



PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)

OFFICE OF THE VICE CHANCELLOR

P.O. Box 619 Butare Rwanda- Phone: (+ 250)788310 811

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PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES (PIASS)



VOLUNTEERISM POLICY



GENERAL INTRODUCTION

The policy at hand will define the guidelines and principles under which a qualified individual(s) may provide volunteer services that support and enhance the mission of Protestant Institute of Arts and Social Sciences (PIASS). Therefore, the purpose, statement, types of volunteerism, selection, and recruitment of volunteers and working conditions for volunteers are developed in this policy. This policy is meant to reduce risk and protect the interests of the University, its volunteers, and the community it serves.

1. HISTORICAL BACKGROUND OF PROTESTANT INSTITUTE OF ARTS AND SOCIAL SCIENCES

The institution which later on became the Protestant Institute of Arts and Social Sciences was founded in 1970 by mainline protestant churches that were operating in Rwanda. The institution was then called “Ecole de Theologie de Butare: ETB” (Butare School of Theology). In 1990, it was upgraded into Faculty of Protestant Theology of Butare (FTPB) which got official accreditation in 1993 by the convention No 1552 of 09 December 1993. In the same year, the convention No 1554/09.2/01/02 acknowledged the degrees delivered by the FTPB.

In the aftermath of 1994 genocide against the Tutsi in Rwanda, the founders of the institution, in the collaboration with the FTPB national and international partners deployed a lot of efforts to help FTPB resume its activities in such a way that specific needs of a recovering society could be met. In that perspective, a so-called Special Program was launched in 1995 and lasted till 2001: three successive intakes of students have been trained over two years and educated in contextual and practical theological training through those kinds of crash courses. The graduates of the Special program were awarded with Diploma in Protestant Theology. As of 1999, the FTPB returned to the ordinary four years’ program of Hon. Bachelor’s degree in Protestant Theology.

In 2009, the FTPB grew up and was supplemented by two new Faculties: The Faculty of Education (FED) and the Faculty of Development Studies (FDS) within the new framework of “Institut Protestant des Sciences Humaines de Butare (IPSHB)”. Those two new fields have been chosen based on the experiences and expertise acquired by Protestant Churches in Rwanda. In 2010, the French name was changed to Protestant Institute of Arts and Social



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Sciences (PIASS). The new Institution (PIASS) has been respectively accredited by the Ministerial Order no 09/11 of November 2009 licensing “Institut Protestant des Sciences Humaines de Butare (IPSHB)” and the ministerial order n°29 of 19/07/2010 recognizing the Institute under the new name of Protestant Institute of Arts and Social Sciences (PIASS).

1.1. PIASS Philosophy

PIASS holds the view that faith and science are indispensable tools for any society to survive and harness moral obligation of people to creatively improve the socio-economic environment in which they can survive and realize their potential. This can only be achieved through a well-conceptualized educational and scientific package through which everyone must rightfully experience and acquire the tools to facilitate this philosophy.

1.2. PIASS’s Statement of Faith

PIASS affirms the following as fundamental to Christian belief, practice, and behavior.

1. The Holy Scriptures of the Old and New Testaments, as the written Word originally given by God through revelation to humans, are inspired, true, and entirely trustworthy in all that it intends to teach, and have supreme authority in all matters of faith and conduct since they contain all things necessary for salvation.
2. There is ONE GOD, eternally existent in Three Persons: Father, Son, and Holy Spirit.
3. God is the Creator and Sustainer of the world and of life thanks to His universal sovereignty over all that He has made in heaven and on earth.
4. Our Lord Jesus Christ, incarnated God, was conceived through the Holy Spirit and born of the virgin Mary, true God, and a true man without sin. His bodily resurrection, His ascension, His present mediatorial work, and His personal return in Power and Glory to judge the living and the dead remain a firm source of our hope for the present and life to come.



