



IMPACT

Jubilee Community Church

EAST GRINSTEAD 2016/17



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Here at Jubilee Community Church we run a gap year volunteer training course called Impact. Impact is for people who want to grow in their relationship with God by serving the local church. Primarily, Impact is a discipleship year, a year for trying new things, stepping out in faith and developing in understanding, gifting and character. If you are over 18 and up for all this, then Impact is for you!

Through Impact you have the opportunity to be a part of our ever-growing, lively and dynamic church in East Grinstead, joining in on our mission to grow in number, maturity and impact our community. You will be serving on the staff team, receiving regular training week to week from gifted leaders within the church and monthly as part of the New Ground Impact Training. You will have the opportunity to experience all areas of church life, step out in spiritual gifts and have opportunities to experience God and the church in new exciting ways.

This year, we are really excited to be offering **3** Impact places. There are a number of roles, which we would love to develop with the help of gifted, courageous and committed individuals. We recognise that individuals are different, so it will be a case of mixing one primary and secondary role to get the appropriate responsibilities assigned to each Impact volunteer that applies. Impacters will all be expected to take part in the general roles (see typical week plan).

Impact Roles:

General Church duties	Blaze (5-11 years)
Communications	Sparklers (0-4 years)
Worship	Glo Youth (11-18 years)
Centre Management	0-18's administration

If you would like to apply or find out more information about this year programme please get in contact with Sarah (sarah@jcceg.co.uk), our Impact leader. If you are interested and have not visited us before please get in touch, we'd love to host you here and show you round the Church and town.



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GENERAL INFORMATION

WHAT IS IMPACT?

Impact is a year programme that we have been running for 14 years, hosting lots of young (and older) men and women who want to spend a year serving the Church and growing in their relationship with God. Those who choose to do Impact here get to do lots of **theological study, receive training and development** in their chosen area and get **to exercise and grow in their skills and giftings**, as well as being exposed to wider areas of church life and trying new things. The year is primarily all about **discipleship**, it is **challenging** and **fun** but most importantly life changing!

Impact is year of growth in:

Understanding

Impact gives you clear, strong foundations in biblical theology. In 25 days' teaching in residential blocks spread over the year, you will:

- Learn from experienced and gifted teachers and leaders – people with practical experience as well as theological insight;
- Cover subjects from the doctrine of God to money, from the church to mission, from end times to leadership, and lots more;
- Enjoy interactive sessions with apostles, evangelists and church leaders;
- Ask lots of questions and learn from both teachers and fellow students;
- Grow in your knowledge of God!

Gifting

Serving and taking risks is the best way of developing the gifts God has given you. Based in a local church, you will have the chance to serve in numerous areas, including:

- Youth work, both with non-church and church teenagers;
- Music, workshop, dance and the visual arts;
- Kidz Klub, working with unchurched children and families;
- Evangelism;
- Schools work;
- Ministry to the poor;

- Student work;
- Cross-cultural mission, through an overseas trip to a church in the two-thirds world.

Character

God is more interested in character than understanding or even gifting! On Impact, you will grow in character through:

- One-to-one discipleship / mentoring throughout the year, within the local church;
- Exposure to leadership at all levels – local, regional and national events and conferences;
- Taking risks for God, practically, financially, and spiritually.

For more information check out <http://newgroundchurches.org/impact>

WHERE IS EAST GRINSTEAD?

East Grinstead is a small town in Sussex, half way between London and Brighton. It is a historic town famous for its Tudor houses and proximity to the Ashdown forest. East Grinstead has an unusually diverse range of religions and spiritual organisations for a town of its size which makes community outreach vital but challenging!

WHAT IS THE CHURCH LIKE?

Our Church is led by 5 Elders; Simon Elliott, Pete Benton, Dave Rowsell, Pete Cowley and Sam Orkar. We have around 500 members split over two Sunday morning services and see many visitors each week. Our church is all about growth in number, growth in maturity and reaching out to our community. We own a Community Centre which hosts lots of Community clubs and functions throughout the week as well as housing our own community outreach programmes including a Mothers and Toddlers group, Youth Club, Short mat bowls and other activities for the over 60s.

