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# Planning Team Resource



©

Organised by young people,  
for young people

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### **Acknowledgements**

*Timothy Bryan, Caroline Comrie-Sinclair, Dionne Gravesande, Ruben King and Nathaniel Turner.*

New Testament Church of God  
 National Youth and Christian Education Department  
 The Main House, Overstone Park, Overstone, Northampton, NN6 0AD  
 Direct line: (01604) 492671  
 Telephone: (01604) 643311 Fax: (01604) 790254  
 E-mail: Youth@ntcg.org.uk  
 Website: www.ntcg.org.uk/youth  
 NTCG Registration No. 917145 Registered Charity No. 250306

## 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?

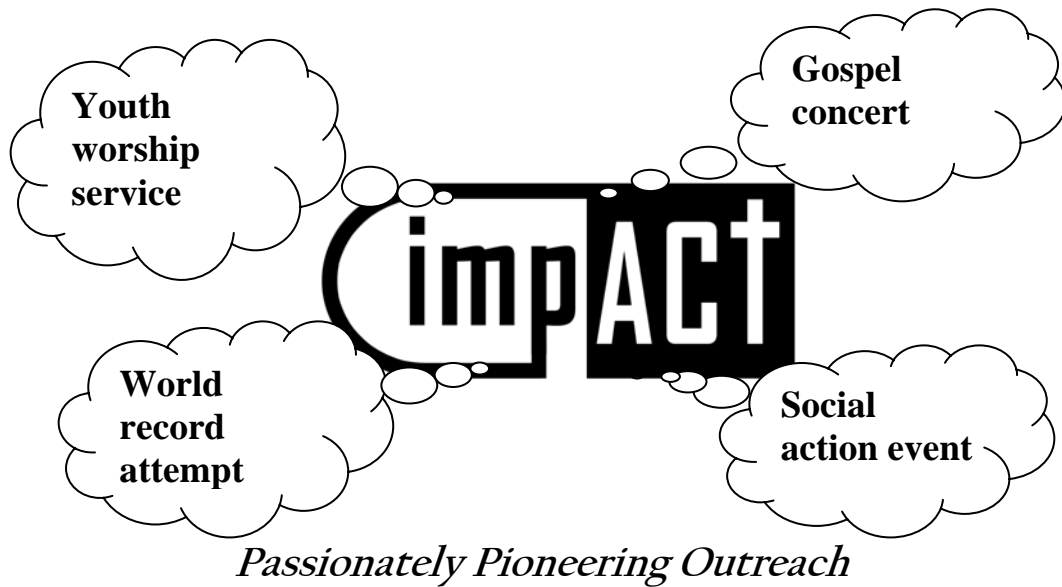
- **A Youth Event** - Organised by young people, for young people.  
For friends, fellow students, work colleagues and the local community;
- **Held at a local venue** - Can be incorporated into an existing local or district event;
- **A National Initiative** - Happening countrywide on the **12th/13th September 2008**. Planned to coincide with the start of the academic year;
- **Showcases** – NTCG National Youth Convention 2009.

