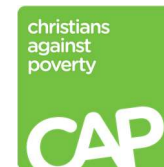


OXFORD CHURCHES' DEBT CENTRE

Ways you can be involved



	Client interaction – Visit Team	One-off	regular	Short-term	Long term	Assistant	In charge
1	Accompany Debt Coach on client visits <ul style="list-style-type: none"> • Usually 3 visits, each up to 2 hours long, at roughly 2-week intervals • May include tasks such as taking a client to the bank or sitting with them while they phone round to get paperwork • Ideally we visit clients in the daytime but occasionally visits are in the evening. 	*		*		*	
2	One-off accompany Debt coach on client visit <ul style="list-style-type: none"> • to meet last minute or emergency need 	*		*		*	
3	Having accompanied a Debt Coach, continue a relationship with the client <ul style="list-style-type: none"> • This will depend on the client's needs & inclinations and how much time you are willing & able to commit. • If a client is particularly needy, the role can be shared 			*	*		*
	Client interaction – Social Team						
3	Head up a team organising a social event for clients including <ul style="list-style-type: none"> • Venue • Guest list • Refreshments • Entertainment • Set up • Clear up 	*		*			*

OXFORD CHURCHES' DEBT CENTRE

Ways you can be involved



4	Help with a social event for clients – any of the tasks listed in item 3.	*		*		*	
	Blessing Team						
5	<ul style="list-style-type: none"> At Debt Coach's request, take on a supermarket shop (finance provided within allowances) 	*		*			*
6	<ul style="list-style-type: none"> Bless clients with gifts / cards (finance provided) 	*		*			
7	<ul style="list-style-type: none"> Make cakes to bless clients 	*		*			
	Debt Centre support	*		*		*	*
8	<ul style="list-style-type: none"> Act as Rep or Assistant Rep for your church 		* *		* *	*	*
9	<ul style="list-style-type: none"> Help out at Drop-in events 	*		*		*	*
10	<ul style="list-style-type: none"> Help with admin & / or publicity 	*	*	*	*	*	
	Christmas Hampers						
11	Head up the team organising the hampers <ul style="list-style-type: none"> Liaise with debt coaches re clients Liaise with volunteers re roles 	*		*			*
12	Help with assembling hampers for our clients <ul style="list-style-type: none"> Shop for items as requested Make cards & / or tags 	*		*		*	

OXFORD CHURCHES' DEBT CENTRE

Ways you can be involved



	<ul style="list-style-type: none"> • Coordinate information & print off leaflets giving information about Christmas services / events at the partner churches • Make or decorations to include • Make small gifts • Make jams, pickles, chutneys, redcurrant jelly • Help with hamper assembly • Help with delivery to clients (if befriender / debt coach can't do it) • Contribute financially 						
	Prayer						
13	<ul style="list-style-type: none"> • Receive our weekly prayer letter & pray regularly for the work 		*	*	*		
14	<ul style="list-style-type: none"> • Be part of the group which meets monthly in your church to pray 		*	*	*		
15	<ul style="list-style-type: none"> • Offer to adopt one or more clients who you undertake to follow in our prayer letters and pray for regularly. 			*	*		

What you need to do if you would like to be involved. The asterisked items are essential, depending on your role - (please note, this process is being reviewed in April 2021)

1. Talk to your church rep – they should be able to help you with questions / information.
2. *Read CAP's "General Guide" to volunteering with CAP & sign the attached support team agreement.
3. *Complete a "Get involved" form and give it to your church rep.
4. *Your rep will ask your Church leader and a long term friend to do a reference (tick box form available)
5. *Depending on your role, your rep may ask your church DBS officer to get a DBS for you with the appropriate wording for the task(s) you are going to undertake. *If you are going on a visit, you will need to complete a Confidentiality Agreement and give it to the Debt Coach you are going on the visit with.

Please note that it is important to us that as far as possible no one feels over-burdened by what they are doing with CAP. So, if you find yourself in this position please do talk either to your church rep or one of the staff team and we will do our best to arrange things differently.

You should also be aware that finance is available for a number of things – for example, there is a budget of up to £20 p.a. per client for things such as

OXFORD CHURCHES' DEBT CENTRE

Ways you can be involved



taking them for a coffee – you are not expected to pay for it yourself. ODCD will reimburse you for expenses if you wish, please ask for a form.

Things that you might find helpful – *(please note, this process is being reviewed in April 2021)*

1. “Empower” Training Day *booklet* (gives short descriptions of the sorts of things you might like to get involved with.
2. *Documents* – “CAP Support Team – General Guide”, “CAP Support Team – Prayer Team”, “CAP Support Team – Visit Team”, “CAP Support Team – Social Team”, “CAP Support Team – Blessing Team”, “CAP Support Team – Prayer Team”
3. Ask to see CAP's Befriender *video* (2 mins)
4. Twice a year we hold a volunteer training sessions which are an opportunity to find out more about what's going on at the Debt Centre, meet others who are enthusiastic about what CAP does and, very importantly, pray for the work, the clients, the churches which are involved and the staff team.

Our Process for dealing with DBSs where they are required – *(please note, this process is being reviewed in April 2021)*

- Once you have given your completed form to your church rep., if you need a DBS he will ask your church DBS officer to obtain a volunteer DBS for you. The application is normally completed online.
- The DBS officer will receive an “all clear” notification and make a record of it – the churches are required to keep their own records and get regular updates.
- The DBS officer will email the CAP Centre and we will make a note of the fact that you have a DBS in place.
- When your DBS expires, your church will ask you whether you are still volunteering in the specified role and, if appropriate, renew your DBS.

Thank you so much for your interest in the work of the CAP Centre. If you would like more information please do get in touch with one of us:

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