Ensuring team members know what is expected of them before committing is really important but equally what they can expect from us as an organisation. These are split up into sections.

1. **Who they need to be** - these related to the type of person we are looking to recruit into the role and the posture they have. It is very important that team members are embracing the culture and values we embody at Revive. If they are unable to do so or they don't feel ready then waiting to join team would be better.
2. **What will they do** - This is key for new team members to understand the expectations for being part of the ministry and works together with the overview document. This is the minimum requirements but sets the expectations for them to work to.
3. **What they will need to know** - This is often the bit that we are supporting them with, training, catch up meetings etc. Remember you don't to know everything to join team we are more interested in who they are and their posture!

3. VOLUNTEER WELCOME PACK

If you are recruiting someone brand new into a role who has never been on the Revive Team before we will need to get them to sign a Volunteer Welcome pack. This outlines some of the key requirements expected by someone who is a volunteer. Please provide this pack for them to sign and return. If the volunteer is already on boarded into another team and they are joining a new one, you do not need to do this again.

4. NEXT STEPS

If the role you are recruiting for requires Safe Recruitment and DBS checks for working with children, young people or vulnerable adults please contact Safe Recruitment team by emailing safeguarding@revivechurch.uk to start that process. Otherwise, team members can be added to ChurchSuite teams and get trained up.

