

# Young Leaders Scheme

Northampton Methodist District

## Expression of Interest Pack



# 2020/21

**Ollie McAllister (Young Leaders Scheme Coordinator)**

**07908 740188**

**[oliver.mcallister@northamptonmethodistdistrict.org.uk](mailto:oliver.mcallister@northamptonmethodistdistrict.org.uk)**

**Jill Marsh (District Mission Enabler)**

**07745 020597**

**[jill.marsh@methodist.org.uk](mailto:jill.marsh@methodist.org.uk)**

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# What is the Young Leaders Scheme?

## An Introduction to the Scheme

The Young Leaders Scheme is a programme that provides the opportunity for those who are 16-23 years old, to be employed by their Church or Circuit for a minimum of three hours per week. This employment could, among other things, involve doing youth work, children's work, running a café, supporting the elderly, developing social media or getting involved with a gardening project. We are extremely flexible on what your project could cover. The project would be developed in conversation between the Young Leader, the Young Leaders Scheme Coordinator and your church or circuit.

As well as getting involved with a local project, the Young Leader will be expected to attend three away days throughout the year (which will be paid time). These away days will be an opportunity for young leaders to get to know each other, to support others on the team, to explore what it means to be a leader, and to explore faith together.

## How to Recruit

In terms of recruiting a young person for the scheme, you would need to advertise the position or the project. For example, on your newsletter, church notice board or website.

## Is the Young Leaders Scheme right for your church or circuit?

Do you have a project in your church or circuit that is an opportunity for a young person or young adult to get involved with? Or have the desire to launch a new project?

Do you know someone who is aged between 16 and 23 years old who you could encourage to join the Young Leaders Scheme? Do you want to advertise for a young leader to work within your church or circuit?

**Document(s) Created by:** Ollie McAllister, Young Leaders Scheme Coordinator

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## **How can you get involved?**

If you are interested in getting involved with the Young Leaders Scheme or wish to explore further then please do get in contact with the Young Leaders Scheme Coordinator, Ollie McAllister or the District Mission Enabler, Jill Marsh.

**Ollie McAllister,**

**07908 740188**

**[oliver.mcallister@northamptonmethodistdistrict.org.uk](mailto:oliver.mcallister@northamptonmethodistdistrict.org.uk)**

**Jill Marsh,**

**07745 020597**

**[jill.marsh@methodist.org.uk](mailto:jill.marsh@methodist.org.uk)**

# Young Leaders Scheme, Northampton Methodist District Expectations

Listed below, are the Young Leaders Scheme, Northampton Methodist District's Expectations:

1. All Young Leaders, will be paid the same amount per hour across the district, regardless of job roles, or age.
2. All Young Leaders, 16 – 23 year olds, will be paid at the same salary level, based on the 'real living wage', currently £9.30 per hour<sup>1</sup>.
3. All Young Leaders will also be paid for 6 hours of their time per Away Day.
4. A Young Leaders Scheme project at the model of 3 hours per week for one year, requires a basic cost of £1798.20. However, we ask that you consider local expenses on top of this and therefore reserve a total of £2000. Ultimately, the final cost of your project will be based on the style of your project. We ask that you reserve a minimum total of £2000. See 'Costings' on page 9 and 10.
5. The Circuit will be the Employer for the Young Leader but support can be given by the District in setting up and in the length of this employment.
6. Usually, the project starts with the Young Leader and their church or circuit and involves matching their gifts, skills and passion to the churches needs or mission. The YLS recognises that young people and young adults can have a calling to serve and serve in a specific way. With all of this in mind, the Young Leaders Scheme team generally expects a 'person-centred', rather than a 'project-centred' approach.
7. A young leader can do more than the suggested 3 hours per week, however this must be decided between the Young Leader, the YLS Coordinator, and the circuit. This decision will be made and agreed before the beginning of the employment. The funding must also be agreed and secured before the placement is advertised and before the start date.
8. The start and finish date must be decided between the young leader, the YLS Coordinator, and the circuit.
9. Where a church or circuit has a Young Leader, or Young Leaders, in mind but is not confident about funding, the YLS Coordinator can be approached to support you with exploring options.

