Planning Team Resource

©

Organised by young people, for young people

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Introduction

Jesus spent a lot of time preparing the disciples for their mission. They were to take 'the gospel,' the 'good news' of God's Kingdom to the world. The impact of their mission was massive. In Acts 17:6b the Bible reports that these disciples turned the world upside down.

The disciples knew what they had to do and used their creativity, led and anointed by the Holy Spirit to cause a huge impact wherever they went.

impACt is a call to all young people!! You know what the message is and who to share it with, so get your creative juices flowing and think up fresh ideas to get the 'good news' out there.

It's your Youth Leader's responsibility to nominate your Impact Planning Team. So if you've been given this resource you're either interested in being a part of the team or have been nominated. Be confident, the Holy Spirit in you is waiting and ready to stir up your creative abilities to inform and impact youth.

What is impACt again?

- **A Youth Event -** Organised by young people, for young people.
  For friends, fellow students, work colleagues and the local community;

- **Held at a local venue -** Can be incorporated into an existing local or district event;

- **A National Initiative -** Happening countrywide on the **6th/7th September 2013**. Planned to coincide with the start of the academic year;

- **Showcases** – NTCG Youth Academy & National Youth Convention.

impACt will be planned, organised and delivered by you for your peers, with the support of your Pastors and Youth Leaders. There is a National Prayer Strategy (page 9) to give spiritual support, t-shirts (page 16), templates and a listing of impACt events countrywide available at **www.impactyouth.org.uk**.

impACt Outcomes!

- A revival of pioneering and evangelistic passion;

- Opportunities for you to develop valuable transferable skills (organisational, interpersonal, meeting, recruitment, marketing, budgeting, etc) that can go straight on to your CV.

Ideas for your impACt event

You can share the good news in a variety of ways. You don't have to be the best preacher in the world. Here's a list of creative ideas to get you thinking.

- Youth worship service
- Concert
- World record attempt
- Social action outreach
- Big debate/chew
- Fashion show
- Arts & Crafts
- Spoken word/poetry
- Gaming session
- Open day
- Cinema night
- Talent show
- Sporting event
- Local history project
- Drama
- The launch of a new initiative.

