



welcome to

HASLEMERE VENTURES

The guide

An information pack
for leaders 2018

JULY 2018

Thank you so much for volunteering to lead at Haslemere this year. For the last 56 years these Ventures have been impacting young lives for good and have led to many coming to Christ. Without you the Ventures couldn't operate and a great opportunity to help teenagers discover Christ and grow in Christian discipleship would be missed.

Leading at Haslemere is both a great privilege and a tremendous responsibility. Aware of that, we've put together this booklet which sets out some key aspects of Haslemere life. By giving it to all leaders we're seeking to ensure we're all starting from a shared commitment and understanding, which will aid our team working and hopefully increase our effectiveness in sharing the good news of Jesus and serving the members at Haslemere and beyond

It may not be a literary classic, but its contents are important, so do please take the time to read it and if you have any questions, don't hesitate to get in touch

In Christ,

Paul Peterson

Haslemere Principal
paulpeterson@blueyonder.co.uk
Tel 07939 125375

CONTENTS

Vision and Ethos
PG 3

Expectations of Leaders
PG 4

Roles and Responsibilities
PG 5

The Daily Programme
PG 6

The Year in View
PG 7

Safeguarding Matters
PG 8

Year-round Contact
PG 10

Keeping in touch:
Communications
PG 12

Fees and Payments
PG 13

Link to CPAS Statement
of Faith
PG 14

HASLEMERE: VISION AND ETHOS

Haslemere exists to help young people get to know God and to grow in relationship with and service of him. Whilst the ventures themselves (Easter, Summer and New Year) are the main focus of our work, we strongly believe that the relational work continues all year round through ongoing contact with the members, regional prayer gatherings for leaders and through involvement in local church youth work. In this sense Haslemere is very much a community of people with a shared vision.

We are passionate about three things:

- 1 Seeing young people come to know Christ – ***Evangelism***
- 2 Seeing young people grow in their relationship with him and taking responsibility for their own faith development – ***Discipleship***
- 3 Developing leaders who will serve Christ in the context of both the church and the wider world – ***Leadership Development***

At Haslemere the priorities for all leaders are often summed up in the following way: Time for **Jesus**, Time for **People**, Time for **Jobs**

Jesus – our effectiveness as leaders flows from our own relationship with God, nurtured through prayer, Bible study and worship. These should be priorities for all of us not just when we're at Haslemere but throughout the year. Without that relationship with Jesus, our words and works are empty.

People – Relationships matter. Investing in positive relationships with the young people in our care, helps us earn their respect and the right to engage with them on issues of faith. In all our relationships our behaviour must be beyond reproach. At Haslemere we encourage leaders to prioritise getting to know members of their own dormitory group, thus ensuring every young person is looked out for.

Jobs – The Ventures run smoothly when every leader fulfils the responsibilities delegated to them. Jesus showed what it meant to serve others when he washed his disciples' feet, in carrying out our various roles with humility and thoroughness we are serving the young people and ultimately serving Christ.

Each Haslemere leader will bring their own personality, ideas and experience to bear. As the Venture progresses please do make suggestions of new activities or different approaches, and do ask questions as to why things are done the way they are.

EXPECTATIONS OF LEADERS (From the CPAS Ventures Handbook)

We believe that the Bible calls us as volunteers to a lifestyle that...

- is based on personal commitment to Jesus as Saviour and Lord
- reflects a relationship with God, and includes regular Bible reading and prayer
- includes active involvement in a local church whose leadership will recommend the applicant for involvement in Ventures
- requires us to be law-abiding citizens and responsible members of the local community
- is marked by a selfless and generous lifestyle in attitudes to money, possessions, time, work, leisure, social action and relationships.
- demonstrates appropriate moral standards including an acceptance that the only appropriate place for an active sexual relationship is within a marriage between a man and a woman

ROLES AND RESPONSIBILITIES

1. To be responsible for a dormitory of boys or girls with at least one other leader. This will include building relationships with them, praying for them, ensuring they are present at all meals and meetings and if necessary, getting them up in the morning and to bed at night.
2. To plan and run a dormitory time each night with your co-leaders, and to work under the authority of your designated 'top of the list' leader.

3. To be responsible for possibly several jobs during the Venture eg. Running a game, ringing the rising bell or power point in the meetings. Some jobs are allocated in advance; others will be given to you at the Venture.
4. To participate in the main meetings as asked by the overall leaders eg. leading a prayer, doing a talk (not normally the first time you lead), being on patrol etc.
5. To attend the leaders meeting and at least one prayer meeting – either the leaders’ or Venture one each day.
6. To keep in touch with members of your dormitory during the year in line with our safeguarding policy and pray for them and the ministry of Haslemere.
7. To be fully aware of the health and safety policy as well as the child protection guidelines, and to work within them at all times. We adhere to the Child Protection Guidelines issued by CPAS, which you will be reminded of at the start of each Venture.
8. To seek to be a role model to members through the year. In a technological age we need to be careful about our use of Facebook and other social networking sites. Bear in mind the verse ‘Imitate me as I imitate Christ’.
9. To pay your donation (fees) contribution promptly to help CPAS to keep costs down for the young people we seek to serve.
10. To show your commitment to the work, be on a team at least once and ideally twice a year. If we are to grow the work and impact more young people, we need leaders to make leading at Haslemere a priority in their lives.