**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](http://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.



### 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 . 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).

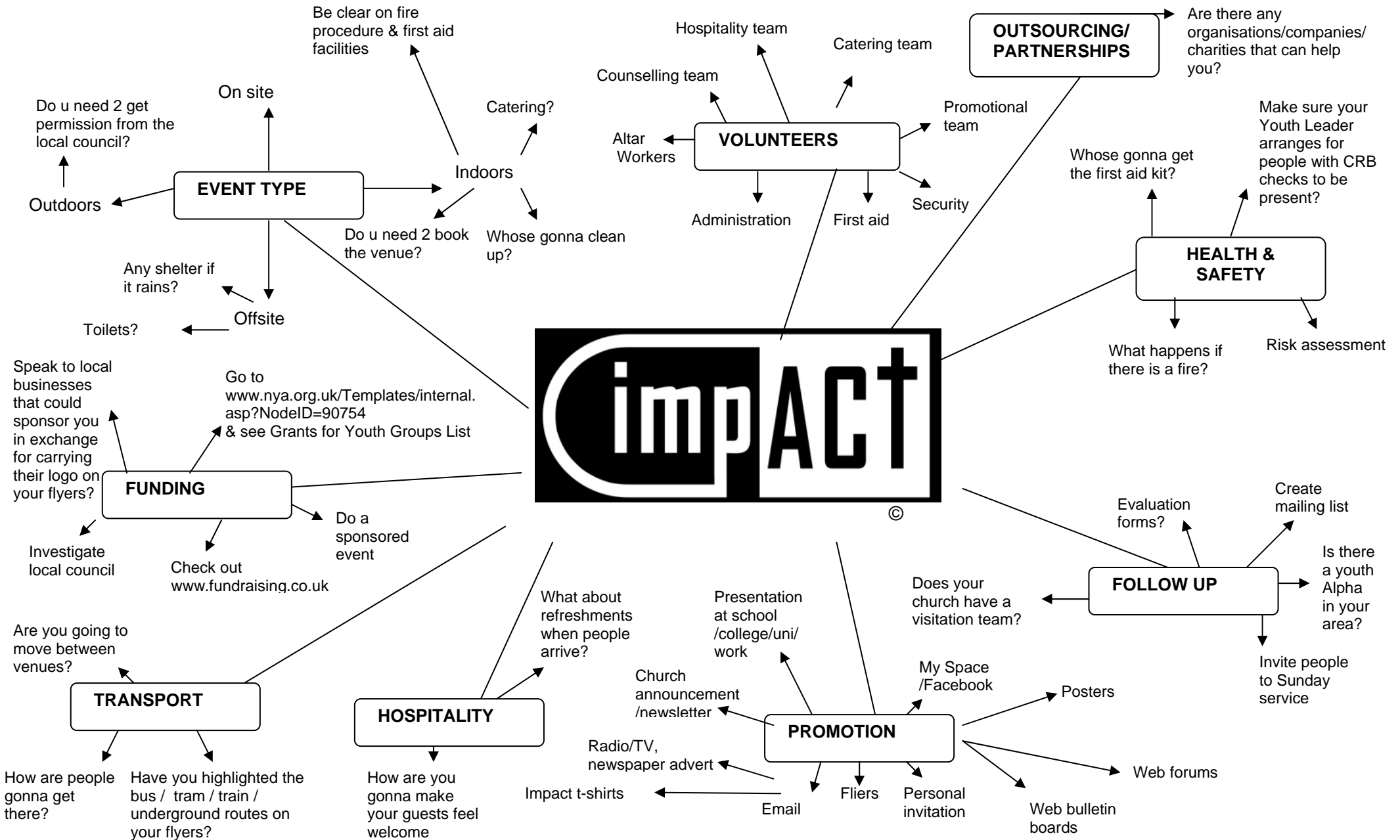
## Youth

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  - Have a look at the diagram below to see if you've missed anything...**



## 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

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

1. **NTCG Child Protection Policy, 24<sup>th</sup> March 2007**  
*Includes the following:*  
*Consent Form for Activities and Day Visits Form (Form 5)*  
*Accident and Incident Form (Form 6)*
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](http://www.ntcg.org.uk/youth) under the heading 'Resources'*
4. Youthwork (magazine), [www.youthwork.co.uk](http://www.youthwork.co.uk)
5. Worth Doing Well, [www.mayc.info](http://www.mayc.info), ISBN 1-85852-233-1
6. Step by Step, [www.mayc.info](http://www.mayc.info)
7. Working With Young People, 6<sup>th</sup> Ed, 2005, ISBN 0 946109 46 X
8. [www.extremegen.org](http://www.extremegen.org)
9. [www.urbansaints.org](http://www.urbansaints.org)
10. [www.drugscope.org.uk](http://www.drugscope.org.uk)
11. [www.youthspecialties.com](http://www.youthspecialties.com)
12. [www.essential-truth.org](http://www.essential-truth.org)
13. [www.christiananswers.net](http://www.christiananswers.net)
14. [www.yfc.co.uk](http://www.yfc.co.uk)
15. [web.energize.uk.net](http://web.energize.uk.net)
16. [www.ywam-england.com](http://www.ywam-england.com)
17. [www.youthspecialties.com](http://www.youthspecialties.com)
18. [www.ccpas.co.uk](http://www.ccpas.co.uk)
19. [www.ncvys.org.uk](http://www.ncvys.org.uk)
20. [www.nya.org.uk](http://www.nya.org.uk)
21. [www.churchdramatools.com](http://www.churchdramatools.com)
22. [www.message.org.uk/downloads/HOPE08PUBLICATION.pdf](http://www.message.org.uk/downloads/HOPE08PUBLICATION.pdf)
23. [www.pccp.info/cpuk/index.php](http://www.pccp.info/cpuk/index.php)
24. [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)
25. [www.girlsbrigadeew.org.uk](http://www.girlsbrigadeew.org.uk)

