

# **NOW Hiring!**

## **Hiring a worker**

**This document has been put together to aid churches as they seek God's will in hiring a worker. For the purposes of this document by worker I mean, any lay employee, including youth worker, children's worker or family worker.**

## **The first question and probably also the biggest is... Why?**

- What is God's will?
- What need is the appointment going to meet?
  - Is it to meet the needs of young people, children or families?
  - Is it to bring people (youth, families and children) into church?
  - Is it to serve the local community?
  - Is it to bring people to Christ?
  - All of the above?

## **Aims for new work with children, young people and families:**

Have a look at this list of possible aims (give out attached list)

- What are your top 3 aims for your church/group? Why?
- Are there any you would discard from the list? Why?
  - ✓ To get more people to church on Sundays
  - ✓ To serve the local community by blessing children and parents with a variety of resources and events
  - ✓ For the them to have fun
  - ✓ To teach them about God, Jesus and the Bible, giving them a vocabulary of faith that can play a part in our dialogue with them as they grow up
  - ✓ To show that the church cares about them
  - ✓ To remind a generation of the concept of right and wrong
  - ✓ To call them to become disciples and follow Jesus wholeheartedly
  - ✓ To give them a chance to worship
  - ✓ To make the leaders/volunteers feel needed
  - ✓ To provide a baby-sitting service for hard working parents
  - ✓ To bring families to faith
  - ✓ To bring children/young people to faith
  - ✓ To make our church look good
  - ✓ To let each of them know that God loves them personally
  - ✓ To connect people on the edge of church with the congregation that meets on a Sunday
  - ✓ To help them 'own' the church building
  - ✓ To 'plant seeds' that will one day turn into Oak trees
  - ✓ To give children/young people something to do
  - ✓ Other (add your own suggestion)

## **Research, Research and more Research:**

In order to start to answer some of these questions you'll need to firstly pray, really seek God's will and purpose, alongside this you'll need to do some research. There are a number of tools which can help with that:

- A strategy for 'new' work in church communities
  - Needs assessment:
    - What young people, children and/or families are there in your community
    - What sort of community is it?
    - What are the needs?
    - What are you and local organisations already doing?
- Getting Started – How to guide for setting up a youth club
- Community Audit tool
- Ask the young people / involve them in the process right from the beginning – see appendix for ways of seeking the views of children and young people

All these tools are to aid the discussion, to help churches to start the process. Opening up the church to discussions like...

What is 'church'? Are we ready?

With particular regard to youth work it'll also be interesting to explore what is youth work, as it's not just running a youth club:

## **What youth is (and isn't):**

<b>Youth Work is NOT</b>	<b>Youth Work IS</b>
School – young people choose to be there, it's voluntary on their part.	Learning – creating space for young people to engage, question, wrestling with, doubt, argue, challenge, debating with life's big questions.
Babysitting	Starts with the needs of young people
About producing 'something' but journeying	Participation – involving young people in decision making
Entertainment	It's a journey
About rules and traditional values	Interacting with young people, not just providing somewhere to hang out
Making young people 'fit' or 'conform'	Encouraging Potential

<b>Giving young people something to go, until they are old enough to be part of the church</b>	<b>About rights and responsibilities</b>
<b>Expecting young people to learn to 'behave properly'</b>	<b>Teaching , Educating, Preaching</b>
<b>Talking 'at' young people</b>	<b>Creating young leaders now, not just future leaders</b>
<b>Separate from the 'main' church</b>	<b>Allowing young people to make mistakes and to learn from them without feeling judged</b>
<b>Extra work for a few willing people</b>	<b>Listening to the voice of young people</b>
<b>about being 'cool'</b>	<b>A profession or 'calling'</b>
<b>A competition with other churches</b>	<b>Relational</b>
<b>Young adults don't necessarily make the best leaders</b>	<b>Can be... activity based (sport, music, dance, drama, Boy Brigade, Scouts and Dof E etc.</b>
<b>The goal is not to be big, that's a by product</b>	<b>Can be... detached, outreach, schools work, youth club, after school club, mentoring etc etc.</b>

### **Your Target Audience:**

These 'Tools' will help you discover what you (and God) want for the role, having discovered what the needs are you will have a greater idea of your target audience:

These can include:

Young adults, local non-churched. Schools, new Christians, church young people, young leaders, special needs, vulnerable/at risk, local families, church families, people of different faiths.

