



# Information Pack for Volunteers

Thanks for showing an interest in taking part in Ignition 2009!  
To get started, find the team that you'd like to be a part of from the list below, then read the section that applies to you:

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PERSONNEL // PUBLICITY // TEARFUND // TIMETABLING

Once you've read the relevant information in this pack you can apply to be on a team by completing a short application form which can be downloaded from [www.thevisionwebsite.com/ignition](http://www.thevisionwebsite.com/ignition)

# Part 1 >>

# Schools Teams

ART // DANCE + SPORTS // LIFE // MUSIC // REACH PUPPETS

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## Overview

Schools teams are right on the front line of Ignition. They prepare and deliver lessons, workshops, assemblies and lunchtime presentations and work with hundreds of pupils in up to six different schools over the course of the week.

## Are you available?

Schools team members need to be available on the following dates:

- » Week A Teams: Monday 14 - Friday 18 September, 7am-5pm.
- » Week B Teams: Monday 21 - Friday 25 September, 7am-5pm.

It's also essential that schools team members attend:

- » Regular planning and prayer meetings with their team between June and September.
- » Schools Team Training on Monday 7 September: 6pm-9pm at St Paul's Centre.
- » Ignition Commissioning Service: Sunday 13 September: 3pm-5pm at Kay St Baptist Church.

Other important info:

- » Being on a schools team can be very demanding, especially when your team is running a lunchtime showcase or concert each day as well as back-to-back lessons. Before applying to be on a schools team you must make sure you can take time off work for the whole week.

## Have you got what it takes?

Schools team members need to:

- » Be aged 16-26 and willing to get involved wherever needed.
- » Be enthusiastic, have energy, stamina and flexibility.
- » Have a sincere and personal commitment to Jesus Christ and attend a Christian church.
- » Have the ability to work as part of a team, under a team leader.
- » Be confident in front of a class of 30 pupils or an assembly of 150+.
- » Be able to engage in conversation with individual pupils or small groups.

All team members working in schools need to be committed to:

- » Setting an example to others in 'speech, in life, in love, in faith and in purity' (2 Timothy 4:12).
- » Working as a team, with love and respect for other team members.
- » Keeping up-to-date with the latest Ignition developments between June and September.

Other requirements:

- » Anyone working with 11-18s on behalf of Vision needs an enhanced disclosure from the Criminal Records Bureau (CRB). All volunteers also need to complete a Self Declaration Form (we'll tell you more about this once you have applied for a role).

All available schools team positions are listed on the next page >>>

## Week A

### Art Team

>> WEEK A: 14-19 SEPTEMBER

- Goals**            **To prepare and deliver:**
- >> creative, interactive workshops for years 7-9 in timetabled art lessons
  - >> a short, interesting assembly suitable for years 7-11

- Roles**            **This team needs:**
- >> 1 art team leader
  - >> 3 art team members

### Life Team A

>> WEEK A: 14-19 SEPTEMBER

- Goals**            **To prepare and deliver:**
- >> engaging, interactive sessions for years 7-11 in timetabled RE/PSHE lessons
  - >> a short, interesting assembly suitable for years 7-11

- Roles**            **This team needs:**
- >> 1 life team leader
  - >> 3 life team members

### Music Team

>> WEEK A: 14-19 SEPTEMBER

- Goals**            **To prepare and deliver:**
- >> engaging, interactive sessions for years 7-11 in timetabled music lessons
  - >> a short, interesting assembly suitable for years 7-11
  - >> a 20 minute lunchtime concert

- Roles**            **This team needs:**
- >> 1 music team leader
  - >> 3 music team members

### Reach Puppets

>> WEEK A: 14-19 SEPTEMBER

- Goals**            **To prepare and deliver:**
- >> a range of performances suitable for assemblies or lunchtime showcases

- Roles**            **Reach Puppets will allocate roles independently.**

## Part 1 >> Schools Teams

ART // DANCE + SPORTS // LIFE // MUSIC // REACH PUPPETS

// AVAILABLE ROLES

### Week B

#### Life Team B

>> WEEK B: 21-25 SEPTEMBER

Same as Life Team A (See above)