WHEN DOES THE COURSE START AND END?

Impact starts at the beginning of September each year and ends the week after we return from our Youth Camp, Newday at the end of August.

WHAT ABOUT COSTS?

The cost of doing Impact at Jubilee Community Church is £1,350 which is the New Ground Impact course fee. This pays for your 25 days of theological training at the Impact South base, accommodation for training, activities at the camp and a training week at Centre Parcs (part of

the 25 days) with all UK based Impacters. More information can be found about this on the New Ground Website.

You will also be given £240 per month by the Church which is intended to go towards your living expenses. If you are not already living within East Grinstead we can try to help you find accommodation with a family in the church but you will be expected to cover the costs of your accommodation and general living expenses (this varies depending on your host family).

Whilst it may seem that you receive very little pay for your hard work and this may prove difficult, Luke 16:10 promises us: "Whoever can be trusted with very little can also be trusted with much". The Impact year may appear hard at times when it comes to money, but if you can prove to be competent at budgeting with very little then when you earn lots it will be a doddle!

Approaching Impact you may feel like your finances are all totally in order or you may feel like they are out of control, either way, we encourage all our Impacters to attend a CAP money course at the beginning of the year and continue to have honest, accountable conversations about your money management with their Impact Leader or Discipler. As this is a discipleship year we would hate to see you struggling and we will do all we can to make sure that you are provided for.

Whilst you will be given days off we would discourage you from taking on other part time jobs as church working hours will need to be flexible and most importantly you will need rest from the action packed programme. However, we would be happy to talk about this if you feel that it is something that you want to or need to do.

WILL I RECEIVE DISCIPLESHIP?

As part of your year we ensure that you have someone to encourage you, challenge you and keep you accountable. Your discipler will hopefully be someone who's walk with God you admire, who you respect and who you feel open talking to. If you are part of the church already and have someone in mind we will try to make this happen otherwise your Impact Leader will work with you to find you an appropriate person. Ideally you'll meet with your discipler weekly, however sometimes fortnightly works better for everyone.

Your Impact Leader will also encourage you to set goals each term and will expect you to show these to your discipler so that they can support you as you try to attain them. The purpose of these goals are to push you slightly beyond your comfort zone and to develop your skills, faith levels and deeper your relationship with God. Goals are reviewed and new goals set each term in an end of term out of office review afternoon.

WHAT ABOUT TRAINING AND BIBLE STUDY?

New Ground Impact training takes place at Broadstone Warren, just outside East Grinstead where there are opportunities for learning, discipleship, outdoor activities and games as well as some fantastic evening workshops with some experienced leaders and speakers. Assignments/blog

entries will be set during training for you to do between your training blocks. More information about this can be found on the New Ground website.

As well as this your Impact Leader will ask various leaders and members of the church to come each week to speak to you about their specific area of gifting, testimony or a particular theological interest. This is a great opportunity for you to meet people you haven't met before, hear some inspirational stories and receive very direct and personalised teaching.

Each day you will be given a dedicated hour of study time, either to read a good Christian book, work on your assignments or study the bible. At the beginning of the year your Impact Leader will give you a recommended reading list compiled by the Elders and leaders of the church.

DO WE GET HOLIDAY?

You are entitled to 25 days of holiday over this year. If you want a day's holiday then it must be planned in advance and your requests will be checked against the Church calendar. Whilst holiday is fairly flexible you will be expected to attend all the key Church events and therefore this will need to be considered when booking holiday. Sundays are obviously busy and important days in the life of the church; we therefore request that you use no more than 4 of your days holiday on Sundays.

As Impact is a busy year, we encourage Impacters to look ahead and plan holiday strategically, if you can foresee a busy period, then be wise and plan some time off too, you will need time to relax and see friends and family.

