



**YORKSHIRE WEST DISTRICT
APPLICATION PACK 2022/23**



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Thank you for expressing an interest in the ONE Opportunity Programme.

The ONE Opportunity Programme gives young people aged 16-23 years the opportunity to be involved on a part-time basis in the development of the mission and ministry of their local church. It offers a salaried position of 3 hours per week (on average) on a one year project that will enhance the life and mission of the church and enable the participant to work out their discipleship in new ways. Up to 13 participants will be funded across the district. Alongside their paid hours, all the participants are expected to be available to attend an induction day and three residential weekends with the district during the year, as part of their commitment, which will enable them to be part of a community of young people learning and reflecting together.

The ONE Opportunity Programme has a major focus on discipleship and relationship building rather than simply being task focussed. It aims to encourage the development of the participants, but also aims to influence the adults who come alongside them, as well as the wider church community. The participants are supported by a district team who are open to explore their own spiritual journey alongside the young people.

Each participant is also part of a local team with a project enabler and a mentor. Project enablers are expected to support, guide and encourage the participant in their project. They also help liaise between the church and the young person and between the district team and the church. The mentor's role is to walk alongside the participant to help them develop in their personal journey and discipleship; allowing time for reflection on the project, the residential weekends, their faith and anything else they wish to discuss and share.

This pack contains:

- General information about the Programme page 3
- A step by step guide to developing projects page 6
- A timetable for the application process page 10
- List of programme dates for 2022-23 page 11
- Example ONE Opportunity job description page 12
- Role profile for Project Enabler page 15
- ONE Opportunity person specification page 17
- Project selection guidance page 19
- Methodist Priorities – Our Calling page 20

A separate document will be supplied with this pack that has the application form for the applicant and the church to complete together



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ONE Opportunity Programme: General Information

PROJECT REQUIREMENTS

The participant's project should be part of the mission and life of a local Methodist church. Whatever form it takes, the project needs to have sufficient infrastructure to support the participant.

Our application form is designed so that it can only be completed by a church and a prospective participant (intern) together, matching the needs of the local church community and the gifts of the young person. This form will tell us about the details of the project, its aims and objectives and the reasons you are applying to employ a ONE Opportunity intern. This should include the ways in which the project meets the selection criteria given (see page 17).

The form will ask the church to tell us about the applicant, and the gifts and skills that have been identified in them. It will also ask the prospective participant to tell us how they are being called to this project.

Here are some examples of previous projects that have been accepted onto the scheme:

- Developing student outreach and links between local church and university students
- Gathering the church and local community by offering food and hospitality
- Developing the use of technology in church e.g. websites, social media, worship presentations etc
- Developing a church linked football team
- Setting up a Sunday afternoon café for people on their own
- Running a monthly prayer and craft session creating items to give to those in need
- Developing resources for various areas/topics e.g. Mental health, Sexual harassment and Methodism
- Running fundraising events for a local church building

THE COST OF A ONE Opportunity Participant (Intern)

The cost of having a participant in your church will be shared between the church, circuit and district.

The costs involved are:

- Intern's salary
- District co-ordinating team
- Travel expenses for training events
- Three training weekends
- Expenses incurred locally

The Yorkshire West District are paying for the interns' salaries, the expenses and salaries of the district co-ordinating team, a third of all weekend training costs and interns' travel expenses to and from training events.



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Local churches and circuits jointly cover the other two-thirds of the weekend training costs and any locally incurred expenses linked to the project (including costs of equipment and resources and any other expenses to fulfil the project locally).

The intern's training package enables them to meet and build relationships with other interns, and other young Methodists. Your local church, and circuit are requested to fund two thirds of this amount as set out below:

- £446 to be paid to Yorkshire West Methodist District [*financed between the local church and circuit*]
- £223 will be added to Yorkshire West Methodist District [*we will apply for this from the District Advance Fund on your behalf*]

Approvals for the local funding will need to be in place before the employment begins.



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TRAINING

Three residential retreat/training weekends will be provided for all interns. Attendance at these is a requirement of the position, reasonable travel expenses will be paid (see details on page 3).

