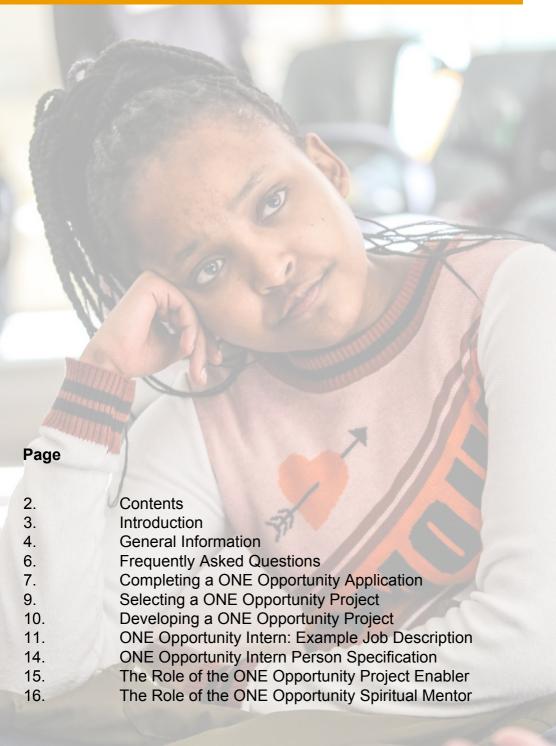
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Introduction 3

Thank you for expressing an interest in the ONE Opportunity Programme. Developed within our district (and running for 6 years as microYPS) the One Opportunity Programme is designed to encourage and recognise the participation of young young people within the district in our church's life and mission. The programme is for young people aged 16-23 years and gives them the opportunity to be involved on a parttime basis in the development of the mission and ministry of their church. It offers a salaried position of 3 hours per week on a one-year project shaped around the gifts and passions of the young person. The project should also enhance the life and mission of the church and enable the intern to practice their discipleship in new ways.

The ONE Opportunity Programme has a focus on discipleship and relationship building. It aims to encourage the development of the interns, and to influence the wider church community who come alongside them.

In addition to their paid hours, all the interns are expected to be available to attend an induction day and two residential weekends in the district during the year as part of their commitment. These will enable them to belong to a community of young people learning and reflecting together.

Up to ten interns will be funded across the district.

This guide contains information on the following areas:

- General information about the ONE Opportunity Programme
- Completing a ONE Opportunity Application
- Selecting a One Opportunity Project
- Developing a ONE Opportunity Project
- The ONE Opportunity Intern: Person Specification
- The ONE Opportunity Intern: Example Job Description
- The ONE Opportunity Project Enabler
- The ONE Opportunity Spiritual Mentor

The ONE Opportunity Programme application form, for the applicant and the church to complete together, is supplied separately to this guide. When completed it should be forwarded to the district youth administrator at admin@methodistyouth.org.uk by 30th June 2020.

Project requirements

The intern'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 locally to support the intern. The application form is designed so that it can only be completed by a church and a prospective 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 outlined on page 9.

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

Examples of previous projects include:

- 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.
- 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.
- Setting up and running church music groups
- Setting up and running Messy Church activities
- Educational projects
- · Activities connected to mission trips

The cost of an Intern

The cost of having an intern in your church will be shared between the church, circuit and district. The Yorkshire North and East District pay the interns' salaries, the expenses and salaries of the District coordinating team, a third of the weekend training costs and interns' travel expenses to and from training events. Local churches and circuits jointly cover the other two thirds of the weekend training costs and any locally incurred expenses linked to the project. These costs would include costs of equipment and resources and any other expenses to fulfil the project locally.

The interns 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:

- ➤ £460 to be paid into the District fund. We expect that this will be financed between the local church and circuit.
- £230 will be contributed directly by the District

Approval for the local funding must to be in place before the employment begins.

District support

The District coordinating team will support prospective interns, and their churches, through the application process. The team also supports the interns once they are in role and offers support, advice and guidance for the interns' project enablers, spiritual mentors, churches and circuits. The ONE Opportunity District coordinating team consists of:

Rev'd David Speirs david.speirs@methodist.org.uk

Victoria Etherington victoria@methodistyouth.org.uk

Richard Ellarby richardellarby@methodistyouth.org.uk

Training

An induction day and two residential training weekends will be provided for the interns as a group during their programme year. Attendance at these is a requirement of the position and reasonable travel expenses to attend these will be reimbursed.