WHAT DOES A TYPICAL WEEK LOOK LIKE?

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	Office	Office	Office	Free	Office	Free	Church
Afternoon	8am - 4pm	7am – 4pm	9am – 5pm	Free	11am – through to	Free	Free
Evening	Meetings/ worship practice/ Free	Community Group/ Free	Community Group/ Free	Free	Youth Club	Free	Prayer meeting/ Free

This is the rough plan of the week however it changes depending on the church calendar – some weeks will feel busier for example if there is meetings or a week of prayer. It is possible that there will be church events on Saturdays which you will be expected to attend and serve at however these are not regular. We expect our Impact volunteers to attend all prayer meetings and ministry

events specific to their gender or age as well as joining one of our Community Groups which generally meet on a Tuesday or Wednesday night.

Whilst in the office you will be primarily focussing on your chosen ministry area. You will be given roles and be responsible to the relevant ministry leader for your tasks. As not all our Ministry Leaders are on staff, your Impact Leader will ensure you know what you're doing, that you have enough work and not too much work and that you organise your time.

In addition to your Primary and Secondary areas of focus there are general roles, these may include:

- Setting up/packing down and helping at Friday night youth club,
- Setting up/packing down and helping at Little Stars (parent and toddler group)
- Attending Staff prayer and Lunch
- Front desk cover at the Community Centre
- Setting up and packing down from prayer meetings
- Office tidy
- Community Centre miscellaneous tasks
- Presenting school assemblies
- Helping at our over 60s group

WHO CAN DO IT AND HOW CAN I APPLY?

Anyone who is over 18 and a follower of Jesus can apply, there are no qualifications necessary however if you are keen to serve in a particular area we may be interested to know about your previous experience.

An Application Form can be found on the New Ground Website, completed along with an Elders Reference and returned to our Impact Leader, Sarah Wallis (sarah@jcceg.co.uk). You will then be contacted and asked to attend an interview. Due to the nature of all responsibilities, accepted applicants will be subject to DBS clearance. If you are applying from outside the UK you may need a visa.

IMPACT: COMMUNICATIONS

ABOUT THIS AREA

Our JCC Communications & Media Team is made up of volunteer creatives who serve us excellently by creating content for the various channels of communication. This team is co- led by Pete Benton and Hannah Baptist. Claire Beattie, our Church Administrator, does an amazing job at administrating some key communications tasks and channels.

JCC underwent a significant rebrand two years ago and has some detailed branding guidelines for design work *look and feel*, and language *tone of voice*.

WHO WE ARE LOOKING FOR

We are looking for someone who works who can join and work alongside our existing team. You will also need the motivation to carry out weekly tasks under the guidance of the branding guidelines and other creative team members. You will need some experience and expertise in video recording, production and editing, plus basic editing skills within media/design programmes. You will need a willingness to learn and a basic understanding of website maintenance.

WHAT WILL THE ROLE LOOK LIKE

The main tasks would be Admin, design work, video, visuals and maintaining the JCC website and social media. A more detailed job description will be available in September.

ABOUT THIS AREA

Lizzie Scotcher currently leads Blaze, our Children's ministry at Jubilee Community Church. Blaze has two groups that meet twice on a Sunday morning weekly, and Lizzie is involved with producing the programmes for these groups, ensuring that they are age appropriate and that we have the equipment and resources to make them happen. During the week she also oversees the upkeep of all equipment belonging to Blaze as well as coordinating her team and carrying out Blaze administration tasks.

Blaze host two Fun days in school half terms one in May and the second in October, these cater for approximately 75-100 children. The aim of these fun days is to reach out to the community with the love of Jesus whilst supplying an excellent form of child care for working parents. We also organise a Charity family social event in November, once a month Years 5-6 socials involving games and crafts and a Christmas Party.

The Blaze team meet most months for evening meetings, yearly for a weekend away and at Christmas for a meal. It is Lizzie's responsibility to coordinate these team events and communicate with her team.