COMMUNICATIONS

In order to build and maintain contact during the year, all the interns will be requested to join a closed Facebook group. This has proved an effective means of communication between our young people, and the group is monitored by the ONE Opportunity co-ordinating team. We also anticipate that the interns will freely exchange contact details with other members of the scheme to facilitate this sense of virtual community.

DISTRICT SUPPORT

The ONE Opportunity Programme District team consists of a coordinator, administrator and chaplain. They will support you through the application process and the year ahead. Currently, Amy Shephard, Mark Gowlett and Rob Drost occupy these roles respectively, however there are some staff changes within the programme, the new roles will be announced shortly.

FREQUENTLY ASKED QUESTIONS

What sort of work can an intern do?

Interns are expected to have a role that requires or could develop leadership in the mission and life of the church through their project. The role should match the gifts of the intern and the missional priorities of the church with reference to the selection criteria, see page 19 and Methodist Priorities see page 20.

How long does an intern work for?

Interns are contracted to work on average three hours a week within their local church project running from 1st September 2022 until 31st August 2023. Applicants need to bear in mind other commitments they may have at school/college or elsewhere. The best results come from interns who have this as their only job in the year. If a young person cannot commit to the hours expected it might be better to seek a volunteer role within the church for them.

Are interns expected to do anything else alongside these hours?

In addition to the three hours a week working on a local project, interns will meet regularly with their project enabler and mentor. Interns are required to attend an induction day and three residential retreat/training weekends throughout the year (as listed in the programme dates on page 11). These weekends are a gift to the intern and are outside of project hours. Interns are responsible for organising their own transport to all training weekends or district events although experience shows that lifts can often be shared which makes this less onerous than it sounds. Any reasonable travel expenses will be reimbursed.



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How much is an intern's salary? How is this organised?

Interns' salaries are paid at the Methodist living wage rate, (currently £9.90 per hour) monthly, as long as they successfully complete a three-month probationary period and continue to fulfil their obligations under the scheme.

Yorkshire West Methodist District will be the official employer and payroll administrator.

Any expenses incurred through the individual project (e.g. materials for children's crafts, new AV equipment etc) will need to be covered by the local church or circuit.

How is an intern managed?

Each intern will require a church support team based in their local church/circuit. This will be made up of the minister (or designated church leader), a project enabler and a mentor. The project enabler needs to be identified during the application process while the mentor will be discerned by the end of September 2022.

What does a project enabler do?

The project enabler along with the minister and intern will agree goals and expectations in the form of a job description prior to the scheme starting. The project enabler should attend the induction day on Saturday 17th September 2022 (venue TBC) along with their intern. The project enabler will then offer regular (monthly) management support during the year to discuss the project and set goals for future work, liaising with the district team as necessary. (for more details see Project Enabler job description on page 15)

What does a mentor do?

Experience has shown that the interns who gain most from this scheme are those who have been able to meet monthly with a spiritual mentor to talk about what they are learning and experiencing. These monthly meetings will offer regular opportunities for reflection and conversation about life, faith and other issues. The ONE Opportunity District team will offer guidance in the selection of a spiritual mentor at the induction day in September and will provide mentoring materials for use in the monthly meetings and on-going support for the role.

Who does the intern report to during the year?

Each intern will be asked to produce regular reports on their project and these will be shared with the local project enabler and the ONE Opportunity District team. The Project Enabler will act as Line Manager for the intern.



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Step by step guide to developing a ONE Opportunity Programme Project

A QUICK CHECKLIST (prior to application)

- Prospective intern is aged between 16 & 23 on the 1st September 2022
- Discern skills, passion and interests of your prospective intern, and help them identify a project to develop and utilise these
- Speak with the ONE Opportunity District coordinating team who can advise you
- Check the project against the project guidance (page 19)
- Identify a Project Enabler (see role profile page 15)
- Seek church and circuit approvals (this may include a presentation from the young person)
- Prospective intern and project enabler/minister to complete the application form together
- Send the completed application form to Amy Shephard at onecoordinator@ywmethodist.org.uk before 30 June 2022.