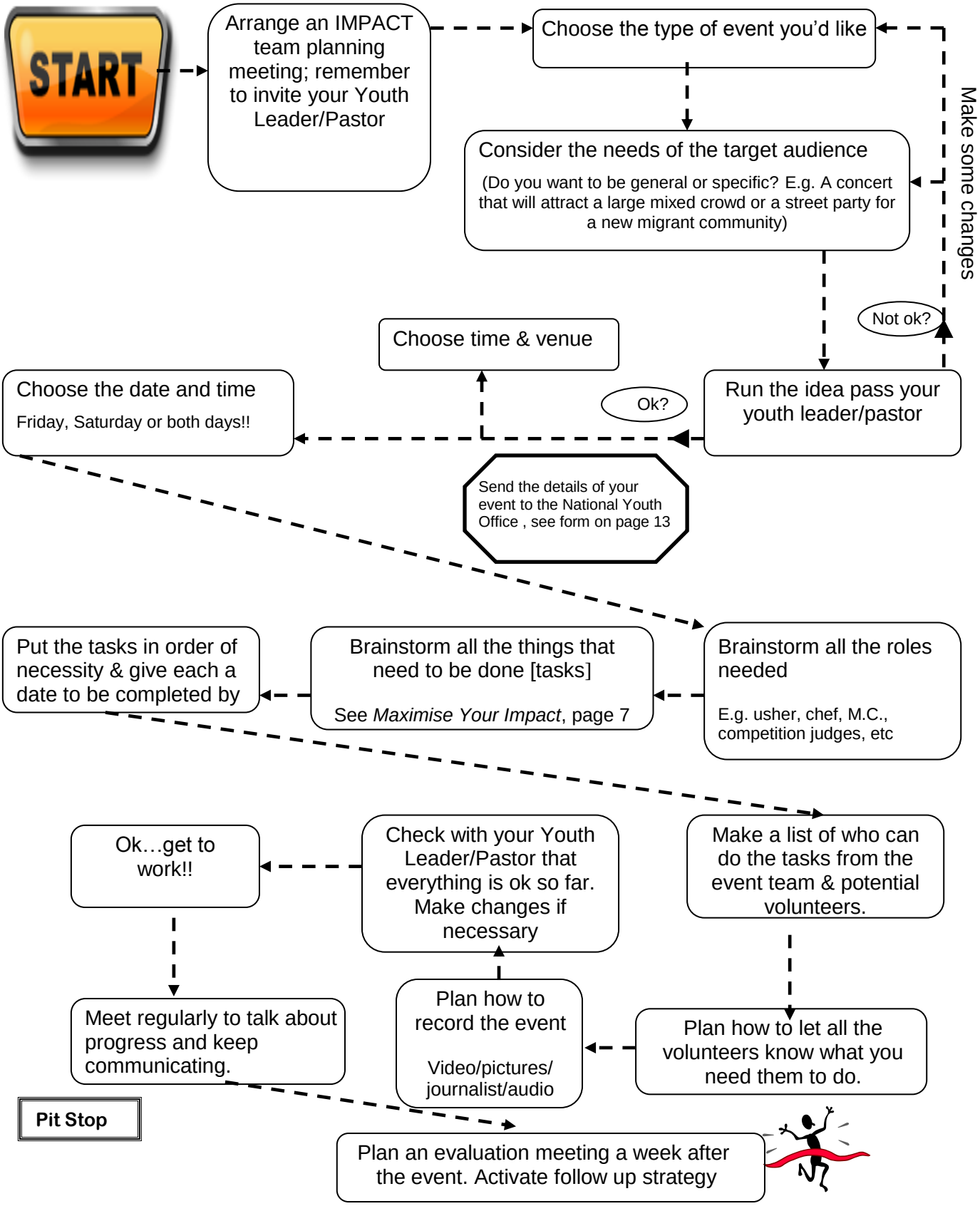
The impACt Planning Team

Your Youth Leader/Pastor has nominated you or you've volunteered to be a part of your Impact Planning Team (download ENHANCE Volume 1, item 3 from the Toolbox on page 8 for help to formalise the roles of your team members). Together your task is to plan and deliver a local/district impACt event. Don't rely on your Youth Leader/Pastor to do the work! They are only there to make sure you don't organise something crazy like abseiling for the under 5's. Below are some steps that may help you to begin your planning.

1. **Know your goal**

   Always keep the goal in mind, as it has a bearing on everything that you are doing. I'm sure you know by now, but just to make sure…impACt is an outreach event organised by young people from the church, for your friends and young people from the local community. So keep the main thing the main thing.

2. **Plan well -** You can hear the elders saying 'You plan to fail if you fail to plan,' so here's a diagram to help.



3. Recruit the 'Dream Team'

To meet your goals you will need a team of volunteers to assist you. They may be other members of your youth group, church members or friends. For example, you may need a catering team, stewards or counsellors. Ask your youth leader for help if you're not sure who can do what.

4. Communication

For a team to work well, communication is vital. If you haven't already exchanged email addresses, phone numbers, etc, then like Nike 'just do it' so that you can keep in contact. For your own safety always use the churches postal address and not your own when writing letters. Set up a new email address using the free providers (hotmail/yahoo) and ensure everyone in the team has the password. Remember to keep your Youth Leader/Pastor up to date.

5. Capture your event

After all the hours spent in meetings, recruiting volunteers, raising funds, promoting your event, etc, make sure you capture the event as proof that you really did it! This could be done by organising a Media Team to film the event or perhaps by appointing some 'Youth Journalists' to take photographs and write articles. See Appendix 6 on page 16, announcement No. 5.

There will be opportunities to showcase your event at forthcoming national and district events.