10. Enabling the Young Leaders to empower others is important to the scheme, therefore support from the church and circuit is essential. The scheme must be well supported by the church or circuit, as well as the District, to ensure the Young Leaders are mentored and guided throughout.
11. In the light of 10 (above) each circuit will need to provide a local Project Enabler, who will support the Young Leader. If your circuit is struggling to provide this person please discuss this with the YLS Coordinator.
12. It is mandatory for the Young Leaders to take part in the Away Days as this allows time for the Young Leaders to build relationships, explore leadership, grow in faith and develop individual gifts. However, if there is a reason why the Young Leader cannot complete an away day for any reason, they should get in contact with the Church or Circuit, who can then discuss with the YLS team, the best way forward.
13. The Church or Circuit where a young leaders is based, is expected to pay for travel expenses, to enable the young leader to attend the YLS events, including an Induction, Away Days and Celebration Service.
14. The Church or Circuit where a young leader is based, is expected to pay for all local expenses, to ensure that the young leader is able to support their chosen project. This includes travel expenses as well as other resources. This is an agreement that will be made between the Young Leader, the Church or Circuit and the YLS Coordinator.
15. A risk assessment will be produced by the church or circuit to accompany each placement, before the placement is advertised or agreed. Again, support will be given in producing this.
16. For young leaders under the age of eighteen, a second adult will always be copied into email correspondence. Please contact Jill Marsh (District Mission Enabler, [jill.marsh@methodist.org.uk](mailto:jill.marsh@methodist.org.uk)) if you notice that this is not the case at any point. Thank you.

Young Leaders Scheme Coordinator, Ollie McAllister  
District Mission Enabler, Jill Marsh

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<sup>1</sup>Living Wage Foundation (2020). Real Living Wage. April 2020. Available from: <https://www.livingwage.org.uk/what-real-living-wage> [Accessed 13/5/2020].

# The Process

If the Young Leaders Scheme is something that your church or circuit is interested in, we suggest following the process below, to ensure that the placement is considered and appropriate, as well as ensuring it can be created as effectively and efficiently as possible.

## Step One: Initial Conversations

- Phone calls / emails with your church or circuit and the Young Leaders Scheme team will take place to express and discuss initial interest in the scheme.
- An opportunity to arrange a face to face meeting whereby the Young Leaders Scheme Coordinator can come and visit your church or circuit.

## Step Two: First Meeting

- A face to face meeting for those in the circuit who showed interest in the scheme. These individuals would potentially help to put the scheme into place. However, the meeting would be open for everyone involved to attend, (this could include Youth Leaders, Ministers, Superintendents, and/or potential Young Leaders).
- This would be an opportunity to discuss the logistics of the scheme, ensure specifics have been explored and made clear, and to ensure that funding is (or can be) agreed.
- This meeting would also include envisioning the scheme within your church or circuit and exploring what that may look in your own context.

## Step Three: Second Meeting<sup>1</sup>

- A face to face meeting specifically for the potential Young Leader(s) from the church or circuit. However, the meeting would be open for everyone involved to attend, (this could again include Youth Leaders, Ministers, Superintendents or other appropriate supportive individuals).
- This would be an opportunity to give the potential Young Leader(s) a feel for potential activities, a chance to explore the faith and vocational side of the scheme, as well as discuss the practicalities of their particular project.
- This meeting will also include development of ideas about the scheme within your church or circuit, imagining the potential for the lives of the Young Leader(s) and exploring what that may look like for them personally.

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<sup>1</sup> Where possible the first and second meetings could take place on the same date to help with our travel expenses and environmental impact.

### **Step Four: Next Steps**

- While arranging Steps 1 – 3 above please complete and return the Expression of Interest form (see page 12 and 13 below). This must be accompanied by the Contact Permission Form (see page 14 and 15) and the Data Consent Form (see page 16 and 17 below). These forms must be completed and returned otherwise we will not be able to contact you!

Please note, in light of the COVID-19 pandemic, face to face meetings will be replaced with virtual meetings via zoom.



# Young Leaders Scheme Costings

Below is a breakdown of the costings that your Church or Circuit would need to commit to paying.