Communications

In order to build and maintain contact during the year, all the interns will be invited to join closed Facebook and WhatsApp groups which will be moderated by the district coordinating team. We also expect that the interns will exchange contact details with others on the programme to facilitate a sense of community and provide mutual support.



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 project selection guidance outlined on page 9.

How long does an intern work for?

Interns are contracted to work for a year on their local project for an of average three hours a week from 1st September 2020 until 31st August 2021. Applicants need to consider 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 for them to seek a volunteer role within the church.

Are interns expected to do anything else outside these hours?

In addition to the three hours a week working on their project, interns will meet regularly with their project enabler and mentor. Interns are required to attend an induction day on 19th September and two residential training weekends held throughout the year. These weekends are a gift to the intern and are outside their project hours. Interns are responsible for organising their own transport to the training weekends or district events. Although experience shows that travel can often be shared, which makes this less onerous than it sounds. Reasonable travel expenses to the training events will be reimbursed.

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 spiritual mentor. The project enabler acts as the intern's line manager and needs to be identified during the application process. The mentor should be identified by the end of September 2020.

How exactly is an intern employed?

Interns' salaries are paid monthly at the Real Living Wage rate, as long as they successfully complete a three-month probationary period and continue to fulfil their obligations under the scheme. The Yorkshire North and East Methodist District will be the employer and payroll administrator. Any expenses incurred through the individual project, e.g. materials for children's crafts, new audio-visual equipment, etc. should be funded by the local church or circuit.

What does a project enabler do?

The project enabler, the minister and intern will agree goals and expectations in the form of a job description produced prior to the start of the programme. The project enabler and their intern should attend the induction day on 19th September, this will be held via Zoom. Regular management support will be provided by the project enabler during the year to discuss the project and set goals for future work. They also help liaise between the young person, the church and the district team. A more detailed description of the project enabler role can be found on page 15.

What does a spiritual 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 provide opportunities for reflection and conversation about life, faith and other issues. The district team can offer guidance in the selection of a mentor, if required, 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 District coordinating team.

Completing a ONE Opportunity Application

Checklist (prior to application)

- The prospective intern is aged between 16 and 23 on 1st September 2020.
- Discern the skills, passion and interests of the prospective intern, and help them identify a project to develop and utilise these.
- Speak with the District coordinating team for advice and guidance on choosing the project and completing the application form.
- Check the project against the project guidance and priorities for the Methodist Church. These can be found on page 9.
- · Identify a project enabler.
- Seek church and circuit approvals (this may include a presentation from the young person).
- Prospective intern and project enabler or minister to complete the application form together.
- Send the completed application form to the district youth administrator before 30th June.

The steps to take (prior to application) 1. Identify the Young Person

The intern is at the centre of the programme, so it is essential that you identify a young person who will be passionate about their project. We expect that they will already have a connection to a church, as they will need the support of their community. They should be between 16 and 23 years of age on the 1st September 2020. You may like to consider a young person who would benefit from connecting with their peers as well as adults from across the wider church. As they will learn and grow in faith through sharing with others as well as influencing those they interact with through the programme. While they do not have to be a Methodist, or even 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 the training weekends.

You may find the person specification included on page 14 of this guide helpful.

2. Identify a Project

Once you have identified a possible intern, 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 person's existing skills, but also offer them some scope for development of new skills, or an expansion of their current ones. The project should also meet a real need in your local church or community.

3. Seek Advice

We strongly recommend that you talk to the district team as soon as you can. They can advise you as you shape the project as well as help you to complete the application. They are happy to meet face to face with church teams and prospective interns prior to the application being made, to help ensure that everyone concerned fully understands the commitments and expectations involved with the programme.

4. Ensure that the project meets the requirements

The project is expected to be of value to the church community and link to the Priorities f or the Methodist Church (page 9). The project should also aim to increase the leadership abilities of the intern through the year, e.g. by progressing from helping with youth group discussion sessions to preparing and leading the sessions. It should also encourage intergenerational collaboration as form the prospective intern will have a research shows these to be important in personal development as well as contributing to lifelong faith.

5. Identify a support structure

The church will need to identify a local project enabler, who can offer management support and guidance during the year through regular meetings with the intern. In due course a spiritual mentor also needs to be identified to assist the young person with their personal and spiritual development through on-going reflection during the year at regular meetings. Assistance finding a mentor can be provided by the District team, if required.