## **Who? And What?:**

Once you have these in place you can begin the next stage of **Who? And What?**. Who are you looking for, what skills, abilities and experience will they need. And the **What?**. What will you want them to offer?:

### **The Who?:**

What kind of person are you looking for?

- JNC professionally qualified?
- Volunteer with skills and knowledge?
- Volunteers willing but unskilled?
- Musician
- Sports coach
- Teacher
- Preacher
- Mentor
- Experienced
- Who???

### **The What?:**

What are you going to ask them to offer?

- Open youth club
- Youth discipleship groups
- Holiday clubs
- Training courses
- Information, Advice and Guidance
- Detached. Street Based Outreach
- Messy Church
- After school clubs
- Drop in
- Sports programme
- Social action
- Residential
- Youth alpha
- Café style
- Mentoring
- What???

## **Employing Someone:**

Once you have this sorted the next stage is employing someone. Here are some things to any employee will need:

- **Clear Job Description and Person Specification**
  - **The 70/30 rule: 70% of the role is clearly defined, and 30% allows for the persons own abilities, skills and ideas to be used. This also allows for change.**
- **Work Plan (can be written by the worker once they start)**
- **Management Committee in place**
- **Line manager / supervisor**
- **Mentor (from outside)**
- **Contract / Terms and Conditions**
- **Prayer support**
- **General support (they can't do it alone)**
- **Budget**
- **Equipment (computer, stationary)**
- **DBS checks**
- **Safeguarding training**
- **Risk Assessments**
- **Health and Safety**
- **On-Going support and Training (Lay Workers Support Group / My Training courses / Conferences)**
- **Make sure they are spiritually fed.**

## **Help is available:**

The Methodist Church have produced the Lay Employment Pack which is there to guide you through the process of job description, recruitment, interviews, contracts etc. giving you templates to use to make it easier. Use it that's what it's there for. Section 12 has specifics about hiring a youth worker.

Here's the link:

[http://www.methodist.org.uk/ministers-and-office-holders/employees-and-volunteers/church-\(lay\)-employees/lay-employment-advisory-info](http://www.methodist.org.uk/ministers-and-office-holders/employees-and-volunteers/church-(lay)-employees/lay-employment-advisory-info)

The Methodist Church also have a HR Group led by Janet Arthur, who can help with the whole process, and you'll need to run job descriptions and contracts passed her anyway to make sure you are not breaking employment law.

# Appendixes

## **Aims for new work with children, young people and families:**

Have a look at this list of possible aims (give out attached list)

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  - ✓ **Other (add your own suggestion)**

## **A strategy for 'new' work in church communities:**

This activity is for you to start here and then to take away and do with your church, Youth and children's groups, and the people you work with. You are going to begin to create a strategy for undertaking 'new' work with children in your communities. The activity consists of 5 steps, talk to your children's group, church, school and community groups to find out the needs and interests and what you can offer as a church (being careful not to raise expectations that cannot be met):

### ✓ **Step 1: identify the needs of the area**

In the centre of a large piece of paper, draw a symbol to represent children. Around the symbol write down the needs of the children in your community (be that physical, spiritual, social, emotional)

In the centre of the second sheet of large paper write the name of your community. Around it write down all the different things (people, organisations and activities) in your area that relate to children. (Include: schools, parents and toddler groups, community workers, health centres, leisure activities) – If you don't know all that is available, how can you find out?

Underneath the people, organisations and activities on the second sheet, write down the need that these things meet

Think about and list the needs that remain unmet

### ✓ **Step 2: Acknowledge the skills and talents of the church community**

Draw a picture of a church building in the centre of a large piece of paper, and around the picture brainstorm the assets of your church community (Include: both physical assets e.g. the building facilities and equipment) and people and their skills (Include: life skills, talents and personality asking what can they offer the children?)

### ✓ **Step 3: Identify strengths and weaknesses of the church community**

**Q: What is your church able to offer the local community?**

**Q: Are there ways in which your church can meet the needs of the local community?**

Use SWOT analysis:

- ❖ **Strengths:** what is being done well and the resources, people and facilities available.
- ❖ **Weaknesses:** what aren't you doing or what are you doing ineffectively
- ❖ **Opportunities:** what opportunities are there in your local community?. The needs and opportunities that are there to reach out to children, and the opportunities to share with the congregation of your church or circuit

- ❖ **Threats:** what are the potential stumbling blocks? For example the limits for the church building, limited numbers of helpers or volunteers to do the work, people with insufficient skills or knowledge (this last one can be resolved by sending them on training) etc.

