

Volunteer Qualifications

Although the term “volunteer” is used, in God’s Kingdom, we are called to be a servant of all

1. Commitment to Christ

A volunteer in **key roles** must have a personal relationship with Jesus Christ as understood by our Articles of Faith. All other volunteers need to be sympathetic to the Christian values & beliefs pertaining to this and the following qualifications.

2. Commitment to Mid North Coast Christian Broadcaster Inc

Our only reason for existence is to glorify God through “life changing radio” by broadcasting the gospel as detailed in our Mission Statement. The Ministry seeks to provide solid, scripturally based guidance, information and encouragement that is realistic in our high pressure world; therefore, a volunteer must agree with Rhema 99.9’s Mission Statement, purpose and values.

3. Commitment of time

The amount of time will vary greatly depending on the position and the volunteer, but a volunteer must be able to honour their commitment.

4. Commitment to Christian lifestyle

A Rhema 99.9 volunteer must be mindful of the values they represent in both public and private life.

5. Commitment to team work & assigned duties

A volunteer must be willing to co-operate with Rhema 99.9’s volunteer program supervision and be responsible for agreed-upon time schedules and tasks.

6. Commitment to be a true Volunteer

A volunteer must understand and agree that their motivation for volunteering is without any expectation of pay, special recognition, or other compensation and anything prepared (or in the course of preparation) by them is the exclusive property of Rhema 99.9 . A volunteer agrees not to use any such materials for any purpose other than the performance of their volunteer service under this agreement.

MID NORTH COAST CHRISTIAN BROADCASTERS INC (MNCCBI)
T/A RHEMA FM 99.9

Personnel Requirements

Rights & Responsibilities

Volunteers are hired, fired, appreciated and supervised, but not paid. Both the volunteer and the Organisation have obligations to each other.

Volunteer Rights

- The right to be treated as a co-worker and shown respect
- The right to a suitable assignment, with consideration for personal preference, temperate, abilities, education and employment background
- The right to know as much about the Organisation as possible; it's policies, people & programs
- The right to training for the job, thoughtfully planned & effectively presented
- The right to continuing education on the job
- The right to sound guidance & direction from someone who is experienced, well informed & has time
- The right to a place of work: an orderly, designated place conducive to work
- The right to be heard, to have a part in planning & to make suggestions

Organisation Rights

- The right to expect enthusiasm, conscientiousness, honesty, integrity & promptness
- The right to decide where the volunteer would be most suited
- The right to diplomatically express opinions about poor volunteer effort
- The right to expect loyalty to the Organisation and its Officers
- The right to release an unsuitable volunteer

Volunteer Responsibilities

- Be sure you have the time and inclination
- Be convinced, don't offer your services unless you believe in the value of what you are doing
- Accept the rules – don't criticise what you don't understand - there is usually a good reason
- Be loyal – offer suggestions but don't "knock"
- Be willing to learn, because training is essential to any job that is done well
- Keep on learning, know all you can about your Organisation and your job
- Welcome supervision; you will do a better job and enjoy it more
- Speak up ... ask about things you don't understand
- Be dependable; do what you have agreed to do; don't make promises you cannot keep
- Be a team player and respect the functions of the senior staff

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Staff Rules

The following rules apply to all volunteers wishing to work with Rhema 99.9 (MNCCBI):

They must be willing to become official members of MNCCBI, which includes financial payment of membership and their acceptance of the Article of Faith statement of Rhema 99.9.

- When working with Rhema 99.9 the consumption of alcohol or illegal non-prescription drugs is prohibited. Any member of staff reporting for duty under the influence of alcohol or illegal drugs will be dismissed at the discretion of the Management
- Smoking is not permitted at any of this Station's functions, or in any of its buildings or vehicles
- Staff friends visiting the Station property must first have approval from the General Manager. This particularly applies to the broadcast studio when on air and any external sites – eg. Transmitter site
- Staff are not allowed to use station phones to make National or International phone calls without the expressed permission of the Management
- Staff use of computers for personal social networking – eg Facebook & emails – is prohibited
- Personal use of Station resources – eg photocopier – may incur charges
- Duties are to be carried out in a professional manner – not allowing personal issues to hinder responsibilities
- Attendance at "Staff Meetings" is expected
- Correct hours will be kept by all staff members. If you will be absent for any reason you need to notify the Management as soon as possible – especially those in announcing
- Behaviour between staff members must be above reproach
- Charging items to Rhema 99.9 is not allowed unless specifically authorised by the Management. Authority to carry out or pay for work may only be given by Management, otherwise the cost will be borne by the staff member concerned.
- Where a volunteer decides to leave their work with the Station, they are required to give two weeks notice
- A worker may be dismissed or suspended from service at any time by Management after being given the reason, either verbally or in writing
- Should a staff member be required to serve in a different area during the course of service, they must be happy to comply with the request

Confidentiality

- All information seen or gained while working for Rhema 99.9 must be kept **totally confidential** and under no circumstances divulged to a third party without the specific permission of the General Manager. This is particularly so in the case of membership, sponsorship, financial & staff records
- No details of work, development techniques or concepts are to be passed on to a third party. All audio, video or software created & used during the period of your employment remains the property of Rhema 99.9. Any software that is the property of the Organisation must be surrendered upon completion of employment and must not be copied or reproduced in any way or form whatsoever.

**ALL STAFF MEMBERS SHOULD REGARDS THEMSELVES AS MEMBERS OF THE RHEMA FAMILY, SEEKING TO WORK IN
HARMONY WITH A TRUE RESPECT FOR ONE ANOTHER'S NEEDS**