#### Dance + Sports Team

>> WEEK B: 21-25 SEPTEMBER

##### Goals

To prepare and deliver:

- >> engaging, interactive workshops for years 7-11 in timetabled PE/Dance lessons
- >> a short, interesting assembly suitable for years 7-11
- >> a 20 minute lunchtime showcase

##### Roles

**This team needs:**

- >> 1 dance + sports team leader
- >> 3 dance team members
- >> 2 sports team members

# Part 2 >>

# Host Teams

SCHOOL HOSTS // TICKETING // REVIVE TECHNICAL SUPPORT

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### Overview

The Host teams work behind the scenes in schools, making sure everything runs smoothly. **School Hosts** work in the same school each day and liaise with staff to make sure visiting teams have the resources and equipment they need. This year Host teams have the added responsibility of overseeing ticket sales at lunchtime.

### Are you available?

**Host team members need to be available on the following dates:**

- » Week A Teams: Monday 14 - Friday 18 September, 7am-5pm.
- » Week B Teams: Monday 21 - Friday 25 September, 7am-5pm.

**It's also essential that host team members attend:**

- » Regular planning meetings with their team leader between June and September.
- » Schools Team Training on Monday 7 September: 6pm-9pm.
- » Ignition Commissioning Service: Sunday 13 September: 3pm-5pm at Kay St Baptist Church.

**Other important info:**

- » Being on a host team can be very demanding, especially when helping to run a lunchtime showcase or concert each day as well as back-to-back lessons. Before applying to be on a schools team you must make sure you can take time off work for the whole week.

### Have you got what it takes?

**All Host team members need to:**

- » Be willing to get involved wherever needed.
- » Be organised and able to spot potential problems before they arise.
- » Have a sincere and personal commitment to Jesus Christ and attend a local Christian church.
- » Be able to liaise with members of staff or team leaders in a friendly and confident manner.
- » Be able to engage in conversation with individual pupils or small groups.

**All team members working in schools need to be committed to:**

- » Setting an example to others in 'speech, in life, in love, in faith and in purity' (2 Timothy 4:12).
- » Working as a team, with love and respect for other team members.
- » Keeping up-to-date with the latest Ignition developments between May and September.

**Other requirements:**

- » Anyone working with 11-18s on behalf of Vision needs an enhanced disclosure from the Criminal Records Bureau (CRB). All volunteers also need to complete a Self Declaration Form (we'll tell you more about this once you have applied for a role).

All available host team positions are listed on the next page >>>

### School Hosts

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals**
- To ensure:**
- >> visiting Ignition teams have the equipment they need and are directed to the right room at the right time
  - >> the relevant members of staff are fully prepared for each day's activities
- Roles**
- This team needs:**
- >> 1 schools host team coordinator
  - >> at least 1 host for each school

### Ticketing

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals**
- To ensure:**
- >> Tickets are sold fairly and efficiently at all schools
- Roles**
- This team needs:**
- >> 1 ticketing coordinator
  - >> Up to 5 helpers at each school

### Revive Technical Support

>> WEEK A: 14-19 SEPTEMBER

- Goals**
- To support Ignition by:**
- >> transporting, setting up, running, and packing down PA equipment for Revive
- Times**
- This team will need to be available:**
- >> to attend several rehearsals before Ignition
  - >> 10:00am-2:00pm during Week A
- Roles**
- This team needs:**
- >> 1 technical support team leader
  - >> 4 technical support team members

# Part 3 >>

# Ignition HQ

# Support Teams

CATERING // 24-7 PRAYER // PASTORAL SUPPORT // TRANSPORT

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### Overview

The Ignition Support Teams are the 'unsung heroes' who work hard behind the scenes to help Ignition run as smoothly and effectively as possible.

### Are you available?

Ignition HQ Support team members need to be available on the following dates:

- » Week A Teams: Monday 14 - Friday 18 September (times shown below).
- » Week B Teams: Monday 21 - Friday 25 September (times shown below).

