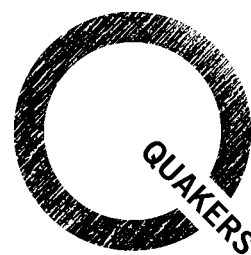


# Britain Yearly Meeting Children and Young People's events 2020



*Creating connections*



## Volunteer role outlines



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**Travel expenses and accommodation costs for volunteers on all these events will be fully met.**

All volunteers will need to have an enhanced criminal records disclosure, including the check against the 'statutory barred lists'. Details of how to obtain this will be sent to all who are invited to volunteer.

Volunteers being invited to join a team will need to confirm their place on the team by returning the volunteer information and agreement form, which includes setting out what volunteers can expect and what is expected of them.

## A weekend for 13 -17 year olds

### Overview of event

The *2020 vision* event will provide an opportunity for 13 – 17 year old Quakers, from throughout Britain Yearly Meeting, to gather together in community. This has the potential to be a significant and powerful experience for them in terms of their spiritual growth, faith development and participation within the Religious Society of Friends. It aims to provide a platform, and safe space, for young people to discuss issues that are of interest to them and their communities. The event also aims to bring young people from different areas together to share experiences and build relationships. The event will also provide opportunities for the development of skills through challenging activities leading to fulfilment and self-confidence.

There will be space for up to 25, 13 - 17 year olds. Accommodation will be at Dunfield House, Kington in Herefordshire and will be catered for by the venue. The event will begin 5pm on Friday with introductions and ice-breakers. Over the course of the weekend there will be games, workshops, creative and reflective activities to explore the theme *2020 vision...* Throughout the weekend there will be opportunities for worship and free-time to enable young people to have space to be.

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### Adult volunteer role

This is key to the effective running of the event and includes the following:

**Relationships:** All volunteers should strive to get alongside young people at the event. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Responsibility:** All volunteers should model appropriate behaviour, encouraging young people to abide by the agreed boundaries.

**Facilitation:** Volunteers will contribute to the programme in ways to be agreed at the planning meeting before the event; this may include leading sessions, worship, games or discussions.

**Support:** Volunteers will be required to support young people to engage with the programme.

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### Team

- **Adult Volunteers:** Four Adult volunteers.
  - **CYP Staff members:** Lee Lester and Kirsty Philbrick, Youth Development Workers.
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### Commitment required

**Planning meeting:** This will take place mid-morning on Saturday 7 to early afternoon on Sunday 8 February at Dunfield House, Kington in Herefordshire. This time offers the opportunity to go through the event programme in detail, to plan, to have fun together and build a team. It is also an opportunity to see the venue.

**Event:** Friday 6 March to Sunday 8 March. The team need to be there from late afternoon on Friday and the event finishes in the afternoon on Sunday.

# Children's Programme

For 0 to 11 year olds at Yearly Meeting Gathering

## Overview of event

The Children's Programme is a significant and recognised part of Yearly Meeting Gathering (YMG). It aims to offer an enjoyable, engaging and challenging programme based on the YMG agenda. It gives children, in age appropriate ways, opportunities to explore their place in Quakers and the world, to make friendships, to worship, to be creative, to have fun and to play games.

The Children's Programme runs 15 minutes before to 15 minutes after each YMG session, taking place each morning from Sunday to Friday, three afternoons and two evenings (5 – 11s teams only doing one of these). Made up of five age groups, each group has a team of four adult volunteers and a Key Facilitator. Age groups are split depending on final numbers and age ranges, but is likely that there will be two age groups for 0 – 5 year olds and three for 5 – 11 year olds. Apart from the very youngest group, each age group will have smaller groups and each volunteer will be responsible for working with a small group. The event will take place at the University of Bath.

Number of participant spaces: 30 for 0 – 5 year olds and 96 for 5 – 11 year olds.

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## Adult volunteer role

This is key to the effective running of the programme and includes the following:

**Responsibility:** Volunteers will be responsible for taking on roles to ensure the smooth running of the age groups. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** Volunteers will work together and alongside staff to plan and organise the programmes. Volunteers share the leading and running of sessions and activities. Age group teams meet together at lunch times each day to share plans and concerns.

**Support:** Volunteers work to encourage the spiritual and personal growth of children in a variety of ways that are age appropriate and child centred.

**Relationships:** Volunteers are expected to get alongside children at the event, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** Twenty-five volunteers will be invited to join the Children's Programme Team, five of whom will be Key Facilitators who take the lead within each age group, also some volunteers will be asked to be in reserve to enable the teams to expand if bookings are high.