6. Gain church and circuit approval

The project needs to be approved and owned by the local church, the circuit leadership team, and the circuit council. We recommend the applicant prepares a short presentation of their project proposal to take to their church council and/or circuit meeting. This can take time, so please plan ahead to ensure opportunities aren't missed. Local church and circuit funding will need to be agreed, with everyone involved understanding how the required church and circuit contribution for the programme will be met.

7. Complete and submit the Application Form

Both the applicant and the local church team should complete their sections of the application form together before getting the minister and project enabler to complete the declaration sections. The form should then be sent to the district youth administrator before 30th June.

8. Conversation with the district team

Following the submission of the application conversation with a member of the district team to discuss their project and application. This may happen face to face or over the telephone and may be used as part of the selection process if the programme is oversubscribed. Applicants will be notified within a month of their application being submitted if they have been selected to join the programme.

Timetable for applications:

- January March: Identify the young person, potential project and project enabler.
- · Spring: Church council and circuit council approval.
- 30th June: Deadline for application forms to be submitted
- 31st July: All paperwork completed.
- 1st September: Interns in post and project begins.
- During September: Spiritual mentor identified and brought into the project.

There is funding for up to ten young people to join the One Opportunity Programme each connexional year. Each applicant and their proposed project will be considered by the district team against the guidance below. Please refer to this when completing the application form, and where possible provide evidence to support it.

Project selection criteria

We are looking for projects that:

- · Are creative in meeting a genuine need in the local context.
- · Use the gifts and passions of the young person.
- Express the Priorities of the Methodist Church.
- Encourage the local church to work in new ways or fresh expressions of church.
- Challenge the intern to develop new skills. within a framework that supports them.
- · Have realistic objectives and expectations for the intern's work during the year.
- · Encourage and value the involvement of young people in the life of the church.
- · Encourage and provide the opportunities for faith-sharing.
- Offer the intern some form of leadership and project ownership, whether through driving the project or working with others, particularly where this is intergenerational.
- Enhance the self-confidence of the intern. and other young people in the church.
- Enable whole life discipleship.
- ROGRAMME Offer an opportunity to continue, develop and fund the work beyond the one year limit of the programme.

Priorities for the Methodist Church

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

• To proclaim and affirm its conviction of God's love in Christ, for us and for all the world; and renew confidence in God's presence and action in the world and in the Church.

As ways towards realising this priority, the Methodist Church will give particular attention to the following:

- Underpinning everything we do with God- centred worship and prayer.
- **Supporting community** development and action for justice, especially among the most deprived and poor - in Britain and worldwide.
- · Developing confidence in evangelism and in the capacity to speak of God and faith in ways that make sense to all involved.
- Encouraging fresh ways of being Church.
- Nurturing a culture in the Church which is people-centred and flexible.

Developing a ONE Opportunity Project

Once their place on the ONE Opportunity Programme has been confirmed, the intern and the local church should work together to develop the plans for the project so it is ready to start on 1 September. This section outlines the main actions that will need to be taken.

Checklist (after acceptance onto the programme)

- Prepare a detailed job and project descriptions and share with the District coordinating team.
- The District Safeguarding officer will review these and advise whether a DBS (Disclosure and Barring Service) check, is required
- Complete a risk assessment of the intern's working environment.
- Attend the induction day on September 19th, intern and project enabler (via Zoom).
- Support the intern to identify a mentor following the induction day.
- Identify and record the benefits that the project brings to the local church and the intern.

The Steps to take

1. Produce project documentation

Work with the intern to create a detailed job description and use this to create a project plan with clear goals and dates identified. The local team will need to assist the intern to apply for a DBS disclosure if this is required. The intern will also need to attend the foundation safeguarding course. The local team must also complete a risk assessment for the intern's working environment.

2. Set up a communication system

The local team are responsible for making sure that regular communication occurs between them, the intern and the District coordinating team.

This should involve regular meetings between the project enabler and the intern, regular mentoring sessions between the intern and their spiritual mentor and regular reports from the intern to the District coordinating team.

3. Identify a Spiritual Mentor

Following the induction day, the intern should identify who is to act as their mentor for the duration of the programme. If necessary, the local team may need to assist the intern to identify a suitable person for this role. The mentor's role is to walk alongside the intern helping them to reflect on the project, the residential weekends, their faith and personal discipleship journey. The spiritual mentor will need to be briefed on the ONE Opportunity Programme and the intern's project.

