

# Team Application Pack



Working together to help the children in YOUR church see themselves as members of the Christian community in Gloucestershire

Thank you for your interest in joining the X:site team.

## The Vision

Working in partnership with local churches, to run a bi-monthly area wide children's event for 7-11 year olds who attend church regularly and their friends

## The Core

At the core of X:site are our aims which are:

- To **challenge** the children to live out their faith at home, at school and with their friends
- To provide an **opportunity** for children who attend church regularly to invite their friends to an event to learn about what it means to have a relationship with Jesus
- To teach God's Word faithfully and in a manner that is **relevant** to children's culture
- To **encourage** and support those children who attend church regularly by giving them a different opportunity in which they can learn from, respond to and experience God in a different context.

In achieving these aims X:site will be an event which is:

**multi-media.  
interactive  
high energy**

## Scripture Union

X:site is an event run in partnership with local churches and Scripture Union. It began in Leeds in May 2004 and now runs by local volunteers across the country.

Scripture Union is a missionary movement working in over 130 countries to make Jesus known and to help people to meet God daily through the Bible and prayer. See the enclosed leaflet for more information or visit our web site: [www.scriptureunion.org.uk](http://www.scriptureunion.org.uk)



## Job Description

What does a team member do?

Duties and tasks vary depending on the needs of the team and the children, but we need team members in the following areas:

- Group leaders: Working with, befriending and taking responsibility with another adult for a small group of children.
- Support team: Helping with the background tasks of X:site such as registration of children, making refreshments and acting as a steward.
- Technical team: Helping run the PA/audio visual and technical side of the event.
- Craft leaders: Organising and supervising a craft/ creative workshop for groups of children.

We also need help in organising and preparing for each event. In particular we need

Administrators (people to give a couple of hours each week to help with the administration for the event – everything from envelope stuffing and data entry to shopping!)

Video editors and powerpoint whizzes – to help with the graphics for each event  
Please get in touch if you can help with these areas.

### When will I be needed?

X:site will occur on a Saturday evening roughly every other month, with team arriving at 3pm. To begin with X:site will take place in Hillview Church, Colwell, Ave, Hucclecote, Gloucester GL3 3LX

Arriving at 3pm on the day gives you time to help with the set up, to meet the other team members and to pray with the team. In order to build relationships with the children, we encourage you to come to as many X:site Glos activities as you can.

## How do I apply?

- Read this leaflet together with the leaflet “Voluntary Ministry with Scripture Union”
- Fill in the enclosed application form and return it to the core team member who gave you the form or to Steve Hutchinson, 19 Larkhay Road, Gloucester GL3 3NR.
- Pass on the 2 reference forms to your nominated referees.
- You will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau even if you have already done a disclosure for your employment/ for your church. We will send you a form to complete – *sorry about this SU insist.*

## Team T-shirts

We will require all team members to wear a very fashionable X:site team T-shirt at all times during the event. These T-shirts are provided free of charge but please feel free to make a donation towards their cost (they cost the event £3.70 each - cheques payable to Scripture Union). T-shirts have to be ordered in advance so we cannot guarantee sizes.

## Contact us

If you have any questions regarding this team application pack or about X:site in general, please contact:

Steve Hutchinson 19 Larkhay Road, Gloucester GL3 3NR; 01452 618742 [stevehutch@xalt.co.uk](mailto:stevehutch@xalt.co.uk)

**CONFIDENTIAL**



For office use only:
Disclosure No:-----
Date of Issue:-----

207-209 Queensway, Bletchley, Milton Keynes, MK2 2EB  
T: 01908 856000 F: 01908 856111  
E: [volunteering@scriptureunion.org.uk](mailto:volunteering@scriptureunion.org.uk) W: [www.scriptureunion.org.uk](http://www.scriptureunion.org.uk)

**Application Form for Voluntary Ministry**

(Please complete this form using BLACK ink. If the space is insufficient for your answer to any question please attach further sheets.)