6. Prayer

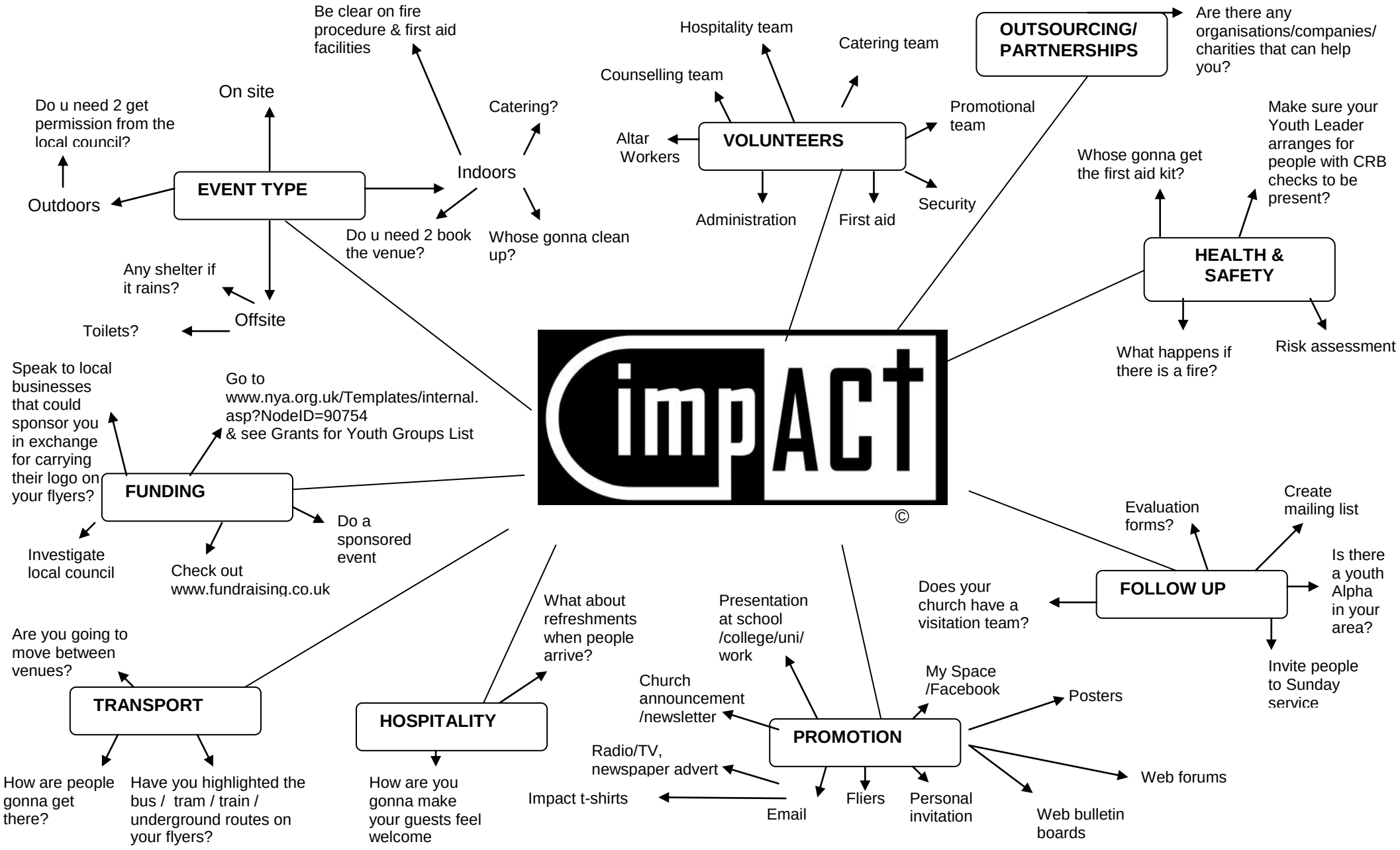
The National Prayer Strategy must be more than words on a piece of paper. It is vital for the success of the events and must become a living and breathing part of impact. So give a copy to your Prayer Director or feed the strategy into all your church's prayer and fasting meetings (see page 9). Ask your Pastor if the young people can lead one of these meetings (better make sure they turn up).

impact Youth

How then shall they call on Him in whom they have not believed? And how shall they believe in Him of whom they have not heard? And how shall they hear without a preacher? And how shall they preach unless they are sent? As it is written:
"How beautiful are the feet of those who preach the gospel of peace,
Who bring glad tidings of good things!" Romans 10:14-15.

"… I thank my God through Jesus Christ for you all, that your faith is spoken of throughout the whole world." Romans 1:8.

Maximize Your impACt - Have a look at the diagram below to see if you've missed anything…



IMPACT Checklist

Before you finish your first planning meeting go through this check list to make sure you've covered all the angles. Periodically review this as you work on your plan. It's not the end of the world if your plans have to change. You'll encounter some difficulties but discuss them amongst yourselves to find the best solutions.

- A date has been arranged for the next meeting ☐
- You've brainstormed all the things that need to be done (tasks) ☐
- The needs of the target audience have been considered ☐
- Tasks are in order of importance & have a completion date ☐
- Each task has been given to a team member or volunteer ☐
- Your Youth Leader/Pastor has given the OK ☐

IMPACT Toolbox – You may find the resources listed below helpful.