A QUICK CHECKLIST (after acceptance onto the Programme)

- Work with your intern to prepare a specific job description and project description and share with ONE Opportunity Programme District team
- Gain DBS (Disclosure and Barring Service) check if needed
- Complete a risk assessment of your intern's working environment
- Intern and Project Enabler attend induction day on Saturday 17th September 2022
- Support the intern to identify a mentor following the induction day.

THE STEPS TO TAKE (prior to application)

1. Identify the Young Person

The participant is at the centre of the Programme so it is essential that you identify a young person who would benefit from participating. We expect that they will already have a connection to your local church. They should be between 16 and 23 years of age on the 1st of September 2022. You may like to consider a young person who may benefit from connecting with other young people as they may learn and grow in faith through sharing with other interns. While they do not have to be a Methodist, or even yet a committed Christian, they do need to be sympathetic with the aims of the Methodist Church and comfortable being in the company of Christians, willing to explore their own faith position, and fully participate in our training/retreat weekends. A generic person specification for an intern is included in this pack which you may find useful to refer to. (see page 17).

2. Identify a Project

Once you have identified a possible participant, the next step is to discern their skills, passions and interests and work with them to develop a possible project. The project should use the young person's



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existing skills, but also offer them some scope for development of new skills, or expansion of their existing skills. The project should meet a real need of your local church or community.

3. Seek Advice

We would strongly recommend that you talk to the ONE Opportunity Programme District team as soon as you are able, so that we can advise you on forming your project and creating the application. We would very much like to meet face to face with church teams and individual applicants prior to the application being made, so we can ensure that all concerned are aware of the commitments and expectations.

4. Check the Project Meets Missional Priorities

The project is expected to be of value to your church community. The project should be measurable against Methodism's missional priorities in the same way as any other project. The project should also aim to include a level of leadership for the intern that increases across the year, for example, progressing from helping with youth group discussion sessions to actually preparing and leading such sessions, or leading a team of church volunteers to plan and run Messy Church every month. Research has shown that meaningful, intergenerational relationships within teams contributes to lifelong faith. A guidance list of selection criteria can be found on page 19 and Methodist Priorities on page 20 of this document.

5. Identify a support structure

You will also need to identify a local project enabler, who can offer support and guidance during the year through regular/monthly meetings. In due course a spiritual mentor also needs to be identified who will assist the young person with their personal and spiritual development through on-going reflection during the year at regular meetings. We will provide guidance to assist you in the choice of spiritual mentor at the induction day.

6. Gain church and circuit approval

The project needs to be approved and owned by the local church, the circuit leadership team, and ideally the circuit. We recommend the applicant is helped to prepare a 5-10 minute presentation of their project proposal to take to their church council and/or circuit meeting. We realise this can take time, so please plan ahead to ensure opportunities aren't missed.

You will also need to seek both local church and circuit funding, sharing the combined amount of £446 per intern between church and circuit as appropriate. District will meet the remaining training costs.

7. Complete An Application Form

Both the applicant and the local church team should complete their sections of the application form before getting the Minister and Project Enabler to complete the declaration sections. The form should then be sent to Amy Shephard by email to onecoordinator@ywmethodist.org.uk before 30 June 2022.



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8. Prepare the Young Person to have a conversation with a member of the ONE Opportunity District team

The applicant needs to be ready to have a conversation with a member of the District team to discuss the project and the application. This might be face to face or on Zoom, and may be used as part of the selection process if the Programme is over-subscribed. Applicants will be notified within a month of their application being submitted if they have been selected to join the Programme.

THE STEPS TO TAKE (after acceptance onto the Programme)

Work with the intern to create a detailed job description and use this to create a project plan/outline with goals and dates identified. The church team will need to apply for an enhanced DBS (Disclosure and Barring Service) disclosure for the intern if this is required by your project and we recommend you speak to your Safeguarding Officer about the role and any other training that might be needed. As a church team you must complete a risk assessment of your intern's working environment.