**Please note that if you have a disability and you require this form in another format, such as large print or audio tape/cd, please contact us using the contact details above.**

**Section 1: Personal details**

Surname:	Usual Forename:	Title:
Other Names:		
Home Address:	Work / Term Address:	
Postcode:	Postcode:	
Tel No:	Tel No:	
Mobile No:	Email:	
Male / Female:	Date of Birth:	

**Section 2: Referees**

**Please give the details of two people, not family members, who are over 18 years of age, have known you for at least two years and are willing to act as your referees. One should be your minister or a church leader.**

**Minister / Church Leader**

Office use only Received	Office use only Approved
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**Other** (Relationship to Applicant)

Office use only Received	Office use only Approved
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Name:	Name:
Address:	Address:
Postcode:	Postcode:
Tel No:	Tel No:
Mobile No:	Mobile No:
Email:	Email:

### **Section 3: Interests**

Why are you interested in voluntary ministry with Scripture Union?

Tell us about any voluntary or employed work you have done that you think could be relevant to your application:

What gifts and skills do you believe God has given you and how have you used them?

Please give details of your interests, indicating what your level of involvement has been:

### **Section 4: Personal faith**

Describe how and when you became a Christian, the difference your faith makes to your life and your current involvement in church:

What church do you attend? Please give contact name and phone number if different from your referee:

## Section 5: General information

Do you hold a current full driving licence? **NO**  **YES**

Please give details of any endorsements:

Would you describe your health as **Good**  **Fair**  **Poor**  ?

Do you have any special dietary requirements? **NO**  **YES**   
If yes please give details:

Do you have any disability or a medical condition for which you receive treatment? **NO**  **YES**   
If yes please give details:

Have you received counselling or treatment for depressive or mental illness in the past 3 years? **NO**  **YES**   
If yes please give details:

Are there any restrictions on you working in the UK? **NO**  **YES**

Please note if you are not an EU citizen we may need to see your passport.

If your work with Scripture Union means that you will have sole charge of children, you will be exempt from the 'Rehabilitation of Offenders Act 1974' and will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau. We will send you the form to complete.

**Do you have any criminal convictions, cautions, reprimands, bind-overs or cases pending?** **NO**  **YES**

If yes please give details on a separate sheet of paper.

Scripture Union has a policy on Employing People with a Criminal Record (available on request), and such conviction does not necessarily exclude a person from employment.

## Section 6: Declaration

### DATA PROTECTION STATEMENT

Scripture Union will hold your address details on file but will not release the information to any third party. Some further details may be shared with a team leader. An address list may be shared with team and young people at a particular event, unless you ask for this not to occur.

Do you give your consent to this? **NO**  **YES**

- (i) I have read and agree to abide by the leaflet entitled Ministry with Scripture Union.
- (ii) I will seek to maintain the unity of the team with which I am working, being willing to put aside my denominational / church preferences and practices where necessary.
- (iii) I have completed all sections of the form accurately, to the best of my knowledge.

**Signed:**..... **Date:**.....

*If you have expressed an interest in a particular area of ministry, you now need to complete the final page (see over).*

**Section 7: Event team members**

It is the policy of Scripture Union to obtain an enhanced disclosure from the Criminal Records Bureau for all applicants on these teams. The form will be sent to you on receipt of your application.

Where did you hear about Scripture Union events.....

When are you available to serve? (please be as flexible as possible) From:..... to:.....

Event Name: 1st Choice: .....2nd Choice: .....

**If an event leader knows you are applying, please give his/her name:**

.....

Outline any relevant practical skills, training or qualifications you have: .....

What is your present job or occupation?.....

If a student, please state the name of the school, college or university: .....

Preferred role: Please state the age group or other role you prefer: .....

Would you be willing to serve as a Head Caterer? **NO**  **YES**

Would you be willing to serve as part of a catering team? (no experience necessary) **NO**  **YES**

Would you be willing to serve as part of a worship group? **NO**  **YES**

Can you play a musical instrument? **NO**  **YES**

If yes, please state what it is and if you will bring it: ..... **NO**   
**YES**

Would you be willing to serve as part of a drama group? **NO**  **YES**

Will you be bringing a car? **NO**  **YES**

In case of an accident or emergency during your time on a Event, please provide the details of a suitable contact (NB this should be someone who is not on the activity with you).