Item		Cost
<b>Salary Specifics</b>	Salary at £9.30 per hour <sup>1</sup> , 3 hours per week x 52 weeks	£1450.80
	National Insurance	£0
	Auto Enrolment (should not be payable)	£0
	Additional Cost re Payroll Bureau	£0
<b>Away Days</b>	Additional Salary for the Away Days (6 hours per day x 3 away days)	£167.40
	Travel Costs (£25 per away day on average, all away day locations will be within Northampton Methodist District)	£75
<b>Induction</b>	Salary (unpaid but essential that young leaders attend)	£0
<b>Celebration Service</b>	Salary (unpaid but all Young Leaders will be invited to the event, and have an opportunity to share their year as a Young Leader)	£0
	Travel Costs	£25
<b>Young Leaders Scheme Clothing</b>	Hoodie/ T-Shirt	£40
<b>DBS</b>	Enhanced DBS Check	£40
<b>Basic Cost</b>		<b>£1798.20<sup>2</sup></b>
<b>Basic Cost + Minimum Local Expenses</b>		<b>£2000<sup>3</sup></b>

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<sup>1</sup>Living Wage Foundation (2020). Real Living Wage. April 2020. Available from:  
<https://www.livingwage.org.uk/what-real-living-wage> [Accessed 13/5/2020].

<sup>2</sup>this cost is **not** the total cost for the entire year, as it does **not** take into account local expenses, such as travel expenses and other resources to enable the young leader to support the agreed project

<sup>3</sup>Please also note, local expenses will also need to be paid by the Church or Circuit. This includes travel expenses and other resources to enable the young leader to support the agreed project. Therefore, the 'Total Cost' is the basic cost of £1798.20 plus local expenses for your project work. We advise that you agree and set aside a **minimum total of £2000**.

## Key Dates

Please see below, a list of key dates that will be a part of the Young Leaders Scheme 2020/21 year.

### Away Days

For the 2020/21 academic year, there will be three Away Days, that the young leader is expected to attend. These will take place on Saturdays between September 2020 and August 2021. The locations of the Away Days will be confirmed at a later date, they will all be within the Northampton Methodist District.

The three away days will be an opportunity to spend time with other 16 to 23 year olds from around the District. There will be an opportunity to explore faith, leadership and vocation, as well as share fellowship together.

### Celebration Service

At the end of the 2020/21 academic year, there will be a Celebration Service that your young leader and Circuit will be invited to. This will take place on a Sunday in the summer months of the academic year. The location of the Celebration Service is to be confirmed, it will be within the Northampton Methodist District.

This will be opportunity to celebrate the Young Leaders Scheme, as well come together as a District, and share and celebrate young leadership.

# Young Leaders Scheme Expression of Interest Form

Firstly, thank you for showing initial interest in the Young Leaders Scheme, please complete this 'Expression of Interest' form, so we can explore the next steps together.

From the following options, please circle the option most appropriate.

I am interested in exploring whether [ I / my church / my circuit ] would be able to participate in the Young Leaders Scheme as a [ participant / church / circuit ]. Please keep me informed about this year's application process.

<b>Name</b>	
<b>Contact Number</b>	
<b>Email Address</b>	
<b>Postal Address</b>	
<b>Church</b>	
<b>Circuit</b>	
<b>Age*</b>	

\*(only fill out age if showing interest as a potential young leader)

Thank you for taking the time to fill out this form.

If you are happy to be contacted further by the Young Leaders Scheme, please tick the following box.

# How to Return the 'Expression of Interest' Form

## **Return by email to,**

Ollie McAllister (Young Leaders Scheme Coordinator)

[oliver.mcallister@northamptonmethodistdistrict.org.uk](mailto:oliver.mcallister@northamptonmethodistdistrict.org.uk)

Jill Marsh (Northampton Methodist District, Mission Enabler)

[jill.marsh@methodist.org.uk](mailto:jill.marsh@methodist.org.uk)

## **Or by post to,**

Young Leaders Scheme  
Northampton Methodist District Office  
Bouverie Court  
6 The Lakes  
Bedford Road  
Northampton  
NN4 7YD

Please note, District Office is currently closed due to COVID-19, employees are working from home until further notice. Therefore, please return the form via email or contact Ollie McAllister to define an alternative method.



# Young Leaders Scheme, Contact Permission Form

Firstly, thank you for showing initial interest in the Young Leaders Scheme, please complete this 'Contact Permission Form', so we can explore the next steps together.

You will only need to complete **either** Part One or Part Two, depending on the age of the potential Young Leader.

