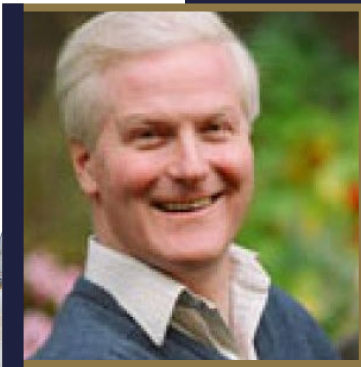




The Temple Church  
London EC4Y 1AF



# Welcome

## from the Reverend and Valiant Master of the Temple, Robin Griffith-Jones

The Temple Church is a wonderful place in which to spend time: for a service, or for a concert, or for a quiet and restorative visit. And what makes the Church most special is the warmth of welcome and care extended to everyone and to every event.

The Church is not just a beautiful, calm and historic space; it is a space of friendship and education and good order and generous spirit - and all of this is sustained by the daily presence and attention of our loyal and gracious volunteers.

We are immensely grateful to everyone who helps to make the Church such a magnetic destination for so many people of all ages and backgrounds from around the world - and we look forward to you becoming part of our community. Thank you for your interest.

## A Brief History of The Temple Church

The Temple Church is one of the most historic and beautiful churches in London. It was built in the 12th century by the Knights Templar (an order of crusading monks founded to protect pilgrims on their way to and from Jerusalem) and embodies more than 800 years of British and world history.

The Church is in two parts: the Round and the Chancel. The Round Church was consecrated in 1185 by the patriarch of Jerusalem. It was designed to recall the holiest place in the Christian world: the circular Church of the Holy Sepulchre in Jerusalem.

From the Crusaders through Magna Carta, the turmoil of the Reformation, the founding father of Anglican theology, the American declaration of independence, surviving the Blitz, the Da Vinci Code and some of the most famous church music in London...Temple Church is an extraordinary place with an extraordinary history and a wonderful acoustic for singing. We are blessed by one of the finest professional church choirs in the country and a legacy of music-making that stretches back centuries.

Photo by Chris Cristodoulou





## THE CLERGY

**Robin GRIFFITH-JONES** has been the Reverend and Valiant Master of the Temple at Temple Church since 1999. An Oxford graduate, Robin worked with Mother Theresa's Sisters in India and with the long-term homeless in London before studying theology at Cambridge. Before joining Temple Church, he was Chaplain at Lincoln College, Oxford University. He has published numerous books on the New Testament, law and religion, and architectural history.



**Mark HATCHER** has been Reader of the Temple since 2015. Educated at Exeter College, Oxford, where he read jurisprudence, he enjoyed a successful law career (including becoming the Bar Council's first Director of Representation and Policy in 2006) before retraining for the priesthood at St Augustine's College of Theology and being ordained in 2012. He is married to Clare, a City solicitor, and recently became a grandfather.

## THE MUSIC TEAM



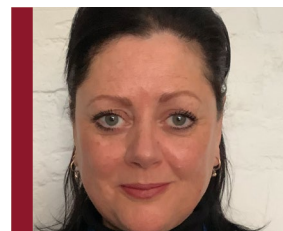
**Thomas ALLERY** is Director of Music at Temple Church where he leads all liturgical, choral and concert music and chorister education programmes. He enjoys a varied career as an organist, harpsichordist and director. A graduate of Oxford University and the Royal College of Music, he was Director of chapel music at Worcester College, Oxford and Assistant Organist of Magdalen College. He is the regular continuo player of award-winning chamber group Ensemble Hesperis and is passionate about teaching and outreach work.



**Charles ANDREWS** is Organist of Temple Church where he plays our outstanding Harrison & Harrison instrument. He is also professor of organ at the Royal College of Music, of which he is a prize-winning graduate. Charles was previously Associate Director of Music at All Saints, Margaret Street in London. Several of his live performances with Temple Church Choir have been broadcast on BBC Radio 3 and his CD of organ works associated with Henry Walford Davies and George Thalben-Ball (former organists of Temple Church) is released this year.



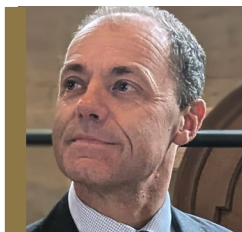
**Susan KEELING** is Music Administrator of Temple Church. A music graduate, she has worked in arts administration for more than 20 years including for the Choir of King's College, Cambridge, Westminster Abbey Choir, the London Philharmonic Orchestra, the World Orchestra for Peace and an artist agency. Susan has a passion for choral music and architectural history and feels very much at home working for Temple Church.