The church needs to be aware of current initiatives and local and national government legalisation. Current laws and regulations affect the way we can do things.

#### ✓ **Step 4: Plans, Aims and Strategy**

Once you have selected the needs of the local area which you think need consideration. Use SMART goals as a possible planning method:

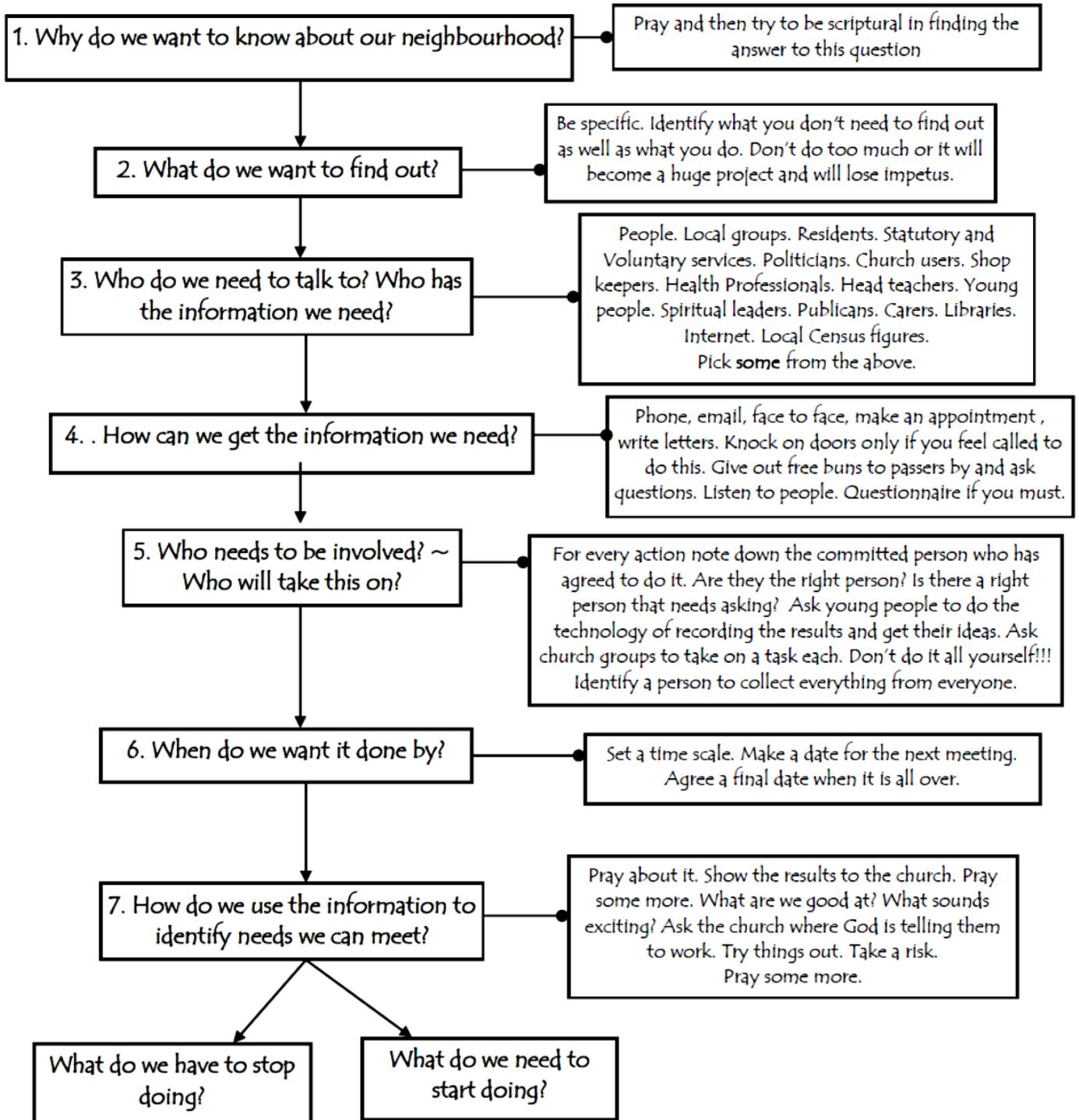
- **Specific:** Be specific, an aim that says 'be there for the local children' is good but too vague. You'll never know if you are meeting it and then people may become discouraged. An aim 'to provide regular opportunities for local children to talk about what is troubling them' is a lot clearer, but how can it be clearer?
- **Measurable:** for example 'by the end of August we will have run a week long holiday club'
- **Attributable:** tasks should be assigned to specific people so that everyone is aware of their responsibilities
- **Realistic:** the task should be a small step, not a giant leap. The aims should be achievable. For example 'the after school club should have 5 new members by Christmas' rather than 'the after school club should triple its member by next month' – people may become disheartened if goals aren't achieved.
- **Time bound:** the goal should be attained within a specific timescale, giving you a clear indicator of achievement. Having a timescale allows you to look but on achievements and celebrate successes of goals met.