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5. The Holy Spirit, one of the persons of the Trinity, witnesses to Christ, regenerates, and sanctifies us. His indwelling enables us to witness and serve the Triune God and humankind through different spiritual gifts and talents.
6. Man and woman were created by God in His image, free and responsible to choose good or evil. By sin, human beings were corrupted in their nature and were separated from their Creator.
7. Salvation for humans remains the work of God, accomplished through Jesus Christ's expiatory death and bodily resurrection. In His grace, God justifies the sinner through faith alone.
8. The unity of all those who, through believing and confessing that Jesus Christ is the Son of God and the Saviour of the world, form a community of children of God, the Church, the Body of Christ of which He is the Head.
9. The bodily resurrection of all the dead, the final judgment, and the establishment of the eternal kingdom of Christ.

As a Church-owned institution, PIASS's overall conviction and calling are to build a world in which the love of God for His creation and that we have for one another is visible and lived in concrete experiences. To stand firm in its faith and succeed in its mission, the following commitments and strategies are set as safeguards:

1. PIASS is committed to reading, teaching, and preaching the Holy Scriptures in their plain and canonical sense through an in-depth analysis, and to applying their message.
2. PIASS is committed to promoting Ecumenism within it and among Protestant Churches in Rwanda and beyond as an opportunity and strategy to affirm our Christian witness and fight against separatism, destructive fundamentalism, and any form of extremism.
3. PIASS is engaged in the ministry of reconciliation and search for peace within surrounding communities, in the Rwandan society, and in the Great Lakes sub-region.
4. PIASS is committed to supporting initiatives likely to improve the living conditions of communities.



5. PIASS is committed to supporting the weakest among us and to building healing communities where everyone finds a place.

1.3. PIASS Vision

“To be a reference university, fostering knowledge development and research that is relevant for the society and inspired by Christian ethics and values.”

1.4. PIASS Mission

“To provide Society and Churches with well trained personnel who are inquisitive, solution oriented, committed and equipped with intellectual tools that enable them to meeting specific needs of societies that are moving to a global, modern and pluralistic world.”

1.5. PIASS Moto

Fides et Scientia (Faith and Science): By this moto, PIASS assumes that faith and science are interwoven to ensure the quality of life.

1.6. PIASS Objectives

PIASS as Higher Learning Institution has the following objectives:

- To develop practical and applicable knowledge in social as well as economic development.
- To impart a high-quality teaching enabling creation of employment and that proves relevant to communities is close to reality, helpful for the society at large.
- To contribute to the positive transformation of society using short teaching and training, research, consultancy and projects and respect to ethical dimension.
- To contribute to local and national sustainable development by promoting scientific and technological research as well as research for integrated development.



1.7. Principles and values

Being a Protestant institution of Higher Education, PIASS ethical values are grounded in its statement of faith.

- **Liberation:** As the Gospel of Christ liberates from all human alienations here and now, bearing witness to it cannot go without running social dialogue with the society and serving the poor.
- **Relevance:** Higher education plays a key role in construction and development of a just, equitable and stable society through the training of committed, responsible and professionally competent citizens.
- **Unity in Diversity:** Open and respectful exchange of ideas along with evidence-based documentation is essential to higher education contribution to a pluralistic society.
- **Effectiveness and efficiency:** Finding out the optimal and cost-effective way to reach objectives, in changing environment and limitation of resources and keeps on being result and solution oriented.
- **Quality Service Delivery:** Training, research, and services to both national and international communities must be qualitative and competitive.
- **Innovation:** Teaching and learning processes are considering changing needs of churches and society and therefore programs are continually assessed and improved accordingly in a spirit of creativity and entrepreneurship at all levels.
- **Responsibility:** Teachers, students and administrative staff, to achieve their job, are expected to make decisions, act upon their choices, delegate and report openly.
- **Solidarity:** Promoting a gender balanced culture and stressing on the needs of disadvantaged groups.
- **Collaboration:** Fostering team spirit and looking for win-win partnerships with other institutions of higher learning.
- **Transparency:** Managing resources of the institution in a rigorous and transparent manner.
- **Good Governance:** Fairness, equity without discrimination, clear delegation and decentralization are adopted at all levels of the institution.