**Jane MABEN** is a Chaplone for the Temple Church Choristers. With a background in the entertainment industry, Jane supports the Music Director, Music Department and Safeguarding Officer, providing pastoral care and supervision; ensuring the safety, welfare and emotional wellbeing needs of the Choristers, during rehearsals, services, concerts and social activities.

## TEMPLE CHURCH TRUST

Temple Church Trust was established as an independent charity in November 2023 and became fully operational as such in September 2024. The charity is governed by a board of trustees drawn from membership of the Inns of Court of Inner and Middle Temple. In 1608, King James 1 of England issued a Royal Charter bequeathing the land of the Temple to the two Inns, which ever since have had an obligation to maintain the fabric and activity of the church. The chair of the Trust is Rory Phillips KC and the Treasurer is Fergus Randolph KC.



**Paul CUTTS** is CEO of Temple Church Trust (TCT). A former choral scholar in his native Wales, Paul has worked in the commercial and non-profit cultural industries for 35 years. He is responsible for running TCT's charitable and commercial activities and people as well as delivering the church's multi-million-pound conservation and renovation project.



Church Administrator since 2010, **Catherine DE SATGE** was raised in Scotland and studied French at St Andrews University. After obtaining a Graduate Diploma in secretarial skills in Edinburgh, she moved to Paris and has many years administrative experience in the commercial sector both in France and the UK – particularly in the food industry and wine trade. The wife of a church musician and mother of a chorister, music and Church continue to play a huge part in her family and professional lives.



**Matthew POWER** has been Verger of The Temple Church since 2018. A student of Fine Art at Middlesex University, before joining the Temple he was verger at Christ Church Cathedral, Oxford for 23 years (including a decade as Dean's Verger). He has a keen interest in Choral Music and Art History and has researched in particular 17th-century glass in Oxford Colleges.



# VOLUNTEER AGREEMENT

## Welcome!

By becoming a Temple Church volunteer, you're joining a diverse family of people who give of their time freely to support our mission as a living Christian community, as a significant cultural centre and as an important historic landmark. We welcome people of all faiths and none and expect that all our people will be in sympathy with our charitable mission and aims.

We appreciate that you've chosen to volunteer with us and we will do our best to make your experience enjoyable and rewarding. We aim to be flexible and supportive and believe that the volunteer relationship is built on trust and mutual understanding.

Your role profile accompanies this volunteer agreement.

## This agreement sets out:

- a. suggested start and end dates
- b. the expectations from you as a volunteer
- c. what support you can expect from us when you volunteer

## Suggested start and end (where applicable) dates:

Start \_\_\_\_\_

End \_\_\_\_\_

## As a volunteer we ask that you:

- Strive for the best that you can do and complete your volunteering activities with dedication and commitment
- Go to briefings and undertake any training we think will help you in your role or that ensures we are legally compliant as a charity
- Be positive about and support the work of Temple Church
- Follow and operate within the policies and procedures of Temple Church, including (but not limited to) Health and Safety, Equality and Diversity and Inclusion, Social Media
- Undertake basic Safeguarding training as required by a charity working with young people, vulnerable adults and the general public
- Act responsibly and within the law
- Maintain confidentiality of Temple Church's activity, our team and our procedures – including in contact with the media and adherence to our Social Media Policy
- Let your volunteer manager know if you are having any problems or if you have any complaints, concerns or feedback
- Meet agreed time commitments and give reasonable notice when you're not available so that alternative arrangements can be made

**In return, we will:**

- Introduce you to how our organisation works and your role within it
- Provide an induction and offer ongoing training and support at no cost to you in order to support you in delivering your role effectively
- Strive to resolve any concerns fairly and reasonably, applying our complaints procedure when needed
- Respect and listen to your feedback, and keep you informed of any changes
- Apply our Equality and Diversity policy, ensure your health, safety and welfare and treat you fairly with respect and dignity
- Encourage a positive, enjoyable experience and give you a named contact to support you
- Give information about the Temple Church's work, policies and procedures
- Offer you access to specific volunteer rewards schemes
- Respect your personal information and privacy in line with our GDPR policy
- Pay London Zone 1-3 travel expenses by prior arrangement if, without them, you are unable to volunteer for Temple Church