THE STEPS TO TAKE (once employment has begun)

As a church team you are responsible for making sure that regular communication occurs between you, the intern and the district coordinating team. This will involve regular meetings between the project enabler and the intern, regular mentor sessions between the intern and their mentor and regular project reports from the intern to the district coordinating team.

The interns are required to complete a three-month probationary period. At the end of this time the church team will be expected to provide a report to confirm that the intern is suitable for the position and has satisfactorily completed this three-month probationary period or that the probationary period needs to be extended.

As the church team you will be expected to complete an 'End of Project' report when the intern has completed their time with you to reflect on how the project has benefitted the intern and the community. The ONE Opportunity Programme is a one-year commitment to that specific intern. If you wish to have another intern in your church in the following year you will need to go through the application process afresh with that applicant. If you wish to continue any initiatives that have been started during the ONE Opportunity year you will need to discern how this can be accomplished in your own church,.



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Timetable for Applications

30 June 2022	Deadline for application forms to be submitted.
Pre-summer church councils/circuit meetings	Approval for local schemes/finances/project enabler appointed
Friday 31st July 2022	All paperwork in place
Saturday 1st September 2022	Interns in post and beginning project
After Saturday 17th September 2022	Mentor identified and brought into the project

Prior to completing your application, we would urge you to contact a member of the ONE Opportunity District team (see information on page 5) so that we might advise you on the process. Ideally, we will try and arrange a face to face meeting with you (in person or over Zoom), so that we can ensure everyone is aware of what is required.



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Programme Dates for 2022/23

Saturday 17 th September 2022	Induction Day, venue TBC
Fri 30 th Sept – Sunday 2 nd Oct 2022	1 st Residential – 3Generate, Methodist Youth Assembly, Birmingham NEC
Fri 3 rd -5 th February 2023	2 nd Residential – Joint Yorkshire Plus Region, Emmaus Centre, Scarborough
Fri 14 th -16 th April 2023	3 rd Residential – District Youth Weekend, Venue TBC

The above dates are a mandatory part of the scheme, and we expect arrangements will be made to enable attendance. If there is a reason why this cannot be achieved prior to the application, then please speak with us.

We expect interns to make their own way to the above weekend training events, although we make every effort to coordinate transport between us. Mileage or reasonable receipted travel costs will be reimbursed. The cost of accommodation/food etc. is borne by the scheme.



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Example Job Description for student outreach project

This is offered here as a guide to what a final job description might look like for your ONE Opportunity project, it hopefully gives you an idea of the sort of things you will need to consider when planning a project and working with your young person.

NAME AND AGE OF PARTICIPANT		xxxxxx (aged 21)
LOCATION OF PROJECT		xxxxx LEP
PROJECT OUTLINE		The aim of the project is to develop the student community at xxxxxx Church and to get students feeling more like a part of the church community as a whole. The project involves improving communication and social media presence, having services organised and led by students, and creating chances for people to socialise and get to know each other better.
RESPONSIBLE TO		District Co-ordinating Team and the local project enabler xxxx
RELATIONSHIPS		District Youth Participation Representative ONE Opportunity Programme District Team: Coordinator Administrator Presbyter Local Church Minister Rev xxxxx and leadership team Local Church Project Enabler – xxxxxxxx Local Church Mentor – TBA
ETHOS & WORKING STYLE		It is desirable that the intern embraces fully and advocates the ethos of the Methodist Church, as expressed through Our Calling and Priorities for the Methodist Church, together with the collaborative working style as expressed in Ways of Working. On a local level the intern is expected to embrace the ecumenical character of xxxxxx Church and to express through word and example that 'All Are Welcome' in the church family.
WORKING STYLE		The intern should, when the role commences, be part of xxxxxxxx Church, and also they will be expected to be a team member of the district ONE Opportunity Programme. To this end the intern will need to liaise with their local church and circuit as well as the District co-ordinating team in order fulfil the functions of the programme. This will entail being