4. Review the probationary period

Interns are required to complete an initial three-month probationary period which should include a review of the intern's job description. At the end of this period the project enabler should confirm to the District coordinating team that the intern has satisfactorily completed the three-month probationary period, or that the project needs amending, or the probationary period needs to be extended.

5. Collect benefits of the project

The local team complete an end of project report when the intern has finished the programme to reflect on how the project has benefitted both the intern and the church.

6. Decide if the project is to continue

The ONE Opportunity Programme is a oneyear commitment to a specific intern. If you wish to have another intern in future years you will need to go through the application process with another applicant. If you wish to continue any initiatives that have been started during the ONE Opportunity Programme year, you will need to consider how this can be accomplished.

Saturday 19th September 2020:

Induction Day for project enablers and interns via Zoom

Friday 5th - Sunday 7th February 2021:

48 hour residential weekend at the Emmaus Centre, Wydale Hall, near Scarborough

Friday 16th - Sunday 17th July 2021:

Residential weekend at Carlton Lodge Activity Centre, Thirsk.

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 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.

ONE Opportunity Intern: Example Job Description 12

This is offered as a guide to what a final job description might look like for your ONE Opportunity Programme project. Hopefully it will give you an idea of the sort of things you will need to consider when planning a project and working with your intern.

Name of Participant	Jane Smith		
Location of Project	Central Methodist Church		
Project Outline	The aim of the project is to develop the student community at Central Methodist 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	Local project enabler District coordinating team		
Relationships	District team coordinating team Local church minister and leadership team Local church project enabler Local spiritual mentor		
Ethos and working style	It is desirable that the intern embraces fully and advocates the ethos of the Methodist Church, as expressed through <i>Our Calling</i> and <i>Priorities for the Methodist Church</i> , together with the collaborative working style as expressed in Ways of Working.		
Working style	Once the role commences, it is expected that the intern will be part of Central Methodist Church. They will also 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 team. This will entail being accountable to the local church/circuit and the district team for delivery of the agreed project.		
Project Expectations: District training and Development	 Attend the induction day on 19th September 2020, via Zoom. Attend the two residential training weekends (see page 11). To provide monthly written reports of the project progress. To assist the District team in promoting the ONE Opportunity Programme within the local circuit and district. To engage in discussions and sharing using a closed Facebook and WhatsApp groups developed for the interns. To be an ambassador for other youth activities and events in the circuit, district or connexion. To participate in the District youth council, attend youth synod, ideally participating in the planning and delivery. To read the mentoring book provided and complete a reflective journal during the year. To meet a mentor regularly for the duration of the project to discuss your reflections. To meet the project enabler regularly (monthly) to discuss progress and development of the project 		

Project Expectations: Local Project	 To actively welcome new students to Central Methodist Church and help them find their place in the student church community. To formally introduce themselves to the congregation in the student welcome service. To represent Central Methodist Church at the Christian Union church fair. To represent the church at the weekly Sunday 'walking bus', helping new students to find their way to Central Methodist Church. To organise and help deliver student-led services on 17 November (All Age), 22 March (Mothering Sunday), and 7 June (Student Leavers Service). 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 Central Methodist Church, such as a sponsored walk. To attend the term-time Church Council meetings whenever possible. To present a report of their activities for the Central Methodist Church AGM. To start up and maintain a church presence on Twitter. To update the Central Methodist 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 and Conditions	The employment will start on 1st September 2020 and end on 31st August 2021		
Health and 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 Church's Equal Opportunities Policy.		
Expenses	The participant will be paid a salary of the Real Living Wage rate (currently £9.00 per hour) for 3 hours per week, at present £1404.00 per year. No salary is paid for attending the training weekends, attendance at youth council or 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	Three 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. This will be determined by the DSO.		

ONE Opportunity Intern: Person Specification

Attributes	Essential	Desirable	Method of Assessment
Education and Training	Aged between 16 and 23 at 1 September of the programme year		A, D
	Willing to engage with training		A, I
	Willing to pursue personal spiritual development		A, I
Proven ability	Able to keep adequate records		I
	Able to communicate using a variety of methods including electronic and face to face		A, I
	Able to work in as part of a team		A, I
	Possess good listening skills and a desire to understand others		A, I
Special Knowledge and Skills	Able to engage with people of a variety of ages and backgrounds	Possess good influencing and negotiating skills	A, I
	Able to work under own initiative	Able to exercise leadership	A, I
	Prepare to travel within the Yorkshire plus region for training		A, I
		Passionate about issues facing the world today	I
		Able to fully embrace and advocate the ethos of the Methodist Church as expressed through Our Calling and Priorities for the Methodist Church	l
	Connected to a local church		A, I
Project-specific requirements	Able to present an outline of the proposed project, with objectives and deliverables		A, I
	Willing to provide reports on their project through the year		I
	Able to demonstrate skills relevant to the specific project		A, I
	Prepared to work some irregular hours if required		I

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 that the 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 spiritual mentor. Each local team will be supported and guided through the year by the District team.