WHO WE ARE LOOKING FOR

We are looking for someone to assist Lizzie in her role. This person must have good communication and organisational skills. Be computer literate, creative, able to work on their own as well as in a team, have initiative, and work well under pressure. A sense of humour is key as well as a heart for seeing children grow in their relationship with God.

WHAT WILL THE ROLE LOOK LIKE

An Impact Blaze Leader will:

- Assist Lizzie in producing weekly programmes
- Produce weekly 'take home' sheets for both groups
- Ensure all craft and learning materials are sourced each week
- Take responsibility for the Birthday calendar, buying children's birthday presents and preparing cards
- Keep all Blaze cupboards tidy and resources topped up
- Attend all team meetings and take minutes
- Support Lizzie in the organisation of half term fun days, from the initial ideas through to the day
- Research new Kid's worship bands, games and crafts
- Organise year five and six socials
- Assist lizzie in organising the November family social and Blaze Christmas party
- Be involved in Assemblies that take part in all Primary Schools

ABOUT THIS AREA

Our glo work consists of, Ignite (11-14) and Encounter (15-18) running Friday evenings and Sunday mornings in term time. In addition to this we run a Special event at the end of each term. Every ½ term everyone from glo gathers to encounter God for a youth celebration/service. We also host a discipleship programme called 'glo growth' where young people are offered the opportunity to meet with a JCC/glo team member for small group discipleship.

Pete Benton oversees the glo Youth team which is made up of 10 quality JCC leaders who in turn run an area of glo youth. The Team meets once a month, usually the 2nd Monday eve in the month to discuss vision, programme, pastoral structure and pray.

WHO WE ARE LOOKING FOR

We are looking for someone to assist Pete in his weekly tasks of leading glo Youth, and joining the glo youth Team with some delegated responsibilities. This person must have a heart for young people, have good communication skills, and enjoy serving the church.

WHAT WILL THE ROLE LOOK LIKE

There will be week to week tasks which will include contacting young people with news and information on the programme, setting up and preparing for youth club Friday evenings, and serving on a Sun ignite team one in three Sundays. This person will be key in the planning and organising of our termly glo Special events, a day trip at Christmas, our youth camp at Easter, and the summer event Newday. You will also be expected to help organise other events such as socials and fund raisers. You will work closely with Kat Gunter our 0-18's administrator and Pete Benton the glo youth team leader.

IMPACT: 0-18S ADMINISTRATION ASSISTANCE

ABOUT THIS AREA

Our 0-18s work consists of 0-5s, Blaze (Primary), Ignite (11-14) and Encounter (15-18) as well as a parents and Toddlers Group and Community Youth Club. In addition to this we work into Primary, Secondary and Private schools in the area. We see at least 360 0-18s accessing our programmes each week which results in a fair amount of administration to make sure that everyone is safe, and cared for.

Sarah Wallis (Kat Gunter is on maternity leave) currently leads the administration for 0-18s which includes keeping a pastoral database, setting and keeping a budget and petit cash system, writing parent and team letters and emails, processing debriefs and attendance, producing term plans, writing risks assessments, assisting our safeguarding officer with recruitment, writing and reviewing guidelines and codes of conduct, preparing for and taking minutes at meetings, applying for grants, liaising with schools and writing assemblies, as well as numerous other administrative tasks.

WHO WE ARE LOOKING FOR

We are looking for someone to assist Sarah /Kat (currently on maternity leave) in her weekly tasks. This person must have good communication skills, enjoy organisation, have an understanding of spreadsheets and databases, a little creativity and be relatively good at maths.

WHAT WILL THE ROLE LOOK LIKE

There will be week to week tasks which will include counting our weekly income and setting new floats, processing debrief forms and registering attendance. As well as these there will be less frequent tasks which will vary significantly depending on the season but consist of organising and preparing for team meeting and weekends or Youth trips, letter writing, badge making, printing and distributing programmes, writing and presenting assemblies, and other exciting administration tasks! We hope that you will also have the opportunity of attending the New Ground Spirit Led Administration Conference towards the end of the year.