## National Prayer Strategy

Month	Scripture reference	Strategic Prayer Point	Focus Area
<b>June</b>	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  event
<b>July</b>	Jeremiah 1: 5-7	Pray for young people involved in delivering  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  in their churches
<b>August</b>	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
<b>September</b>	John 15:16	Gives prayers of thanksgiving for the souls saved under the  ministry – Rejoice and declare the victory	And it shall come to pass; young lives will come to know Christ as their personal saviour

## Appendices

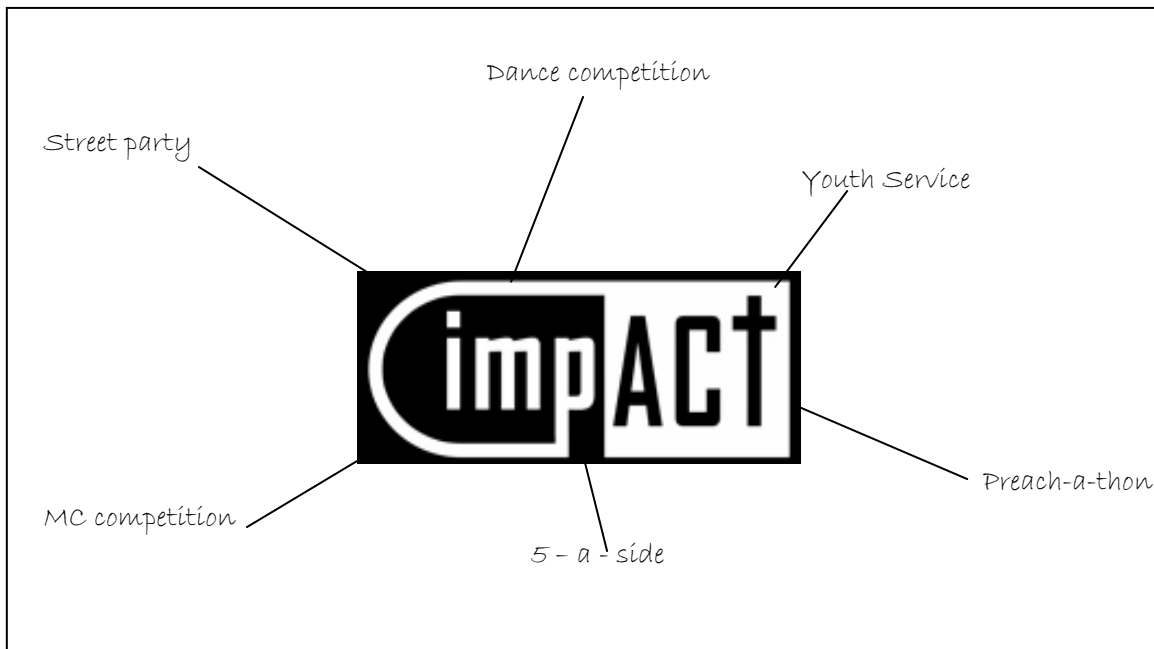
The appendices that follow contain useful information and templates to get you started. Working together as a team will ensure that your efforts are far more significant and enjoyable. Remember that you don't have to do it all yourself; there are many people that can help in all sorts of ways.