#### ✓ **Step 5: Achieve the goal**

Once your goal is set a plan needs to be drawn up and broken down into tasks that need to be achieved to meet the goal. You will need to set a timeframe and who's responsible for each task. In addition there should be someone checking that the whole goal is on target.

# Discovering Our Communities

A church who wishes to find out what God wants them to do in their neighbourhood will build a diverse group of committed people to meet together and follow the flowchart to build a plan of action.



Examples of information gathering tasks follow as suggestions only. It depends on the church, the situation and the answer to the question "What do we need to find out?" above.

## 1. Geography

- Get a map of the locality. Estate Agents? Ordnance Survey on line at ([www.ordnancesurvey.co.uk](http://www.ordnancesurvey.co.uk)). Buy one. Google maps.
- Decide the area you want to cover and mark on the map.
- Mark on significant places. Other churches. Schools. Health services. Anything else of interest.
- Walk the area making notes and taking photos.
- Make map and photos into a display to put up in the church
- Invite congregation to put a sticker on the map where they live.

## 2. Statistics

- Get local area census data from [www.Neighbourhood.statistics.gov.uk](http://www.Neighbourhood.statistics.gov.uk)
- Population density; marital status; household makeup; housing tenure; HE qualifications; occupations; cars per household; employment/unemployment/part time employment; working from home; women caring for families; other full time carers; level of occupation; types of economic activity eg manufacturing, agriculture etc.; long term illness and more.....
- Just using the information of interest, display as easy to see charts (get a young person to do it) in colour for the congregation to see.

## 3. Education and Childcare

- Identify all schools and colleges in local area. See [www.schools-search.co.uk](http://www.schools-search.co.uk)
- Identify toddler groups, after school clubs, nurseries, carers groups, youth clubs etc at <http://www.lancashire.gov.uk/childcare>
- See if the information is useful. Is there a gap in provision in your area?
- See if any local schools would be worth approaching to build links.
- Ask the children and young people in your church to describe their schools/colleges in a short write up

## 4. Other places of worship

- Identify other churches in your area. How well are they known? Ask your Minister if they have good contacts there and to find out useful information about the role each other church has in the community. E.g. do they run Scouts? Youth club? Toddler group? Soup kitchen? So you don't try to do what is already happening.
- Identify other religious groups in your area. Do they have a good relationship with your church? Talk to your Minister about them to build a picture of the inter-faith and inter-denominational relations.

## 5. Problems/Concerns/Needs

- Ask the congregation to fill in an anonymous short questionnaire which asks if they have any concerns or worries about health, finances, care, support or their neighbourhood for themselves or anyone they know.
- Contact the local Health Visitors to ask for an appointment to talk to someone about local provisions generally to find out what support services there are and what is missing.
- Similarly, contact local police to identify areas of concern for crime or safety in your neighbourhood
- Again, make an appointment to talk to Social Services about any concerns they have for local needs, care, support, unemployment, homelessness or mental health services

## 6. Local amenities

- What facilities are there in the locality for leisure, pastimes, entertainment?
- What local agencies are already there working to meet local needs?
- What do local people like about this area? And dislike?
- Ask locals and observe the area by walking around at different times of the day to build a picture of the way things happen.
- Is there anything missing?