**Some Support Team members may need to attend:**

- » Training sessions or practices (technical support team).
- » Team briefings (pastoral support).
- » Regular planning meetings between June and September (24-7 prayer).

**Other important info:**

- » Some team members may not be required to be at Ignition HQ all day every day - to help us with planning, please indicate be on your application form the days and times you can commit to.

### Have you got what it takes?

Ignition HQ Support Team members need to:

- » Be willing to get involved wherever needed.
- » Be enthusiastic and cheerful.
- » Have the ability to work as part of a team, under a team leader.

**All support team members need to be committed to:**

- » Working as a team, with love and respect for other team members.
- » Supporting and encouraging the schools teams.

**Other requirements:**

- » All volunteers need to complete a Self Declaration Form (we'll tell you more about this if you apply for a role).
- » If your role involves visiting secondary schools (e.g. music technical support) you'll also need an enhanced disclosure from the Criminal Records Bureau (CRB). The Child Protection Coordinator at your church will be able to give you more information about this.

All available Ignition HQ Support Team positions are listed on the next page >>>

## Weeks A + B

### Catering Team A

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To support Ignition by:
- >> preparing breakfast and a packed lunch for each team member
  - >> preparing tea if required by visiting teams
- Times** The Catering team will work on a rota at the following times:
- >> 6:00-9:00am
  - >> 4:00-7:00pm
- Roles** **This team needs:**
- >> 1 catering team leader
  - >> 8-10 catering team members

### 24/7 Prayer Team

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To support Ignition by:
- >> designing, creating, and overseeing the 24-7 prayer room(s) during Ignition
  - >> organising 24-7 prayer coverage
  - >> preparing regular prayer updates for supporters between June - September
- Times** The Prayer team will work on a rota at the following times:
- >> Sunday 10pm - Saturday 10pm.
- Roles** **This team needs:**
- >> 1 prayer team leader
  - >> 5 prayer team members

### Pastoral Support Team

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To support Ignition by:
- >> being available to provide general pastoral support for team members
  - >> providing pastoral support to specific team members
- Times** The pastoral support team will need to be on call:
- >> 8:00am-4:00pm (at least 2 hours per day at Ignition HQ)
- Roles** **This team needs:**
- >> 1 pastoral support team leader
  - >> 4 technical support team members

### Transport Team

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To support Ignition by:
- >> ensuring each team member has transport to and from schools
  - >> recruiting additional drivers or hiring vans/minibuses if necessary
- Times** **The Transport team will work on a rota at the following times:**
- >> Monday 15 - Friday 19 September: 8am-4pm
  - >> 10:00am-2:00pm during Week A
- Roles** **This team needs:**
- >> 1 transport team leader
  - >> 3 drivers (must be aged over 21 and hold a full UK driving licence)

# Part 4 >>

# Interaction

# Teams

TV TEAM // EMAIL INTERACTION // WEB TEAM

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## Overview

The Interaction Teams make sure pupils have interactive and engaging ways to find out more once they've seen the Ignition Teams at their school.

## Are you available?

**Interaction team members need to be available on the following dates:**

- » Week A Teams: Monday 14 - Friday 18 September (times shown below).
- » Week B Teams: Monday 21 - Friday 25 September (times shown below).

**Some Interaction team members may need to attend:**

- » Training sessions or practices.
- » Team briefings.
- » Regular planning meetings between May and September.

**Other important info:**

- » Whereas the workload of most teams is spread out throughout the year, the Interaction Teams do all of their work in one week! Some roles can be extremely demanding - please check with your team leader exactly what is expected of you before committing to be involved.

## Have you got what it takes?

**All Interaction team members need to:**

- » Have specific skill and experience (in video editing, web design, answering questions etc).
- » Be organised and able to work effectively under pressure.
- » Have a sincere and personal commitment to Jesus Christ and attend a local Christian church.
- » Have the ability to work as part of a team, under a team leader.
- » Be able to stay cheerful even after several days with little sleep!