1. **NTCG 2012 Safeguarding Policy**
2. **The Great Big Book of Church Ministries, NTCG Y&CE Department**
   Manual and CD ROM with Job Descriptions and Ministry Helps for Local Church Workers
3. ENHANCE Volume 1, Engaging with communities
   Includes case studies, the role of officers, plus a sample agenda, minutes, press release and more
   Health & Safety and Risk Assessment information
   Download from www.ntcg.org.uk/youth under the heading 'Resources'
4. Youthwork (magazine), www.youthwork.co.uk
5. Worth Doing Well, www.mayc.info, ISBN 1-85852-233-1
6. Step by Step, www.mayc.info
7. Working With Young People, 6th Ed, 2005, ISBN 0 946109 46 X
8. www.extremegen.org
9. www.urbansaints.org
10. www.drugscope.org.uk
11. www.youthspecialties.com
12. www.essential-truth.org
13. www.christiananswers.net
14. www.yfc.co.uk
15. web.energize.uk.net
16. www.ywam-england.com
17. www.youthspecialties.com
18. www.ccpas.co.uk
19. www.ncvys.org.uk
20. www.nya.org.uk
21. www.churchdramatools.com
22. www.message.org.uk/downloads/HOPE08PUBLICATION.pdf
23. www.pccp.info/cpuk/index.php
24. www.boys-brigade.org.uk
25. www.girlsbrigadeew.org.uk
26. www.methodist.org.uk/index.cfm?fuseaction=churchlife.index

Spiritual IMPACT

National Prayer Strategy

Month	Scripture reference	Strategic Prayer Point	Focus Area
June	John 20: 21-22	Pray for leaders to enable, empower and release seeds of blessings into young people's ministries	Release and set forth youth in churches to plan IMPACT event
July	Jeremiah 1: 5-7	Pray for young people involved in delivering IMPACT that they will have the courage to see and fulfil their destiny and purpose in God	Young prophets and visionaries For young people to own IMPACT in their churches
August	Luke 8:11-15	Pray that the young heart will be receptive to the word of God, that they may see and experience God's salvation through Jesus Christ	Sowing seeds of hope in the atmosphere, preparing the hearts of the unsaved
September	John15:16	Gives prayers of thanksgiving for the souls saved under the IMPACT ministry – Rejoice and declare the victory	And it shall come to pass; young lives will come to know Christ as their personal saviour

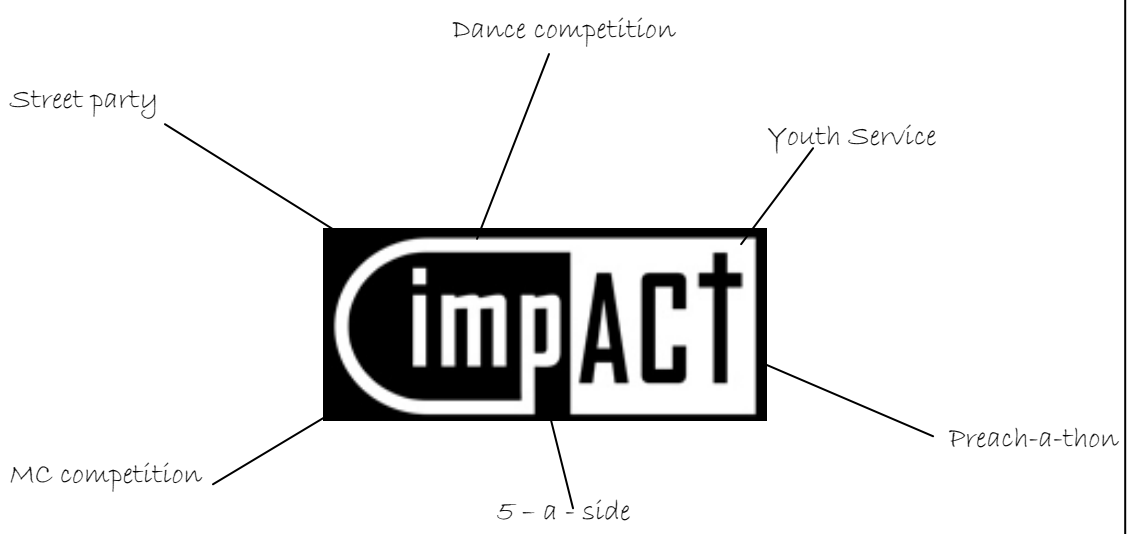
Appendices

The appendices that follow contain useful information and templates to get you started. Working together as a team will ensure that your efforts are far more significant and enjoyable. Remember that you don't have to do it all yourself; there are many people that can help in all sorts of ways.