## 6. Prayer

- When all the information has been collected, collated and displayed (only that which is interesting! Or there will be information overload) organise a week of prayer for the church
- Give each member of the congregation a prayer timetable with the various topics from the displays allocated a day or time each day to be prayed for by individuals at home.
- Hold prayer meetings of half an hour at different times on different days so everyone can get to one during the week.
- Pray around the displays and ask God for guidance
- Invite all to identify needs that the church could begin to investigate to take forward

## 7. Action

- The group identifies what the church needs to stop doing
- The group identifies one or two community needs that could be addressed by the church.
- Contact organisations or professionals who can help and support these projects
- Draw up an action plan to carry out the work
- Take the proposals to Church Council for agreement
- Identify, support and empower the right people to do the work
- Set a time scale for review
- ACTION!
- If it doesn't work. STOP IT. And try something else!

## Possibilities

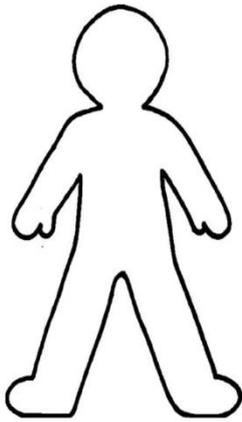
- ♥ Health/Baby clinic
- ♥ Food Bank (<http://www.trusselltrust.org>)
- ♥ Carers Support
- ♥ Toddler group
- ♥ Soup Kitchen
- ♥ Luncheon Club
- ♥ Credit Union
- ♥ CAP (Christians Against Poverty) <http://www.capuk.org/> for help with debt
- ♥ Furniture recycling/renovation
- ♥ Day centre
- ♥ Café and drop in
- ♥ Coffee mornings with prayer cards for people to fill in
- ♥ After school clubs
- ♥ Breakfast clubs
- ♥ Youth Club
- ♥ Holiday club
- ♥ Nursery
- ♥ Art and Craft afternoons
- ♥ Gourmet evenings
- ♥ Thrift Shop
- ♥ Gardening team
- ♥ Allotments
- ♥ Prayer
- ♥ Hospitality
- ♥ Offer Conference facilities
- ♥ Offer offices to local groups
- ♥ Training sessions
- ♥ Prayer centre
- ♥ Pamper sessions
- ♥ Body, Mind and Spirit sessions
- ♥ Chaplaincy project

## **Youth/Children's Participation:**

The Methodist Church have produced a document called 'Voice Activated' see below link

<http://childrenandyouth.org.uk/voice-activated/>

This document contains loads of strategies for involving children and young people in decision making. Including hiring a worker.



Here is just one way in which you can seek the views of children and young people:

Draw the outline of a person on a piece of flipchart paper and ask the children/young people to answer these questions:

**Q: what things (characteristics, skills, abilities etc) would you look for in a youth and children's worker?**

**Q: what things (activities etc) would you want this person to be involved in?**

This technique could also be used with the whole church, parents and the local community.



## **Getting Started**

'Getting Started' is an introductory workbook/resource designed to help you get started in youth work. It isn't a checklist of things to do, but rather a list of questions and activities to help you form and design your youth work provision. This resource can be done by the church as an internal exercise, however best practice would suggest that an outside party run the sessions.

The material is broken down into 4 conversation/discussion topics (people, place, policies & procedures and programme) followed by personal reflections on these topics and a session recording template to evaluate your youth sessions, to aid with your development.



## **Now thinking about your youth work...**

### **The Team:**

- Who is in charge?
- What volunteers are there? Male? Female?
- What are the different roles and responsibilities? Who does what?
- What do you do? Do you have a 'job description'?
- Are there other people who could be helpful?
  - Others in the church?
  - Parents?
  - Etc.?
- Who can/do you get support from?

### **Activity:**

- Find out what gifts, skills, passions and interests other volunteers have which can be of benefit to the young people?
- List the gifts/skills you have to offer?

For groups who know each other:

- On a blank piece of paper write your name at the top, these pieces of paper will be passed around the room, each person will write at least one gift, skill or passion that the person named has, keep passing the paper around until you get yours back.

Feedback and discuss:

- What are your initial thoughts?
- Were there any surprises?
- What would you add to the list? Do that now
- Do you have any special interests that may benefit the young people?

For new or groups from different churches:

- In pairs discuss, taking it in turns, what your gifts, skills and passions are? Then feedback to the group.

### **The Young People:**

- Where do the young people come from?
  - e.g local community, travel in
- How do they get to the youth group?
- What do you know about them?

## **Homework Activity:**

Talk to some young people and find out:-

- What are they interested in?
- What else do they do in their spare time?
- What would they like to do that they don't do at present?

## **The Church:**

- What help and support does your local church give the youth work?
- Who do you go to if there is a problem?

