



Christian Aid Ireland: Church Representative



Christian Aid Ireland
Church Representatives at
CAW23 Thank you Event

At Christian Aid Ireland, we're committed to working in partnership with churches and communities to end poverty and injustice.

Church Representatives play a vital role

As a Church Representative, you're the face of Christian Aid in your church and beyond. Whether you organise collections in your own church, or work with other local churches to fundraise and campaign against global injustice, you're playing a vital role to encourage others to support Christian Aid and create a fairer world.

We are committed to supporting you in your role, so you know who to contact for help or information. These guidelines aim to clarify how we can help each other, as we live out our Christian calling to work for justice in the world.

We'll help you by:

- responding to your enquiries promptly
- providing regular information and resources via email
- contacting you by phone, email, or in-person
- organising events to help you learn more about Christian Aid Ireland and our global partners and projects
- inviting you to our annual Supporter Conference and other key moments
- providing advice on running events, including health and safety, data protection, insurance, and safeguarding
- giving guidance on how to bank, handle and record all matters relating to finance
- welcoming, requesting and responding to your feedback
- complying with data protection laws in the use and storage of data

You can help us by:

- sharing and representing Christian Aid's aims and values
- supporting Christian Aid in your church and community by sharing resources, initiating and promoting events, and encouraging all to be involved
- being willing to receive communications relevant to your role
- giving feedback to staff, sharing ideas and making suggestions in forums and online
- contacting Christian Aid Ireland's offices with enquiries
- complying with good practice when running events; taking into consideration health and safety, data protection, insurance, finance and safeguarding
- promptly banking or paying into Christian Aid Ireland any monies raised.



Church volunteers participate in street collection for Christian Aid Week

Our **Code of Conduct** sets out what we expect of everybody involved with Christian Aid Ireland, including all our volunteers, staff and partners. These are the commitments that help us uphold our mission, vision and values.

I will:

- 1.** be responsible for the use of information and resources to which I have access by reason of my association with Christian Aid
- 2.** ensure the safety, health, welfare and wellbeing of all volunteers involved with my role as Church Representative
- 3.** ensure that my conduct is of the highest standards and in keeping with Christian Aid's beliefs, values and aims
- 4.** perform my role and conduct myself in a manner that avoids possible conflicts of interest with the work of Christian Aid and my work as a representative of the organisation
- 5.** avoid involvement in any activities that compromise the work of Christian Aid, refraining from any form of harassment, discrimination, intimidation or exploitation.

We're here to support you

Belfast Office:

Email: belfast@christian-aid.org

Telephone: **028 9064 8133**

Dublin Office:

Email: dublin@christian-aid.org

Telephone: **01 496 7040**