IMPACT: WORSHIP

ABOUT THIS AREA

Worship is an integral part of life at JCC; we don't believe in a sacred/secular divide, however we believe God is just as interested in our Monday mornings as he is with our Sunday mornings.

Having said this, when we gather together to worship in a corporate setting, although a small portion of the week, it is still crucial, expressing unity, God with us and His Kingdom amongst us!

Pete Cowley leads our worship team, overseeing all that goes on, from band line up and song choices, to practices and prayer meetings. Pete is assisted by Gwen Elliott and Chris Bryant, who together make up our 3 key team leaders. We are however always looking to grow more leaders and musicians, to help them step into their gifting and grow in their ability.

WHO WE ARE LOOKING FOR

We are looking for someone to assist Pete and the team in some of the 'behind the scenes' practical tasks that will help the team run smoothly as well as someone who is keen on developing their gifting as a worshipper. This person must have good organisation skills, be able to use their initiative in situations and have a heart to grow and learn. Some technical ability with regards to different equipment used would be a welcome bonus, but is not necessarily required.

WHAT WILL THE ROLE LOOK LIKE

Many of the tasks you will find yourself doing will change with different events and seasons, such as prayer meeting setup and being a helping hand for events like our Glo Youth Celebrations, Worship Team Auditions, Christmas Celebrations and Worship Team all-together evenings. You may even be involved with helping to lead some of these.

There will also be some tasks that happen week to week. One of these, will be to sort the main stage out, clearing, organising and maintaining equipment and sheet music. We are also keen on having a worship blog that goes out once a month, so you will be involved in sourcing and writing content, conducting interviews with team and curating media.

ABOUT THIS AREA

0-4s work in JCC consists of two main areas. The first is our large parent and toddler group which takes place on a Monday morning, drawing between 150 and 200 parents and children.

The second area is our Sparklers group on a Sunday morning. This caters for all children between the ages of 0-4. We are currently going through some changes to raise the expectation of what God can do in and through the children in this group.

Abi Cowley currently oversees the teams that serve in these areas making sure all team members know what they are doing, when their team is on and that they have the right resources to be able to complete their role properly.

WHO WE ARE LOOKING FOR

We are looking for someone to support Abi in 0-4s weekly tasks. This person must have good communication skills, be hard working, able to work in a team, take initiative and enjoy being with children between the ages of 0-4.

WHAT WILL THE ROLE LOOK LIKE

You will be involved in Little Stars every Monday morning in term time, which will include set-up (before the team arrive) and pack down (with the team). During the morning you will be required to help with craft, chat with different parents and generally make sure toys don't get too mixed up with each other.

You will also be responsible in getting resources and equipment together for our Sunday morning Sparklers team and serving on one of those teams 1 Sunday in 3.

You will also be responsible for making sure the toy cupboard stays organised and tidy during the week.

ABOUT THIS AREA

The Jubilee Community Centre, which belongs to the church, has now become an extremely busy community hub in East Grinstead. We have over 2000 people pass through the doors on a weekly basis, attending preschool, sports and hobby clubs, regular fairs and shows and training courses to name but a few. The centre is managed by Holly Gunter who is responsible for the maintenance, development, booking and marketing of the building. She is assisted by Chris Allen who is our Caretaker, and is responsible for the setting up of rooms for hirers and its general cleaning and maintenance. Holly has a team of duty managers who work on the reception desk and cover most of the centres opening hours.

WHO WE ARE LOOKING FOR

We are looking for someone to work with Holly and Chris, who would be a great friendly face as on the duty desk you are the first representative of JCC that people meet. You would need a good telephone manner and be helpful and confident dealing with members of the public. You would also need to be organised and practical.

WHAT WILL THE ROLE LOOK LIKE

You will carry out regular duty desk cover, and assist Chris on some of the regular room set ups.

You will also work with Chris to carry out decorating and maintenance tasks as required.