## 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 *15th September 2007*

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

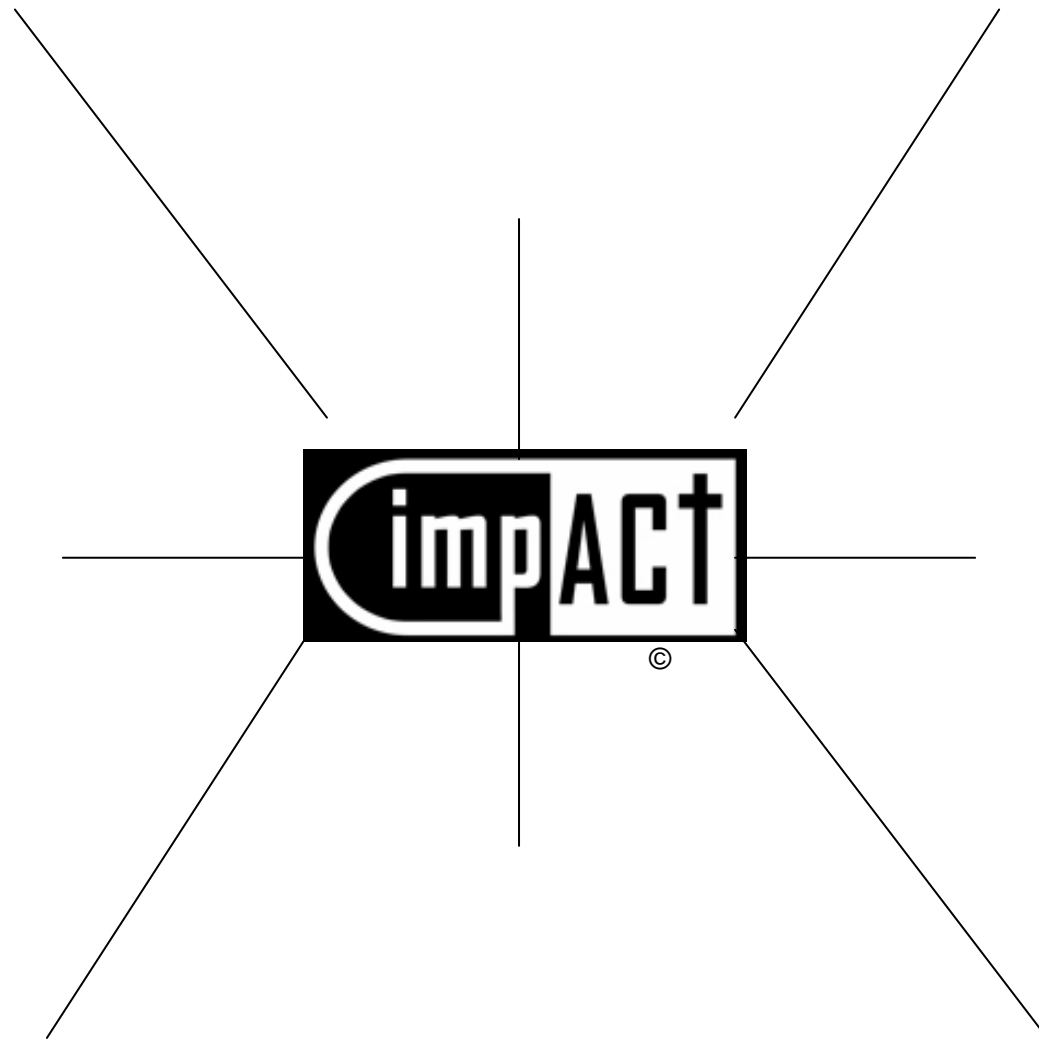
1 *Crèche*

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 790254** or post to **IMPACT Event, NTCG Youth and CE Department, The Main House, Overstone Park, Northampton, NN6 0AD.**

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

Likelihood	Consequence				
	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
	<b>Low Priority</b>	<b>Urgent Priority</b>	<b>Immediate Action Prohibition</b>		

***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 (*Form 6, NTCG Child Protection Policy, 24<sup>th</sup> March 2007*).

## 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



# t-shirts



**Friday 12th or Saturday 13th September 2008**

*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, Main House, Overstone, Northampton, NN6 0AD, England.

First name . . . . .

Surname . . . . .

Address . . . . .

. . . . . Postcode . . . . .

Church & District . . . . .

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

Telephone number . . . . .

*Please complete the table below*

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

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 492671. Do not send cash through the post.