**CYP Staff:** Mel Cook, Children's Work Officer and Howard Nurden, Head of Children and Young People's Team who has oversight of all the CYP programmes at YM.

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## Commitment required

**Adult Volunteer weekend:** Birmingham May 16 – 17 (Saturday morning to Sunday afternoon) in Birmingham (accommodation is available on the Friday evening for those needing it).

**Yearly Meeting Gathering:** Mid-morning Saturday 1 August (accommodation will be available on the Friday for those who need it) to early afternoon Friday 8 August.

# Key Facilitator for an age group

## Children's Programme for 0 to 11 year olds at Yearly Meeting Gathering

### Overview of role

Each of the age groups in the 0 to 11 year olds programme at Yearly Meeting Gathering (at the University of Bath) will have a Key Facilitator coordinating the volunteer team. A Key Facilitator needs to be able to work in a collaborative manner in the planning and oversight of the programme. The role is designed to ensure good communication, to give clear lines of responsibility and to ensure that there is effective support for children, parents and team members. The Key Facilitator coordinates discussions amongst the team in relation to programme planning and delivery, involving team members and enabling them to take responsibility for elements of the programme.

Key Facilitators may need to make decisions in relation to participants, team members or the programme when the circumstances do not allow for consultation with the whole team. The Children's Work Officer has overall responsibility for the programme and delegates this responsibility in part to Key Facilitators providing support for them as needed.

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### Key Facilitator's role

#### Programme oversight

- To maintain an overview of the age group programme planning, delivery and resources.
- To enable team members to use their skills and interests in planning and facilitating.
- To check that team members responsible for particular sessions have the required resources.
- To ensure that each session runs effectively, taking into account the needs of the children.
- To ensure that all paper work relevant to the programme is completed as necessary.
- To ensure that sessional helpers and outside facilitators are supported during the event.

#### Coordinating and supporting an age group team

- To oversee the planning of the programme in advance of the event.
- To convene meetings for their age group team at least once a day during the event.
- To support the building of appropriate relationships with children.
- To work with team members to ensure that effective pastoral care is provided.
- To be available to hear the concerns of the team members working in their age group.
- To support team members in managing challenging behaviour.
- To aid team members to work confidently - providing advice, guidance, support and ideas.

#### Liaison and linking

- To liaise with the Children's Work Officer in the planning and delivery of the programme.
- To liaise with other Key Facilitators – about sharing sessions, activities or resources.
- To ensure that the resources required are requested from the Children's Work Officer.
- To liaise with parents / carers about the pastoral care and behaviour of children.
- To communicate complex or difficult pastoral care issues about participants to the Children's Work Officer or the YMG CYP Programmes Overseer.
- To communicate any concerns about team members working with their age group to the Children's Work Officer or the Head of the Children and Young People's Work Staff Team.

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### Commitment required

**Planning weekend:** May 16 – 17 (Saturday morning to Sunday afternoon) in Birmingham (accommodation is available on the Friday evening if needed).

**Key Facilitators only:** A planning meeting on March 14 – 15 in Bath and a day meeting 18 July in Friends House, London.

**YMG:** Saturday morning 1 August until early afternoon Friday 8 August.

# Young People's Programme

For 11 to 14 year olds at Yearly Meeting Gathering

## Overview of event

The Young People's Programme (YPP) provides an opportunity for young Quakers aged 11 – 14 to gather in community with their peers, whilst engaging with Yearly Meeting Gathering in age appropriate ways. The event provides space for worship and exploration of concerns that are of importance to Quakers. It aims to be fun, thought provoking and exciting. The theme for the event will be agreed by the YPP Arrangements Committee when they meet in January 2020. This will reflect the main Yearly Meeting topics. YPP will provide a programme from Sunday morning until Friday morning (except on two afternoons and two evenings when YPP will not run). The event will take place at the University of Bath.

Number of participant spaces: 60.

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## Adult volunteer role

This is key to the effective running of the event and includes the following:

**Responsibility:** Volunteers will be responsible for taking on roles to ensure the smooth running of the event and supporting the YPP Arrangements Committee and staff, to plan and facilitate the programme. All volunteers need to work within BYM's Safeguarding and Pastoral Care Policies.

**Facilitation:** Volunteers will contribute to the programme by supporting the YPP Arrangements Committee to plan, deliver and facilitate some activities and sessions. This should promote the programme aims and encourage young people to engage with the programme content.

**Support:** Volunteers will support the YPP Arrangements Committee by helping them to plan and reflect on their roles as facilitators, and work alongside them in sessions. Volunteers need to complete the relevant paperwork for the Quaker Youth Work Recognition Scheme. Volunteers will be required to support young people to engage with the programme.