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		accountable to the local church/circuit and the district Co-ordinating team for delivery of the agreed project.
PROJECT EXPECTATIONS		District Training and Development
		<ol style="list-style-type: none"> 1. To attend an induction day, on xxxx 2. To attend Residential training and team building weekends on xxxx 3. To provide a probably monthly written report on the progress of the project 4. To assist the district team in promoting the ONE Opportunity Programme within your local circuit and the district 5. To engage in discussion and sharing using social media (to be organised at the induction day) 6. To attend District events, where possible, including Synod and residential. 7. To read the mentoring book provided and complete a reflection journal during the year 8. To meet a mentor regularly for the duration of the project to discuss your reflections 9. To meet a project enabler regularly (monthly) to discuss progress and development of the project
PROJECT EXPECTATIONS		Local Project - 3 Hours Per Week
	-	<ul style="list-style-type: none"> - To actively welcome new students to xxxxx Church and help them find their place in the student church community - To formally introduce themselves to the congregation in the student welcome service on xxxxxxx - To represent xxxxxxx Church at the Christian Union church fair - To represent xxxxxxx Church at the weekly Sunday 'walking bus', helping new students to find their way to xxxxxxx Church - To organise and help deliver student-led services on [date], [date] and [date] - To organise and help deliver a student-led church picnic or other social event - To organise and help deliver a student-led fundraising event for xxxxxxx Church, such as a sponsored walk - To regularly attend the Tuesday morning staff prayers [8.30am] at [The Vicarage] - To attend the term-time Church Council meetings whenever possible - To guest-write a 'clergy letter' for the parish newsletter - To attend formal supervision meetings on [date] and [date]



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		<ul style="list-style-type: none"> - To present a report of their activities for the xxxxxx Church AGM - To start up and maintain a church presence on Twitter - To update the xxxxxx Church student information leaflet - To organise an ecumenical student church-swapping initiative - To organise a social activity for post-graduate students outside term time
TERMS & CONDITIONS		The employment will start September 1 st 2022 and end August 31 st 2023
HEALTH & SAFETY		The post holder will be subject to the Methodist Church's Health and Safety Policy.
EQUAL OPPORTUNITIES		The post holder will be subject to the Methodist Council's Equal Opportunities Policy.
EXPENSES		The participant will be paid a salary of the Living Wage rate, currently £9.90 per hour for 3 hours per week. No salary is paid for the training weekends, or for District/Youth synod.
HOURS		It is anticipated that the project will require on average 3 hours per week, but this may be worked flexibly within the agreed constraints of the project.
PROBATIONARY PERIOD		3 months. After this period, the project enabler will be expected to carry out a review to establish suitability.
DBS DISCLOSURE		This appointment will be made subject to a satisfactory Disclosure and Barring Service check where it is deemed necessary by the project requirements.



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ONE Opportunity Project Enabler Role Profile

General Context

The vision of the ONE Opportunity Programme is to encourage, recognise and reward the participation of young people in our church life and mission. It is our hope that as young people step forward to take leadership roles amongst us, there will be opportunities for personal growth and deepening discipleship in conjunction with the aims and objectives of each individual project.

We envisage a project enabler will come alongside a young person to help them to shine. Each intern will be supported by a local team consisting of a project enabler and a mentor. Each local team will be supported and guided through the year by the ONE Opportunity District team.

Specific expectations

With the support of the local minister and District team where necessary, project enablers will be expected to:

- Agree goals and expectations with the intern and minister for the project prior to the Programme starting on September 1st 2022.
- Facilitate the completion of a job description for the intern's project with reference to the submitted application form
- Identify if a DBS check is necessary under the requirements of the project
- Review the time commitment across the year with the intern and identify holidays and pressure points such as exam times. If the project allows, it may be helpful to plan hours so the church project work is reduced during these pressured times and increased at quieter times
- Meet regularly with the intern to offer management support and to discuss and set achievable short-term goals for future work in the project (minimum expectation is monthly meetings)
- Check that the intern is honouring their commitment to working hours – making sure that neither too few nor too many are undertaken
- Ensure good communication between the intern and the local church; managing expectations of the local church and making sure the intern has opportunities to keep the local church informed about the project
- Attend the induction day on 17th September 2022
- Identify after a three-month probationary period if the intern is suitable for the role as set out in the contract on employment and convey this to the District team, identifying any additional development or support needs.
- If the project appears to be failing or goals are not being met at any point, the district team will work with you to determine how we might reshape the project to affirm both the church's and intern's future success