Name:	Relationship to you:
Telephone Number, Day:	Evening:

**Please pass the enclosed reference forms to your referees as named in Section 2**

and indicate that you have done so. **NO**  **YES**

**PLEASE RETURN THIS FORM TO:-**

**Field Administration, Scripture Union, FREEPOST WD2674, 207 - 209 Queensway, Bletchley, Milton Keynes, MK2 2XZ.**



Scripture Union is a registered charity (no. 213422) and a limited company (no. 39828)  
Registered office: 207-209 Queensway, Bletchley, Milton Keynes, MK2 2EB  
Registered in England and Wales

**Dear Referee**



**The person named** on this form has applied to join a Scripture Union activity team and has given your name as a referee. Would you please complete the reference form as fully and honestly as possible to indicate whether you think the applicant is suited to a Scripture Union team.

Scripture Union teams seek to bring children, young people and families closer to the living God through missions and holidays around the country. The team will be living and working together for anything from a weekend to two weeks. All the activities are led by gifted adults who have been appointed by Scripture Union.

If appointed the applicant would:

- work with, befriend and take responsibility for a small group of children or young people;
- be involved in presenting the Christian Gospel in various ways such as stories, drama and games;
- take part in teaching outdoor activities, arts and crafts, sports and special interests with their group;
- join in daily prayer and worship within a team, and
- prepare material to use with the children and young people.

Serving on an activity team can bring its own pressures which are often different from those normally encountered at home. Information you give regarding medical complaints, abilities or criminal convictions is considered highly important as it may affect the applicant's suitability. We therefore ask that referees give absolute priority to the safety and needs of the children and young people we are serving. We assure you that anything you write will be treated as confidential.

Please pray for the applicant as they seek to serve God in this way. If you or your church would like to consider supporting them financially, please indicate this in your reply.

When you have completed the form, please send it to the following address within 7 days of receipt: *(Please note that an applicant cannot be accepted on to a team until the references are received.)*

Scripture Union (Holidays/Missions)  
Freepost WD2674  
207-209 Queensway  
Bletchley  
Milton Keynes  
MK2 2XZ

No stamp required (a stamp will, however, speed the return).

- If you have any queries, please call the Freephone Volunteer Hotline on **0500 856789**
- If you would prefer, you may **FAX** the completed form to us on **01908 856012** or
- Email: **[team@scriptureunion.org.uk](mailto:team@scriptureunion.org.uk)**

Thank you for taking the time to complete the form.

**Yours in Christ**

**Sharon Prior**  
**Head of Voluntary Ministry**

Each year we need several thousand volunteers to enable the missions and holidays to run. Do you know of anyone else who may be interested in volunteering to help on one of our teams? If so, please encourage them to contact us for a Volunteer Pack.



Name of Applicant: .....Tel: .....

Name of Referee: .....Tel: .....

In some circumstances, we may need to call you, please indicate when it is suitable to call: .....

.....E-mail: .....

Name of event applied for: ..... (Holiday / Mission) (Delete one, if known)

As this form is to be photocopied, please type or use black ink. If the space is insufficient for your answer please use a separate sheet.

- How long have you known the candidate, and in what context?
- Having read the job summary (overleaf), do you consider the applicant to be suitable to work with children and young people in this context? If no, please state reasons.
- Please give brief details of any similar work in which the applicant has been engaged in recent years, and your impressions.
- How does the applicant respond to working: (please tick the appropriate box and write further comments)

	Poor	Adequate	Fair	Good	Excellent
a) under a team leader?	..	..	..	..	..
Comments					
b) in a team?	..	..	..	..	..
Comments					
c) with both men and women?	..	..	..	..	..
Comments					

5. In your view what are the applicant's qualities (e.g. temperament, reliability, response to pressure)?

Strengths:

Weaknesses:

6. Please comment on the applicant's spiritual life (e.g. Christian commitment, church attendance etc.)

7. Is there anything else about the applicant of which you feel we should be aware?

If you are able to offer support, please tick box: Finance .. Prayer ..

Signed: ..... Date: ..... Office Use only: Copy to Leader ..