Appendix 1
impACt Example – The First Meeting

The Local Youth Director for NTCG Wolverhampton, Trail Blazer received the impACt Planning Team Resource with great excitement. He nominated a couple of young people and announced that he was looking for volunteers to be a part of the local Impact Planning Team. At the end of Sunday service he had 4 volunteers. So they checked the diaries on their mobiles and set the dates for the first two meetings.

The first meeting went really well. The team started by deciding who was going to be in the key roles and elected a Chair for the Planning Team (download ENHANCE Volume 1, item 3 from the Toolbox on page 8 to help you formalise the roles of your team members). There was a lot of excitement as ideas for the event were thrown up and Trail had to step in to calm things down a little bit to keep the meeting moving. They used the ideas template to keep track of the ideas then filled in the goal setting template. Below is what the team produced by the end of their first meeting.



Goal Show peace in the community

Type of event Street Party

Date 7th September 2013

Time 12 – 2.30pm

Venue Cladbury Rd, Low Hill, Wolverhampton, WV2 4HT

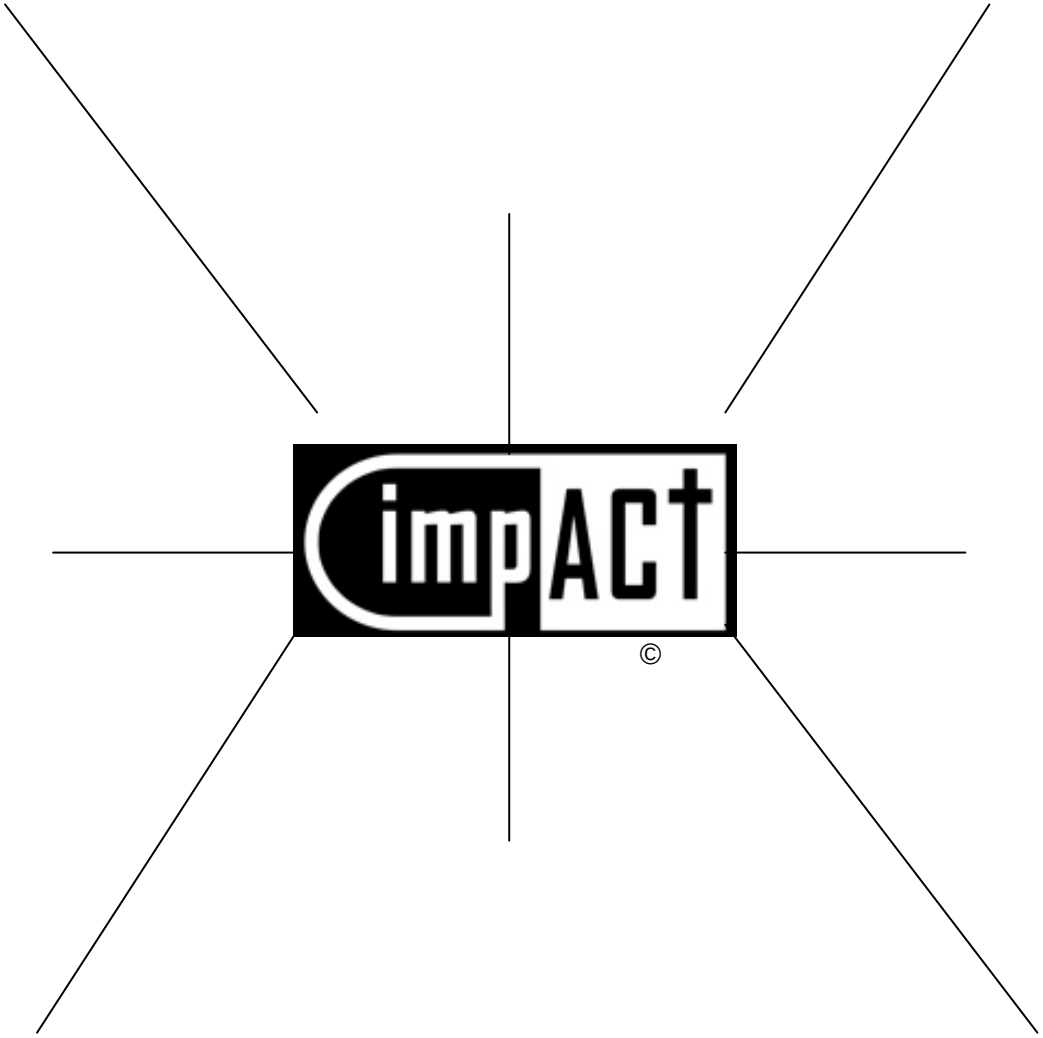
Target audience Youth of Heath Town and Low Hill