Specific Expectations

With the support of the local minister and district team, project enablers will:

- Agree goals and expectations with the intern and minister for the project prior to the programme starting on 1st September 2020.
- Facilitate the completion of a job description for the intern's project with reference to the submitted application form.
- Ensure a DBS check is completed if deemed necessary by the DSO.
- 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 project work is reduced during these times and increased at quieter times.
- Meet regularly (at least monthly) with the intern to offer line management support and to discuss and set achievable short-term goals for future work in the project.
- Check that the intern is honouring their commitment to working hours. Ensuring 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 19th September 2020 (via Zoom).
- Identify after a three-month probationary period if the intern is suitable for the role as set
 out in the contract of employment and report this to the district team, identifying any
 additional development or support needs that are required.
- If the project appears to be failing, or goals are not being met at any point, work with the
 District team to determine how the project might be reshaped to ensure the success of
 both the intern and the project.
- 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 two residential training events and any ongoing conversations with the interns.
- Supply an appointment letter and written terms and conditions for each intern.
- Organise payment of the intern's salary.
- Provide timesheet and travel expense forms for use as required.

The Role of ONE Opportunity Spiritual Mentor

What is the Role of an ONE Opportunity Spiritual Mentor?

The value of young people and adults sharing the spiritual journey together is integral to the ONE Opportunity Programme. Research has shown that one of the most important factors in young people deciding to carry on with their Christian journey is having positive relationships with Christian adults they respect and who show they care.

The ONE Opportunity year is an adventure! Participants will be stepping out in leadership in new ways and also experiencing their own church community from a different perspective as well as testing the waters of their own faith. It is really important they have a trusted adult who feels called to listen supportively, to pray faithfully and to ask helpful questions when necessary. During the year the spiritual mentor journeys alongside the young person in spiritual and personal terms. They intentionally provide the participant with time and space to reflect on their project, the residential weekends, their faith and anything else they wish to discuss and share.

What is expected of a ONE Opportunity Spiritual Mentor?

The main things the mentor needs are a heart for developing the young person and good listening skills. They need to be able to build rapport and trust whilst avoiding the development of dependency; and be willing to provide the right balance of support and challenge to help the participant reflect and grow. The mentor will meet with the participant at least monthly and will operate within the Methodist Church safeguarding guidelines. A separate pack containing more information, detailed guidelines and some mentoring ideas will be supplied to mentors, once they have been identified.

It is good practice (but not strictly essential) for mentors to be the same gender as the mentee. Meeting in an open area, like a coffee shop, would be an ideal location from a safeguarding point of view. Ministers should ensure that DBS checks are done, when necessary.

What is Mentoring?

Mentoring is a form of discipling that is relational, specific, flexible and holistic. It reflects the younger generation's preference for reflection and questioning and encourages openness to different ideas. It is part of the mentor's role to help the young person discern the role of God in shaping their lives rather than the mentor's own ideas and expectations. It is a warm, listening relationship; coming alongside another person to help them discern the ways God is leading them in their own heart. This takes prayer and attentiveness. A mentor should be someone who is:

- An Encourager
- A Listener
- Trustworthy
- Prayerful

It is a simple practice at its heart, drawing on the mentor's own personality and skills rather than a formal programme or technique. Mentoring is largely about motivation and mindset, with skillsets and attitudes that support and affirm the mentee to grow in their discipleship and personal development. The relationship between mentor and mentee is based on mutual trust and respect.

What can the Spiritual Mentor expect from the district team?

The district team is here to help! We will supply a resource pack and will provide training and support for mentors, including providing facilitated opportunities for the mentors to share, reflect and learn together.

We are also available for informal support and encouragement or just a chat.



The **Methodist** Church Yorkshire North and East District

The ONE Opportunity Programme is a strand of the Methodist Church's ONE programme equipping, empowering, and encouraging young people in their discipleship, vocation and leadership.

For more information contact Victoria: victoria@methodistyouth.org.uk





