**Signed**

This agreement is in honour only. It is not intended to be a legally binding contract and either the Church or the volunteer can end the agreement at any time.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Signed on behalf of Temple Church \_\_\_\_\_

Print name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_



The Temple Church  
London EC4Y 1AF





## FREQUENTLY ASKED QUESTIONS

### VOLUNTEERING

#### Who can volunteer and how do you choose?

Everyone can volunteer unless there are specific safeguarding reasons. We decide based on individuals' skills and experience and how they best meet our needs. We welcome applications from people from 18 years old of all backgrounds, abilities, communities and interests. We particularly welcome people with: a second language (to support our many international visitors); a passion for history; strong local community links; an interest in the arts or law. But anyone is welcome to apply to join the Temple Church community as a volunteer.

#### Am I entitled to volunteer in the UK?

If you are a UK citizen, you can volunteer with us. If you are an EU national you can still volunteer with us if you have:

- Settled or pre-settled status
- A visa that allows you to volunteer

If you hold a passport from outside the UK or EU, please check that your visa allows you to volunteer. If you are unsure, we recommend you contact the UK Borders and Immigration Agency to check. Please note Temple Church is not able to sponsor visas or support visa applications.

#### What information will I need to provide to apply for a role?

We would like to hear about why you are interested in volunteering here and the skills you would bring. We may also ask specific questions relating to the particular role in which you have expressed interest.

In addition we may ask for:

- Your contact information (email, phone numbers, postal address)
- Address history (minimum of three years; some roles may require longer)
- Your motivations for applying for a specific role
- Your right to volunteer (see above)
- Checks and vetting questions (unspent convictions and, where applicable, DBS checks)
- Two references from people who have known you for at least five years
- Diversity information – you do not have to answer these questions but it helps us to be able to monitor the diversity of our volunteers so that we know we are representing the widest sections of society and supporting our ambitions to be a church for everyone

#### What policies will I need to follow?

If you join us as a volunteer, we will ask you to sign our Volunteer Agreement, and to agree to our Safeguarding Policy. We will also expect you to be in sympathy with the aims and mission of Temple Church and Temple Church Trust. Once you become a volunteer, there will be further policies and practices that you will need to follow and understand. Where necessary, we will provide you with training and support.

#### I have a criminal record – can I still volunteer?

We will consider people who have criminal records but require you to inform us of any unspent convictions before you start volunteering. All roles are risk assessed accordingly.

#### I have a disability – can I volunteer?

All our roles require different abilities and we will make reasonable adjustments to

help you take part in our volunteer programme. Please note that Temple Church is an ancient building and does not currently have fully accessible facilities (this includes WCs). We are embarking on a major renovation programme to ensure our facilities are fully accessible by the end of 2027.

### **Can you support me with my travel expenses?**

We do not currently offer travel expenses but will be able to do so for London Zones 1-3 from January 2026.

### **Do I have to be a Christian to volunteer?**

Whilst knowledge of Christianity is helpful, we actively encourage people of all faiths and none to volunteer. Temple Church has a long history of cultural exchange and dialogue and, in addition to being a Christian place of worship, is internationally recognised for its programme of music and arts activity. It is the birthplace of the Magna Carta and one of Europe's most significant Norman structures. Anyone with an interest in faith, democracy, the law, history or the arts will find an appropriate volunteering role with us.

### **What time commitment do I need to make?**

We recognise that everyone is busy. We offer volunteer shifts in half-day (4 hours) and full-day (7 hours) shifts and ask that you be able to commit to at least one such shift every month. If you're unable to make your agreed shift, we ask that you notify your key contact so that alternative cover can be arranged.





# VOLUNTEER APPLICATION FORM

## Data Protection Notice

This form asks for personal data about you. We will only use this information in line with data protection legislation and process it for one or more reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal and safeguarding obligations

## Personal details

Name	
Date of Birth	
Gender	
Preferred form of address (Mr, Mrs, Ms...)	
Preferred Pronouns (He, She, They, etc)	
Telephone Number (mobile)	
Email Address	
Home Address	
Home Telephone Number (if different from mobile above)	
Emergency Contact Name	
Emergency Contact Number	

## Disclosure and Barring Service (DBS) Information

The Church is legally obligated to process DBS checks before making appointments to certain posts. An enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings and any other information held by local police that is considered relevant to the role. Any information that is 'protected' under the Rehabilitation of Offenders Acts 1974 (Exemptions) Order 1975 will not appear on a DBS certificate.