**Relationships:** Volunteers are expected to come alongside young people at the event, building appropriate relationships to support participants in exploring their Quaker faith and spirituality. Volunteers are required to work in line with BYM's Event and Activity Management Policy, modelling appropriate and inclusive behaviour.

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## Team

**Adult Volunteers:** Seven adult volunteers and two reserves.

**Arrangements Committee:** Four young people (nominated at YM 2019).

**CYP Staff:** Jude Acton (Children and Young People's Officer) and Howard Nurden (Head of Children and Young People's Team who has oversight of all the CYP programmes at YM).

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## Commitment required

**Adult Volunteer weekend:** This will take place 16 –17 May (Saturday morning to Sunday afternoon) in Birmingham (accommodation is available on the Friday evening for those needing it).

**Team weekend:** The YPP adult volunteer team join the YPP Arrangements Committee on Saturday 4 July mid-morning to mid-afternoon Sunday 5 July in Hemel Hempstead.

**Event:** Saturday 1 August, 10:30am (YPP preparation time, accommodation available Friday if needed). The programme will run from Sunday morning 2 August until Friday lunch time 7 August.

# Junior Yearly Meeting

For 14 to 17 year olds at Yearly Meeting Gathering

## Overview of event

Junior Yearly Meeting (JYM) provides an opportunity for young Quakers aged 14 - 17. It is planned and facilitated by a group of young people – with the support of staff and adult volunteers. This group agree the theme and the JYM sessions, linking to Yearly Meeting Gathering (YMG). It is a spiritual event with the opportunity to explore the theme in a variety of ways and experience Quaker practices. It is also about building community through socials and making new friends. CYP staff and volunteers are responsible for young people during the JYM programme, outside of this time young people have a responsible adult. The event will take place at the University of Bath. JYM takes place from Sunday morning (with registration on Saturday evening) until Friday lunchtime (except on one morning, two afternoons and one evening when JYM will not run).

Number of participant spaces: 80.

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## Adult volunteer role

This is key to the effective running of the event and includes the following:

**Relationships:** Volunteers are expected to be alongside participants, to enable a sense of community in both free time and sessions. They will build appropriate relationships (within the boundaries of their role) to encourage the spiritual and personal growth of participants. Modelling appropriate values and behaviours in line with BYM's Event and Activity Management Policy.

**Support:** Adult volunteers will support a member of the Arrangements Committee (AC) or a Base Group Facilitator (BGF) in their planning and preparation for sessions and their development as facilitators. AC are responsible for main sessions, BGFs for base group sessions (adult supports will attend half of the base groups). Two volunteers will be invited to be either an AC Coordinator or a BGF Coordinator, who work alongside staff in the training and support the under 20 team and have oversight of pastoral care.

**Development:** Volunteers will encourage reflection on the young person's practice as a leader and facilitator, completing the paperwork for the Quaker Youth Work Recognition Scheme certificates.

**Responsibility:** Volunteers take on roles to ensure the smooth running of the event, including logistics, participating in and contributing to JYM in ways that nurture the spiritual and Quaker grounding of the event. The team will work within BYM's Safeguarding and Pastoral Care Policies.

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## Team

**Arrangements Committee:** Five young people (two Clerks, three Arrangements Committee).

**Base Group Facilitators:** Six young people.

**Adult Volunteers:** Eleven volunteers and two reserves.

**CYP Staff:** Cat Waithaka (Youth Participation Officer) and Howard Nurden (Head of Children and Young People's Team who has oversight of all the CYP programmes at YM).

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## Commitment required

**Adult volunteer weekend:** Saturday 16 to Sunday 17 May at Woodbrooke, Birmingham (with accommodation on Friday evening if needed).

**Team day:** The JYM adult volunteer team join the JYM Arrangements Committee and Base Group Facilitators on Saturday 4 July 11:30am to 7:15pm in Hemel Hempstead.

**Event:** Saturday 1 August, 10:30am (JYM preparation time, overnight accommodation on Friday if needed). The programme will run from Sunday morning 2 August until Friday lunch time 7 August.



# CYP Programme Overseer

## At Yearly Meeting Gathering

### Overview of event

Yearly Meeting Gathering (YMG) is an all age Quaker event that happens every three years. In 2020 YMG takes place at the University of Bath from Sunday 2 to Friday 7 August. The children and young people's programmes are an important part of the gathering, offering a chance for the theme to be explored in age appropriate ways. The CYP Programme Overseer role is to assist the CYP staff in providing pastoral care for CYP teams and supporting parents / responsible adults.