## **'Google It' Activity:**

- Find out who is your youth coordinator / trainer? – Brian Smith – [brian@methodistlondon.org.uk](mailto:brian@methodistlondon.org.uk)
- Look up and see what the local council youth provision is (might be under youth services, community education or some other heading)
- Find out what other youth provision there is in your circuit? Who does it? What is it?

## **AOB:**

- What else do I need to do or find out about?
- What questions do I have?

## Places

What can you identify with in this picture?



## Where your youth group happens...

- Where does your youth work take place?
- What facilities and equipment do you have access to?
- Where is it stored?
- Who checks it?

## Inside

- Do you work inside a building?
- Do you know your way around? – emergency exits, toilets etc
- Who looks after keys and security?
- What's your first impression of the place? Can it be more welcoming?

Find out:

- Who else uses the building and what impact this might have on the youth work?
- Can you use all of the building? At any time or only at specific times? Is there a booking system?

### **Homework Activity:**

- What do you think the young people think/feel about the building? Ask them?

### **Outside:**

- Do you work with young people outside of a building? Often or Occasionally?
- Where do you go? What do you do? Why?
- Who and what else is around?

Can you Find / Do you have:

- A phone for emergencies
- First aid kit
- Access to toilets
- Emergency contact information - Local Police, child protection, emergency contacts for each other?

### **Local Area / Neighbourhood:**

- What else is there in the area? – cafes, pubs, parks, cover from rain, places where young people meet and/or hang out

### **Homework Activity:**

- Walk the area of your 'patch' at different times of the day or evening. Recording any observations and feelings

### **AOB:**

- What else do I now need to do or find out about?
- What questions do I have?



## **Rules:**

- Are there any 'Rules for the youth work'? – Written or Unwritten rules? – give examples
- Who sets these? How are they changed? How are they written?

## **Activity:**

- Discover if there are different rules for staff, volunteers and young people?
  - e.g. confidentiality, smoking, drugs, behaviour

## **Insurance and Finance:**

- Is the youth work covered by insurance?
- Are there activities not covered?
- Who looks after any money? How are things paid for? Budgets? Accounts? – Think 'Transparency'

## **Activity:**

- Find out who looks after the insurance and money for your youth work

## **Records:**

- What records are kept?
  - Of young people?
  - Of staff and volunteers?
    - E.g. emergency contacts, mobile, medical info, address, school attended
- Where is this information kept? Who has access to it?

## **Activity:**

Find out:

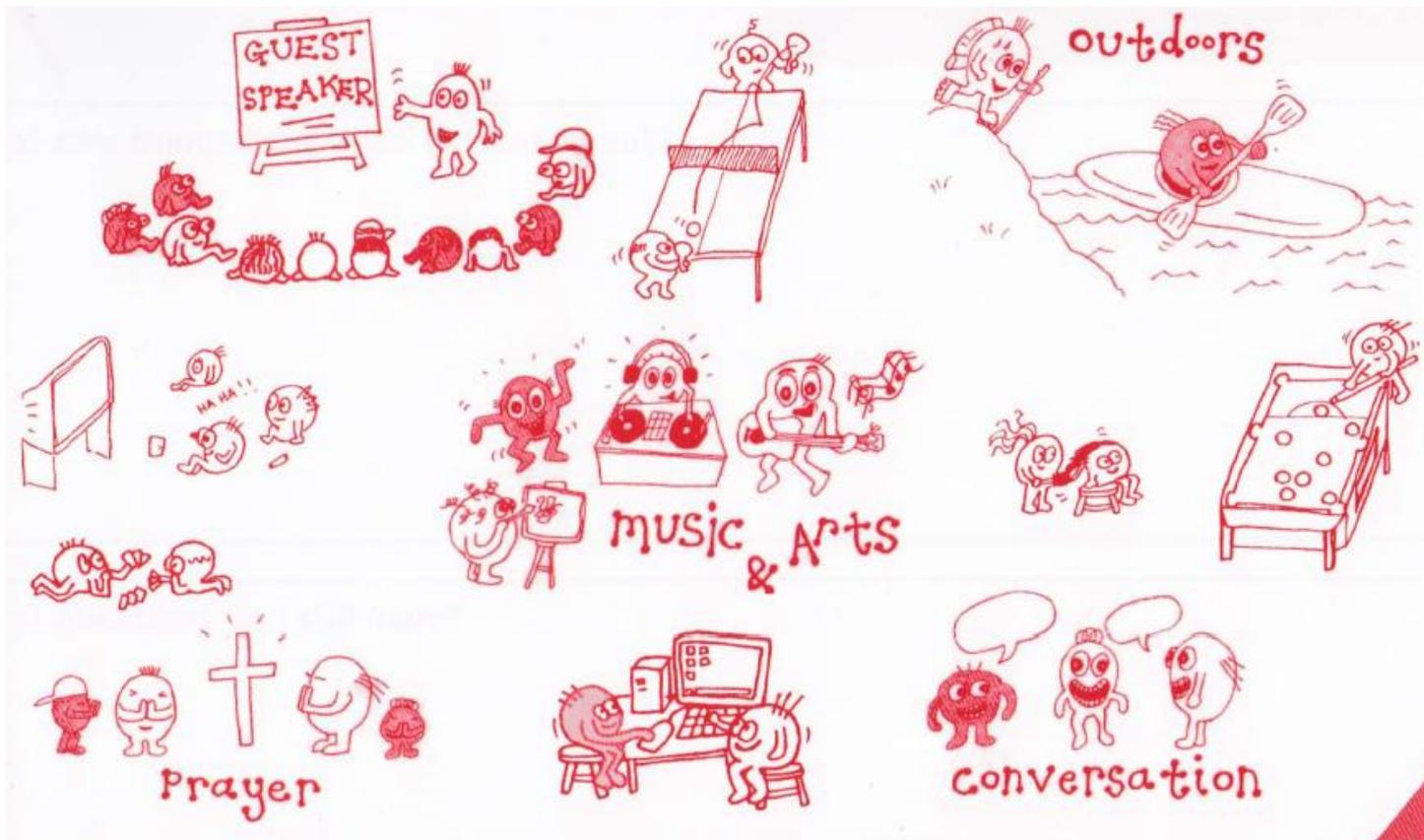
- What happens if a group is away from 'base'?
  - Does someone take the information with them
  - Do you get additional consent forms completed?
  - Does someone back at 'base' have the information, in case of emergency?

## **AOB:**

- What else do I now need to do or find out about?
- What questions do I have?

## Programmes:

- What can you identify with this picture?



- What aspects of your youth work are represented here and what is not shown? – List the additional not shown ones and discuss as a group?

## What does your youth group do...

### Activities:

- What activities happen in your youth work?
  - WHY?
- What age group does your youth work cater for?
- Is there anything for younger or older young people?
- Are young people involved in the church? How?

### Homework Activity:

- Find out what other youth work is happening in your area?

### Planning:

- Who decides the programme?
  - HOW? – are the young people involved in the planning?, are the volunteers?
- Is it planned in advance?

- What aspects do you need to consider when planning a programme? – discuss as a whole group

### **Activity:**

- Write out a typical youth work session, describe it to the group

### **Homework Activity:**

- Talk to someone involved in planning a youth work programme about the different aspects they have to consider

### **Aims:**

- What is the work trying to achieve?
- Does the group have any aims?
- Are the young people involved in determining these?

### **Activity:**

- In your youth work teams discuss and write up what your core values of youth work are for your provision

### **AOB:**

- What else do I now need to do or find out about?
- What are my training needs?
- What are the training needs for the group of volunteers I work with?
- What questions do I have?

## **Personal Reflections**

What new things have I had to think about?

What questions do I still have

Who can I talk to about these?

What am I going to do now?

If you'd like to take this further the London District Methodist Church is offering ongoing training in youth and children's work. Offering short courses as well as accredited training courses.

Please contact Brian Smith on 07951408379 or on [brian@methodistlondon.org.uk](mailto:brian@methodistlondon.org.uk)

# Session Recording

It is helpful to take a few moments after finishing your youth work session each time, to record a few notes about the evening or event. Here's an example of a session record for you to photocopy and use.

Date: \_\_\_\_\_ Time of Session: \_\_\_\_\_

No. of young people: Male  Female

Venue: \_\_\_\_\_  
\_\_\_\_\_

Age Range: \_\_\_\_\_

Weather: \_\_\_\_\_  
\_\_\_\_\_

Staff / Volunteers Present: \_\_\_\_\_  
\_\_\_\_\_

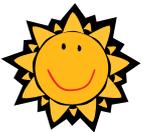
Session Aim: \_\_\_\_\_

What Happened? – Facts

What went well? – Why?

What didn't go so well? – Why?