**All team members working in schools need to be committed to:**

- » Setting an example to others in 'speech, in life, in love, in faith and in purity' (2 Timothy 4:12).
- » Working as a team, with love and respect for other team members.
- » Keeping up-to-date with the latest Ignition developments between May and September.

**Other requirements:**

- » Anyone working with 11-18s on behalf of Vision needs an enhanced disclosure from the Criminal Records Bureau (CRB). All volunteers also need to complete a Self Declaration Form (we'll tell you more about this once you have applied for a role).

All available Interaction Team positions are listed on the next page >>>

### Weeks A + B

#### TV Team

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To organise and produce:
- >> a 2 minute video highlights montage each day for catchthefire.net
  - >> a 5 minute video highlights montage for use at the open-air concert
  - >> photos of a selection of schools each day for catchthefire.net
- Times** The TV team will work on a rota at the following times:
- >> 8:00am - midnight
- Roles** This team needs:
- >> 1 TV Team leader
  - >> 3 video camera operators to record footage
  - >> 3 video editors
  - >> 2 photographers

#### Email interaction team

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To spend between 1-5 hours each day:
- >> preparing answers to questions asked by pupils on catchthefire.net
  - >> checking and editing answers prepared by other members of the team
- Roles** This team needs:
- >> 1 interaction team leader
  - >> 5 interaction team members
  - >> 2 photographers

#### Web team

>> WEEK A: 14-19 SEPTEMBER >> WEEK B: 21-25 SEPTEMBER

- Goals** To organise:
- >> the design and production of fully-operational website (catchthefire.net)
  - >> regular updates to the site during the schools week
- Times** This team will need to be available:
- >> to complete several days work on the site between August and September
  - >> 9:00am-midnight (on a rota)
- Roles** This team needs:
- >> 1 web team leader
  - >> 4 web team members

# Part 5 >>

# Planning +

# Preparation

PERSONNEL // PUBLICITY // TEARFUND // TIMETABLING

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### Overview

The planning and preparation teams work almost all year round to make sure that Ignition has the resources and publicity it needs to make an impact.

### Are you available?

Although these teams have already started work for Ignition, there are still opportunities for volunteers to help out!

For some roles you'll need to commit to a certain amount of time each week (e.g. Church Tour). For others, you might only be needed for a day or two (e.g. publicity or timetabling). If you'd like to be involved on these teams, please let us know how much time each week you could commit to.

### Have you got what it takes?

#### Planning and preparation team members need to:

- » Be willing to get involved wherever needed.
- » Be enthusiastic and cheerful.
- » Have the ability to work as part of a team, under a team leader.

#### All support team members need to be committed to:

- » Working as a team, with love and respect for other team members.
- » Supporting and encouraging the schools teams.

#### Other requirements:

- » All volunteers need to complete a Self Declaration Form (we'll tell you more about this if you apply for a role).
- » If your role involves working with young people, you'll also need an enhanced disclosure from the Criminal Records Bureau (CRB). The Child Protection Coordinator at your church will be able to give you more information about this.

All available planning and preparation positions are listed on the next page >>>

### Personnel

- Goals** To coordinate all Ignition personnel by:
- >> taking responsibility for all job applications and ensuring roles are filled
  - >> creating and maintaining a database of all volunteers
- Roles** **This team needs:**
- >> 1 personnel team leader
  - >> Up to 3 personnel team members

### Publicity Team

- Goals** To support the existing Vision publicity team by:
- >> helping with a range of admin tasks e.g. putting publicity into envelopes to post, sorting flyers into packs of 30 ready to take into schools etc
- Roles** **This team needs:**
- >> 4 helpers

### Tearfund

- Goals** To enable teams to make full use of Tearfund's resources by:
- >> liaising with Tearfund
  - >> passing all relevant information to schools team leaders
- Roles** **This team needs:**
- >> 1 team leader
  - >> up to 2 helpers

### Timetabling Team

- Goals** To organise the Ignition schools week activities by:
- >> working with heads of department at schools and Ignition team leaders to create a practical timetable for each school
  - >> creating finalised timetables to give out to schools team leaders
- Roles** **This team needs:**
- >> 1 team leader
  - >> 3 helpers