- **Prayerful life:** Prayer as a conversation with God and a means for self-examination can bring about a sense of inner peace, spiritual refreshment, and more commitment to serve God, fellow humans, and the whole creation.
- **Hard work:** The necessity for hard work is not only a way to attain prosperity and wealth for oneself and society, but it also remains a calling to fulfill the mandate given to human beings to take care of creation and fructify it in a sustainable way.
- **Equality and Inclusivity:** All members of the PIASS community are equal. We believe in a fair and respectful manner so that each member of the PIASS community has an equal opportunity to contribute to the University's operations. We promote the safety, security and wellbeing of society and our environment by acting in accordance with the University's equality and diversity policy.

2. INTRODUCTION

Volunteering is the commitment of time and energy for the benefit of society and the community: the environment of individuals outside one's immediate family. It is undertaken freely and by choice without concern for financial gain¹.

What does volunteering mean in this policy?

- ✓ In this policy volunteering means involvement in teaching, learning and assessment without expecting financial rewards.
- ✓ Involvement in administration work without expecting financial rewards

The Protestants Institute of Arts and Social Sciences believes in the value of voluntary activity as an important expression of citizenship. PIASS takes responsibility for ensuring that volunteers are appropriately involved, valued for their contribution and respected as colleagues.

In adopting this volunteer policy PIASS wishes to:

- Formally acknowledge and support the role of volunteers in its work.
- Set out the principles governing the involvement of volunteers and provide a set of guidelines to ensure good practice in working with volunteers.

¹ Wardell, F., Lishman, J., & Whalley, L. J. (2000). Who volunteers?. *British Journal of Social Work*, 30(2), 227-248



Types of Volunteership

- ✓ Full time
- ✓ Part time
- ✓ Internal (within PIASS) and external (National and international).

This volunteer policy and accompanying guidelines are intended for use by PIASS paid staff and volunteers.

3. VOLUNTEERISM POLICY STATEMENT

+ PIASS provides Equal Opportunities

- As an employer and engager of volunteers PIASS is committed to the value of equal opportunities. This principle will apply to service delivery, recruitment, promotion, training, facilities, procedures and all terms and conditions.
- Volunteers will be expected to adhere to **PIASS values**.
- Recruitment of volunteers will be in line with PIASS needs.
- Volunteers will receive full information about their chosen area of work and will be given a clear idea of their responsibilities to PIASS.
- Volunteers will be given induction and training in the specific tasks to be undertaken.
- Volunteers will be consulted in decisions which affect them.

+ Support & Supervision

- Volunteers will be assigned a named contact person for supervision and support.

+ Problem-Solving

- PIASS recognizes that problems do arise and we aim to identify and resolve these problems at the earliest stage. Volunteers who have a problem of any kind should discuss it in the first instance with their named supervisor.

+ Confidentiality

- Volunteers will be bound by the same confidentiality conditions as PIASS paid staff.

+ Expenses & Insurance

- PIASS will ensure that there is a clear and accessible system to enable volunteers to claim out of expenses done in line with their duties as agreed with PIASS.
- Volunteers should have insurance while carrying out agreed duties.



- International volunteers can be provided with accommodation and local transportation at their arrival and departure.

+ Health and Safety

- All volunteers are covered by the same health and safety policies and provisions as other PIASS staff.

+ Relations with other Staff

- PIASS is committed to ensuring that volunteers work complements the work of paid staff, and that it will not be used as a substitute for paid work.
- Steps will be taken to ensure that staff at all levels is clear about the roles of volunteers and to foster good working relationships between staff and volunteers.
- PIASS recognizes the need for training for all those working alongside and managing volunteers.