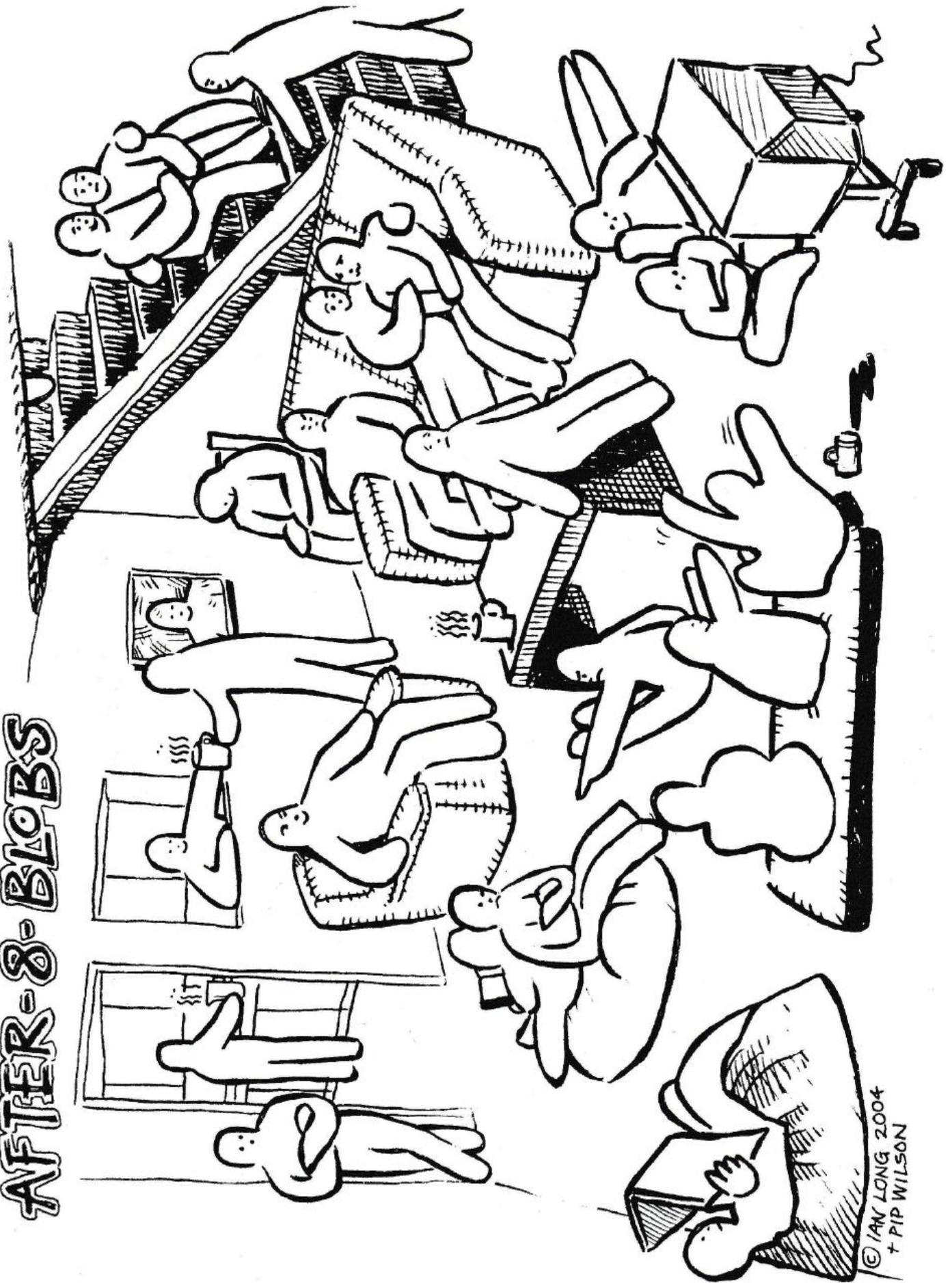
How do you feel about it? *Please pick one from below*



Would you have done anything differently?

What are you doing to do differently next time? e.g. what did you learn? What did the young people learn?

# AFTER-8-BLOBS



**Brian Smith**  
**Youth & Children's Coordinator**  
**London District of the Methodist Church**

Brian@MethodistLondon.org.uk

07951408379

 @BrianLondonMeth

<http://www.methodistlondon.org.uk/YouthandChildrenTraining>