The Children and Young People's Programmes are as follows:

- A Children's Programme for 0 – 11 year olds, split by ages into up to five groups, each with a volunteer key facilitator and a team of up to four other volunteers. The groups will meet each morning and some afternoons and evenings.
- A Young People's Programme for 11 – 14 year olds, providing a programme from Sunday morning until Friday lunchtime (with breaks on two afternoons and two evenings).
- Junior Yearly Meeting for 14 – 17 year olds, providing a community from Sunday morning until Friday lunchtime (with breaks for some sessions) for the young people attending the gathering.

All children and young people attend YMG with a responsible adult, either a parent or other family member, in the case of JYM participants this might be someone appointed by the area meeting.

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### The CYP Programme Overseer role includes the following:

- To attend the briefing sessions for responsible adults for participants on the programmes.
- To provide pastoral care for parents / responsible adults, linking as necessary with the YMG Accessibility Officer (whose role is to ensure that resources are best used to enable the inclusion of participants with additional needs at YMG) and the YMG pastoral care group (whose role is to make provision of pastoral oversight for, and facilitate the inclusion for, all those who attend YMG).
- To inform CYP staff of pastoral care issues relating to parents / responsible adults.
- To refer issues raised by parents / responsible adults to CYP staff.
- To address any issues relating to the YMG community agreement concerning children and young people outside of CYP programme time, being part of the CYP Disciplinary Group which acts on behalf of the YM Arrangements Committee as necessary.
- To be around the CYP programmes, supporting where necessary, attending team meetings for different age groups throughout the event.
- To be a 'listening ear' for volunteers who may have particular concerns.
- To check in with the head of the CYP staff team and meet as required with other CYP staff.

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### CYP staff team

Mel Cook responsible for the Children's Programme, Jude Acton responsible for the Young People's Programme, Cat Waithaka responsible for Junior Yearly Meeting, Howard Nurden overall responsibility for the programmes and a YMG CYP worker supporting across the programmes.

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### Commitment required

**Adult Volunteer weekend:** This will take place 16 –17 May at Woodbrooke in Birmingham (accommodation is available on the Friday evening for those needing it).

**Event:** The CYP Programme Overseer will need to be at Yearly Meeting Gathering from lunch-time Saturday 1 to lunch time Friday 7 August.

# Young Quakers Participation Day

For 14 to 18 year olds alongside Meeting for Sufferings

## Overview of event

The Young Quaker's Participation Day, which happens alongside Meeting for Sufferings, is for young Quakers to be involved in decisions that affect them and the organisation they are part of. Meeting for Sufferings representatives are asked to take responsibility for accompanying young people to the day, where they are not willing or able the Area Meeting can fund an alternate adult to support the young person's attendance. It is hoped that as well as a chance for young people to spend time together, they will connect with their Responsible Adult.

The Participation Day is held at Friends House in London and will start with worship alongside Meeting for Sufferings. The young people will then participate in programmed activities with their peers as well as having the choice to participate in some of Meeting for Sufferings. They will have lunch with the adult that is responsible for them. The day ends with worship alongside Meeting for Sufferings.

Number of participant spaces: 40.

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## Adult volunteer role

This is key to the effective running of the event and includes the following:

**Relationships:** Volunteers are expected to come alongside participants, to enable a sense of community in both free time and sessions. They will build appropriate relationships (within the boundaries of their role) to encourage the spiritual and personal growth of participants. Modelling appropriate values and behaviours in line with BYM's Event and Activity Management Policy.

**Facilitation:** Volunteers will work together and alongside staff to plan and facilitate the programme, reflecting the focus for the day. Team members should ensure that they foster the spiritual and Quaker grounding of this day. Volunteers will share the leading and running of sessions and activities as well as supporting any guest facilitators in the implementation of their session/s.

**Participation:** Each adult volunteer will support a group of young people in their participation, this will include supporting their involvement in the consideration of the topics being considered.

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## Team

**Adult Volunteers:** Six volunteers with experience in youth work and participation, one of whom will be asked to provide enhanced support and input into the facilitation on the day.

**Staff:** Cat Waithaka (Youth Participation Officer) has overall responsibility for the Participation Day.

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## Commitment required

**Team Preparation day:** Saturday 7 November (10:30am to 7:30pm including an evening meal).

**Team Meeting and meal:** Friday 4 December (6:00pm to 9:00pm) at Friends House London.

**Event:** Saturday 5 December (8:30am to 5:30pm) at Friends House London.

Nearby hotel accommodation is provided for those who require it.