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## Part One

As a potential young leader under the age of eighteen, we ask your parent/ guardian to complete the following details.

As **parent/ guardian**, I *\*insert name\** give permission for the Young Leaders Scheme to contact my *\*insert name\** under the agreement of the 'Young Leaders Scheme Communication Guidelines'.

I give permission for the Young Leaders Scheme to contact my [ **son/daughter/other** ] through the means that I have agreed on the 'Young Leaders Scheme Data Consent Form'<sup>1</sup>.

**Print Name:**

**Date:**

**Signature of Parent/ Guardian:**

We ask that the young leader completes the following details.

As a potential young leader, I *\*insert name\** give permission *\*insert name of parent/guardian\** to be my representing parent or guardian.

**Print Name:**

**Date:**

**Signature of Potential Young Leader:**

\_\_\_\_\_

<sup>1</sup>Please note, this form is to be completed alongside the 'Young Leaders Scheme Data Consent Form' so that we can also determine your preferred method of contact.



**Part Two**

As a potential young leader eighteen years of age or over, we ask that you complete the following details.

I *\*insert name\** give permission for the Young Leaders Scheme to contact me through the means that I have agreed to on the 'Young Leaders Scheme Data Consent Form'<sup>1</sup>.

**Print Name:**

**Date:**

**Signature of Potential Young Leader:**

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Thank you for taking the time to fill out this form.

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<sup>1</sup>Please note, this form is to be completed alongside the 'Young Leaders Scheme Data Consent Form' so that we can also determine your preferred method of contact.



# Young Leaders Scheme Data Consent Form

Under the General Data Protection Regulation (GDPR) effective from 25<sup>th</sup> May 2018, there are occasions when the Northampton Methodist District is required to obtain your explicit consent to use your personal data. Personal data includes your name, address, telephone number and email address. Your personal data may be stored as paper copy and/or electronically.

The District would like to store and use your personal data, where relevant, to include in:

- **Email circulation groups** - It helps our administrators to have email circulation groups for office holders. Emails will be sent as 'blind carbon copy' so that other recipients cannot see your details.
- **Information Shared with the Connexional ONE Programme Team** - Details of some office holders may be shared with the Connexional Team so that they can contact you with information relevant to your role.

**Please complete and return the following to the District Office as soon as possible** by returning this document by email, or by posting it to the address below.

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**I give my consent to the Northampton Methodist District holding the following personal data:**

<b>Name</b>	
<b>Postal Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	





**I also consent to this data being used as indicated below** - please tick each box to indicate that you give consent for your data to be used in this way. Leave blank any box where you do not give consent for your data to be used:

	<b>Email Groups</b>	<b>Connexional ONE Programme Team</b>
<b>Home Address</b>		
<b>SMS Text Message</b>		
<b>Phone Call</b>		
<b>Email Address</b>		



You can change your preferences or withdraw consent for your data to be used by contacting the District Office. Changes will be made as soon as possible. We are required by law to share some information about you, for example with Payroll for District employees.

This form will be retained to make sure that we follow your instructions. Your personal data will be kept until the end of the connexional year during which you stop holding office in the District

**Northampton Methodist District Office**

Bouverie Court, 6 The Lakes, Bedford Road, Northampton NN4 7YD

01604 630128



northampton.distoffice@gmail.com

[www.northamptonmethodistdistrict.org.uk](http://www.northamptonmethodistdistrict.org.uk)

## What Happens Next?

Once you have filled out the;

- 'Expression of Interest Form'
- 'Contact Permission Form'
- 'Data Use Consent Form'

and these documents have been returned. The YLS Coordinator will then be in touch, and arrangements can be made towards potentially having a Young Leader(s) in your Church or Circuit.

In the meantime, within your Church and Circuit, everyone can begin to pray about the Scheme and how it might practically work for your Church or Circuit.

If you choose to proceed with this venture, the Young Leaders Scheme Coordinator will send you the 'Registration Pack'.

Thank you once again, for taking the time to read through this pack, and filling out the relevant forms, you will hear from us soon. We are excited to explore the Scheme in your Church or Circuit further.

Young Leaders Scheme Team

Ollie McAllister (Young Leaders Scheme Coordinator)

Jill Marsh (Northampton Methodist District Mission Enabler)