Consider the needs of the target audience

1 Crèche
2 Majority boys – need suitable activities
3 Caribbean & Asian food
4 May need police/street pastors present – stewards to be called peace keepers

Appendix 2

impACt Ideas



Appendix 3

Goal

Type of event _____

Date _____

Time _____

Venue _____

_____

_____

Target audience _____

_____

Consider the needs of the target audience

1_____ 2_____

3_____ 4_____

5_____ 6_____

Appendix 4
Website Information

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To post your event details on the IMPACT website please complete this form and email it to **Youth@ntcg.org.uk,** fax to **01604 824242** or post to **IMPACT Event, NTCG Youth and CE Department, 3 Cheyne Walk, Northampton, NN1 5PT**.

Church/District/Denomination _____

Type of event _____

Date _____

Time _____

Venue _____

_____

_____

Contact Name _____

Phone Number _____

Email _____

Web link _____

Appendix 5
Risk Assessment Form

Date _____ Type of event _____

Venue _____

RISK = LIKELIHOOD x CONSEQUENCE

HAZZARD	LIKELIHOOD	CONSEQUENCE	RISK	CONTROL

RISK MANAGEMENT

		Consequence				
Likelihood		**Trivial**	**Minor**	**Severe**	**Major**	**Fatal**
1	Improbable	1	2	3	4	5
2	Possible	2	4	6	8	10
3	Likely	3	6	9	12	15
4	Very Likely	4	8	12	16	20
5	Certain	5	10	15	20	25
		Low Priority	**Urgent Priority**	**Immediate Action Prohibition**		

Risk Assessment Form Continued . . .

In the event of a child having an accident, the group leader will seek first aid as necessary.

- The First Aider is: _____

If they are not within immediate reach their mobile number is _____

- Inform your Youth Leader, who is: _____

If they are not within immediate reach their mobile number is _____

If the injury is serious and a parent needs to be contacted the Youth Leader will do this. An Accident and Injury form should be completed as soon as possible (available on the 2012 & 2013 Resource CDs under *NTCG 2012/2013 Safeguarding Policy)*.

Appendix 6
Model House Keeping Announcements

1. **Rest Rooms**
   Inform people how to access the toilet and other facilities.

2. **Fire Exits and Assembly Points**
   Go through the fire procedure for the venue.

3. **First Aid**
   Indicate who will be on First Aid duty throughout the event.

4. **Orderliness**
   All attendees must abide by the instructions and decisions of the Stewards at all times in order to make this a safe and enjoyable event for everyone involved.

5. **Video Recording and Photographs**
   It is possible that during this IMPACT event, your child/young person below the age of 18 may be photographed or recorded. The New Testament Church of God will take all possible steps to ensure that these images are used solely for the purposes for which they are intended, which is the promotion and celebration of IMPACT and the New Testament Church of God. If you become aware that these images are being used inappropriately you should inform . . . . . as soon as possible.

Appendix 7

impACt t-shirts

Friday 6th / Saturday 7th September 2013

Youth outreach events - organised by young people, for young people.

To order your t-shirt/s please complete the form below and return it with payment to:

IMPACT, NTCG National Youth Department, 3 Cheyne Walk, Northampton, NN1 5PT, England.

First name . . . . . .

Surname . . . . . .

Address . . . . . .

. . . . . Postcode . . . . . .

Church & District . . . . . .

Email . . . . . Mobile . . . . . .

Telephone number . . . . . .

Please complete the table below

Size	*Cost*	*Quantity*	*Total*
Child			
Toddler (3/4 years)	***£3.50***		
S (5/6 years)	***£3.50***		
M (7/8 years)	***£3.50***		
Adult			
S (36")	***£4.00***		
M (38-40")	***£5.00***		
L (42")	***£5.00***		
XL (44")	***£6.00***		
XXL (46-48")	***£6.00***		
XXXL	***£6:00***		
Postage (in the UK)	***£1 per t-shirt***		
TOTAL			£

Please make all cheques payable to **National Youth Department**.
Payment can also be made by debit/visa/switch /delta cards by contacting the *National Office* on 01604 824220. Do not send cash through the post.