Volunteers working in regulated activity will also require a barred list check.

Any data processed as part of the DBS check will be processed in accordance with Data Protection regulations and Temple Church's relevant policies.

Do you have a DBS check (please circle)?	Yes	No
If yes, what type of check do you have (please circle)?	Basic DBS    Standard DBS    Enhanced DBS with barred list information	
Date of check		
Certificate number		

## VOLUNTEER APPLICATION FORM

### How many hours per week/month can you volunteer?

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SUNDAY
Morning (9am- 1pm)						
Afternoon (1pm - 5pm)						
Wednesday Evensong 5:30pm-7:30pm	n/a	n/a		n/a	n/a	n/a
Evening Events eg. concerts (6pm -10 pm)						

Temple Church does not currently open on weekends other than for Sunday worship but this may change from September 2025. Please indicate if you would be able to volunteer on weekends.

Could you volunteer on a weekend (please circle as appropriate)?	Saturday:	Yes / No	am / pm	
	Sunday:	Yes / No	am / pm	

### Experience and qualifications

Do you have experience working as a volunteer? If yes please include details here (eg dates, location, type of work undertaken). Please note that prior experience is not necessary and we welcome applications from anyone interested in supporting us in our mission.

Do you have any relevant qualifications for the voluntary role you wish to undertake?



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## VOLUNTEER APPLICATION FORM

Please tell us about any skills that you would like to share with Temple Church (eg languages; IT skills; marketing; accountancy; artisan craft skills such as sewing)

Your placement as a volunteer may be subject to satisfactory references. Please provide below the details of two referees (eg employers, colleagues, teachers) who can comment on your suitability for such a role.

### Reference 1

Name:

Relationship to you:

Address:

Telephone:

Email:

### Reference 2

Name:

Relationship to you:

Address:

Telephone:

Email:

## Disability and access

Temple Church is committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment. We will try where possible to make reasonable adjustments or arrangements to assist you. Please note however that our toilet facilities are located in an area of the building that is not currently step-free. Use the space below to tell us about any disability or impairment you have.



# DIVERSITY MONITORING FORM

Temple Church welcomes people from all backgrounds regardless of gender, race, faith or sexuality as volunteers. It would help us enormously if you were prepared to complete the following Diversity Monitoring Form, in order for us to better understand the audiences we are reaching and to help us fulfil our mission of being a church for everyone. The information in this form is for monitoring purposes only.

**Age** - What is your age?

- |                                      |                                   |  |
|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> 19 or under | <input type="checkbox"/> 40 to 49 | <input type="checkbox"/> 70+               |
| <input type="checkbox"/> 20 to 29    | <input type="checkbox"/> 50 to 59 | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> 30 to 39    | <input type="checkbox"/> 60 to 69 |  |

**Disability** - Do you have a disability, impairment or health condition which affects your day-to-day activities?

- Yes       No       Prefer not to say

**Ethnicity** - What is your ethnicity? This may be different to your nationality, place of birth or citizenship.

**Asian or Asian British**

- Asian British  
 Bangladeshi  
 Chinese  
 Indian  
 Pakistani  
 Another Asian background, please say what:  
  
 Prefer not to say

**Black, African, Caribbean or Black British**

- African  
 Black British  
 Caribbean  
 Another Black, African or Caribbean background, please say what:  
  
 Prefer not to say

**Mixed or Multiple ethnic groups**

- Asian and White  
 Black African and White  
 Black Caribbean and White  
 Another Mixed or Multiple ethnic group, please say what:  
  
 Prefer not to say

**Another ethnic group**

- Arab  
 Another ethnic group, please say what:  
  
 Prefer not to say

**White**

- English  
 Gypsy or Irish Traveller  
 Irish  
 Northern Irish  
 Scottish  
 Welsh  
 Other European  
 Another White background, please say what:  
  
 Prefer not to say

**Religion or belief** What is your religion or belief?

- No religion or belief       Buddhist       Christian       Hindu  
 Jewish       Muslim       Sikh  
 Another religion or belief, please say which:   
 Prefer not to say

**Sex** - What is your sex?

- Female       Male       Prefer to self-describe, please say how:   
 Prefer not to say

**Gender reassignment** - Is the gender you identify with the same as your sex recorded at birth?

- Yes       No       Prefer not to say

**Sexual orientation** - What is your sexual orientation?

- Asexual       Bisexual       Gay       Heterosexual  
 Lesbian       Prefer to self-describe       Prefer not to say





# TEMPLE CHURCH TRUST (TCT)

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## PRIVACY POLICY

This privacy notice contains information about the information collected, stored and otherwise processed about you and the reasons for the processing. It also tells you with who TCT shares this information, the security mechanisms in place to protect your data and how to contact us in the event you need further information.