+ Costs

- PIASS will endeavor to identify and cover the costs of involving volunteers and recognises the value of designated responsibilities within specific posts for the management of volunteers.

+ Monitoring & Evaluation

- PIASS will systemically monitor and evaluate its involvement of volunteers with reference to this Volunteer Policy.

+ Review

- This policy comes into force onand **PIASS** commits itself to review the policy as and when **it is** necessary.



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4. GUIDELINES FOR INVOLVING VOLUNTEERS

These guidelines are intended for use along with the policy statement. They give further detail on recommended good practice in the involvement of volunteers within PIASS.

➤ Preparation

Prior to recruiting volunteers, full consultation and discussion should take place with users of the service, paid staff and units to satisfy that there is a genuine need for volunteers and to develop a clear description of their role. A contact person/Supervisor within the section proposing to involve volunteers should be identified.

➤ Recruitment

- PIASS will prevent discrimination particularly on the grounds of gender, marital status, disability, race, colour, religious belief, political belief, sexuality, nationality, ethnic origin, age, responsibility for dependents or employment status.
- In order to reach a wide section of people, recruitment should be done through a variety of means.

➤ Initial Contact

- People interested in becoming volunteers within PIASS should be invited for an informal talk with the appropriate contact person.

They should:

- ✓ Be given written information to take away
- ✓ Have their role explained and how it fits in with PIASS's overall aims and vision.
- ✓ Have the next stages of becoming a volunteer with PIASS outlined
- If the volunteer wishes to proceed with the application at this stage, the contact person should fill out the application form for the volunteer (getting referees' details) and ask the volunteer to sign.
- If the volunteer is undecided, agree the next step e.g. for the contact person to phone the potential volunteer in a week's time.



➤ **Selection**

- All volunteers should complete an application form. Two written references will be required. If the volunteer is to carry out specialised work (e.g. IT support) at least one reference should relate directly to this.

➤ **Records**

- Minimum details should be kept on volunteers. This will include the application form, references and placement details.

➤ **Induction**

- Induction sessions should be provided for all new volunteers and should cover:
 - ✓ Role of volunteers
 - ✓ Responsibilities of volunteers
 - ✓ Arrangements for training, support and supervision
 - ✓ Contact person
 - ✓ Need for confidentiality
 - ✓ Mission/values, etc
 - ✓ Problem-solving procedures
 - ✓ Background to PIASS
 - ✓ Building orientation
 - ✓ Health and Safety
 - ✓ Meeting staff
- During induction, volunteers should receive the PIASS Handbook.

➤ **Expectations of Volunteers**

- PIASS should expect volunteers to:
 - ✓ Participate in induction sessions
 - ✓ Comply with existing policies and procedures
 - ✓ Undertake voluntary work at agreed times
 - ✓ Inform relevant staff if unable to attend
 - ✓ Give some notice if unable to continue volunteering
 - ✓ Raise any issues of concern relating to their voluntary work with the contact person
 - ✓ Agree with the aims and Mission of the organization



- ✓ Perform any other duties assigned by the Supervisor

+ Placement

- Once a suitable voluntary placement has been identified, details about the frequency and length of commitment and nature of the voluntary activity should be determined and an established trial period agreed.
- PIASS reserves the right to ask volunteers to leave and will give reasons in writing if requested.

+ Support, Supervision and Problem-Solving

- Regular support/supervision should be available to each volunteer. The type and level of support will depend on the needs of the volunteer and the nature of their role. Full information on this will be provided during induction.
- Each volunteer should have a clearly identified supervisor who is responsible for the day to day management and guidance of the volunteer and who will be able to offer advice, support and feedback on a regular basis.

+ Expenses

- The procedures for claiming expenses should be clear and accessible.
- All agreed out of pocket expenses should be reimbursed on production of receipts.

+ Insurance

- Volunteers should have their own insurance coverage.

APPROVED by PIASS COUNCIL on 7th September 2022

Right Rev. Dr. Jeredi Kalimba