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- Liaise with the District team over any contractual issues such as sickness absence
- Complete an evaluation form at the end of the intern's year

The District team will:

- Offer support to local teams throughout the year in whatever form they need it (email, telephone, visits) and be available to answer questions as they arise
- Keep local teams up to date with the content of the three residential weekend programmes and ongoing conversations with interns
- Supply an adaptable job description and a specific contract for each intern
- Organise payment of intern's salary
- Provide timesheet and travel expense pro-formas for use as required



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ONE Opportunity Intern Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. Education and Training	Willing to engage with training		application + informal discussion
	Be between 16 and 23 years of age at 1 September 2022.		application + documentary evidence
	Willing to provide reports on project through the year		application + informal discussion
	Willing to pursue personal spiritual development		application + informal discussion
	Able to keep adequate records of work, including time sheets and a reflection diary		Informal discussion
2. Proven ability	Willing to use a closed Facebook group		application + informal discussion
		Passionate about issues facing the world today	informal discussion
3. Special Knowledge and Skills	Able to engage people of a variety of ages and backgrounds		application + informal discussion
	Able to work in a team situation		application + informal discussion
	Good listening skills and a desire to understand others		application + informal discussion



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	Able to take the initiative		application + informal discussion
	Prepared to work some irregular hours, including overnight and weekends		Application + informal discussion
	Prepared to travel within the Yorkshire Plus Region for training		Application + informal discussion
		Able to present ideas to a group	application + informal discussion
		Good influencing and negotiating skills	informal discussion
		Has a basic understanding of the Methodist District Youth Participation Strategy	informal discussion
		Willing to explore their faith in the context of The Methodist Church	application
4. Project-specific requirements	Able to present an outline of the proposed project, with objectives and deliverables		application + informal discussion
	A proven ability to demonstrate skills relevant to the specific project outlined		application + informal discussion



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Project Selection Guidance

GUIDANCE FOR SELECTING APPLICANTS & PROJECTS FOR THE ONE Opportunity PROGRAMME 2018/19

There is funding for the employment of thirteen young people to become interns in the ONE Opportunity programme in 2022/23. Each applicant and their proposed project will be scored against agreed criteria by a district appointed team. The list of criteria below offers guidance on the specific areas which will be considered during the selection process. Please refer to these criteria, and where possible provide evidence to support them, when completing the Application Form.

The kind of projects we are likely to prioritise:

- Projects that are creative in meeting a genuine need in their context
- Projects that use skills unique to the young person within the church
- Projects that express the priorities of the Methodist Church (see page 20)
- Projects that encourage the local church to work in new ways, or in fresh expressions of church
- Projects that will challenge the intern to develop new skills, with a framework to support them
- Projects that have realistic objectives and purpose for the intern's work during the year
- Projects that encourage, value and understand the issues of involving young people in the life of the church
- Projects that encourage faith to be shared
- Projects that offer the intern some form of leadership/ownership, whether through driving the project, or working with others, particularly where this is intergenerational
- Projects that offer an opportunity to further the work within the local context beyond the one-year limits of this scheme
- Projects that will enhance the self-confidence of the intern, and also other young people within the church
- Projects that enable whole life discipleship.

If an application is unsuccessful the district coordinating team will be available to offer advice on how the young person may be developed in other ways.



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Methodist Priorities

THE CALLING OF THE METHODIST CHURCH

In partnership with others, wherever possible, the Methodist Church will concentrate its prayers, resources, imagination and commitments on this priority:

The calling of the Methodist Church is to respond to the gospel of God's love in Christ and to live out its discipleship in worship and mission.

It does this through: -

Worship; The Church exists to increase awareness of God's presence and to celebrate God's love

Learning and Caring; The Church exists to help people to grow and learn as Christians, through mutual support and care

Service; The Church exists to be a good neighbour to people in need and to challenge injustice

Evangelism; The Church exists to make more followers of Jesus Christ