This privacy policy is separate to the privacy policy which governs the Temple Church and can be found at <https://www.templechurch.com/privacy>.

### TCT as a data controller

TCT collects, uses and is responsible for personal information about you and is a data controller for the purposes of the UK GDPR and Data Protection Act 2018.

### Information collected

When carrying out the provision of services or for other legitimate purposes (including safeguarding, employment or volunteering agreements) TCT may collect some or all of the following personal information, including special category personal data:

- biographic and personal details, including: names, age, address and gender;
- family details;
- financial information;
- education, training and employment details;
- physical or mental health details;
- racial or ethnic origin;
- religious or other beliefs;
- sexual orientation; and
- data relating to suitability for roles, including information about criminal records, arrests, charges or allegations.

This information will be stored for up to seven years or as long as necessary for the purpose that the personal data was originally obtained and processed, or where the personal data has been processed with your consent, for as long as we have your consent to do so.

### Lawful bases for processing personal data

Our lawful bases for processing personal data may include:

- where you are party to a contract, or proposing to become party to a contract (such as by becoming employed by TCT) and that (proposed) contract requires your personal data to be processed;
- where we may have legal obligations that mean we have to process personal data, including to discharge our safeguarding obligations;
- where there is a public interest;
- where you have given TCT your consent;
- where TCT or organisations or individuals TCT works with have legitimate interests, such as the handling of complaints.

TCT may also in some circumstances rely on various exemptions for the processing and/or disclosure of personal data. These include exemptions in relation to the disclosure of information required by law or court order, or where disclosure is necessary for or in connection with legal proceedings (including prospective proceedings), is necessary for the purpose of obtaining legal advice or is otherwise necessary for the purpose of establishing, exercising or defending legal rights.

### How we use your personal information

TCT may use your personal information, including by disclosing it to third parties, for the following purposes:

- to include in any contracts of employment and meet our own legal obligations as an employer;

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## PRIVACY POLICY

- to keep accounting records and carry out office administration;
- to respond to potential complaints or make complaints;
- to respond to requests for references; and
- to market events and activities directly to you, where you have given consent.

### With whom will TCT share your personal information?

It may be necessary to share your information with the following:

- companies who process personal data on our behalf, such as sub-contracted IT suppliers
- TCT staff
- Individuals and organisations who are needed to provide other services or to whom we are required to disclose personal data by a court order or in connection with legal proceedings or to establish or defend legal rights.

If TCT needs to transfer your personal data outside the UK, we will only do so:

to a country which has been certified as having adequate data protection law; and/or

where we have your explicit consent to transfer your personal data outside the United Kingdom; and/or

the transfer is a one-off transfer which is necessary to meet our compelling legitimate interests.

### Your Rights

Under UK GDPR, you have a number of rights that you can exercise in certain circumstances. You may have the right to:

- ask for access to your personal data that is held by TCT;
- ask for correction of mistakes in your data or to complete missing information;
- ask for your personal information to be erased;
- receive a copy of the personal information you have provided to TCT or have this information sent to a third party; and
- where we rely on your consent to process your personal data, to withdraw consent at any time for the processing of your personal information, including for direct marketing.

More information about your individual rights under GDPR can be found in the Guidance from the Information Commissioners Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk).

### How we protect your data

Your personal data is held on a secure server and only accessible by relevant church staff with access to our intranet.

### Marketing and events-related emails

If you wish to unsubscribe from any marketing emails that you have previously received and/or previously consented, you can do so by emailing [info@templechurch.com](mailto:info@templechurch.com). It may take up to 30 days for this to take effect.

### How to make a complaint

The UK GDPR also gives you the right to lodge a complaint with the ICO if you are in the UK, work, normally live or where the alleged infringement of data protection laws occurred. Contact <https://ico.org.uk/make-a-complaint/data-protection-complaints/>.

Temple Church Trust | March 2025