The Daily PROGRAMME

A typical day at Haslemere.

8am	Rising Bell
8.30	Breakfast
9.10	Morning Meeting
9.50	Guided Quiet Time
10.15	Senior Members' Activity Slot / Leaders Meeting
11.15	Elevenses
11.30	Activity Slot
12.45PM	Lunch
1.30	Bible Workshop
2.30	Activity Slot/Outing
4.15	Tea
4.45	Activity slot/Music Practice
5.30	Leaders' Prayer Meeting
6.00	Supper
7.00	Houseparty Prayer Meeting
7.30	Main Meeting
8.20	Dorm Times
9.15	Evening Drinks/Cocoa
9.45	Late Night Activity
11PM	Lights Out

The Year in View

Haslemere isn't just about a single week in the height of summer. Our work is relational in nature and so we seek to provide opportunities for members and leaders to relate, serve and grow throughout the year.

Outlined below you'll find a typical Haslemere timeline

**JANUARY/
FEBRUARY** New Leaders Day – a training day for those considering leadership at Haslemere

MARCH/APRIL Easter Haslemere – 6 days (13-18 year olds)

JULY Leaders Weekend – a time of teaching, training, fellowship, worship and preparation for the summer ahead. (6th-8th July in 2018)

AUGUST 3 Summer Ventures each of 7 days duration

OCTOBER Older Leaders' Day – an opportunity to review the year so far, to plan ahead and to pray together as senior leaders

OCTOBER half TERM Haslemere@Danehill – Venture for school years 6-8

NOVEMBER Mini Reunion for members and leaders

DECEMBER 4 night New Year Reunion at the Royal School

Throughout the year we encourage leaders to get together to pray for the ongoing work and to organise regional gatherings to encourage one another and members living locally.

The Core Action or CAT team meets 3 times a year to provide strategic oversight of our ministry and Paul and Lauren visit churches and youth groups to encourage involvement and make new links.

In 2018 we have also run separate male and female leaders' weekends to encourage fellowship and a sense of belonging to the Haslemere team.

Safeguarding Matters

At Haslemere we work within the CPAS Child Protection Policy at all times.

Further details can be found at:

<http://www.ventures.org.uk/parents-stuff/child-protection/>

The Policy sets out guidelines on:

Responding to allegations
Careful practice
Appointing leaders

Supervision of activities
Helping victims
Working with offenders

Responding to a child wanting to talk:

Show acceptance
Be honest
Reassure that they are not to blame
They may have been threatened not to tell

Keep calm
Don't promise confidentiality
Never push for information

What to do when a child has discussed allegations:

Make notes immediately and in full
Report the discussion immediately to the Safeguarding Officer.
Do not discuss with anyone else

Allegations involving the Safeguarding Officer:

Report concerns instead to the Deputy Safeguarding Officer.
Alternatively report to the Co-ordinator for Ventures & Falcon Camps via the emergency number: 0870 2250 999 (24 hours)
Alternatively contact CPAS Ventures team on 0300 123 0780 (option 2)

Summary of responding to a child:

Reassure the child that they were right to tell you
Let the child know what you are going to do next
Make notes then speak to your Safeguarding Officer immediately
Consider your own feelings

Specific areas of good practice:

Ask: "How might a third-party perceive this situation?"
Avoid one-on-one situations, particularly out of sight
Be careful about close contact with members of opposite sex
Be cautious of any physical contact

Related areas of good practice

ALCOHOL

none to be consumed by members or leaders during the Venture even when leaders are off-site and not in direct supervision of members.

SMOKING

For the sake of the members we ask that no leader smokes on site during the Venture.

CONTROLLED DRUGS

always confiscate (with a witness) and hand over to the police (anonymously), but do this in conjunction with the Safeguarding Officer. Parents should only be informed following discussion with the Ventures Office.

SOLVENTS

confiscate any which you find being abused; ensure that any solvents you use during the course of your Venture (e.g. glues for craft activities) are kept under tight controls.

OPEN ACCESS

we must avoid parents and/or members seeing us as closed and secretive – always ensure that members know that they can go to someone in authority (i.e. the Overall Leaders) at any time and in confidence. Also ensure that there is a way they can make a confidential phone call home should they need to. The overall leader's mobile phone can always be used if need be.

BULLYING

be on the lookout for members ganging up on other members, and ensure it stops.

PHOTOGRAPHY

It is fine to take appropriate photos of members for Ventures use. As a condition of booking parents are required to give their permission for photographs of their children to be used for promotional purposes. Specific leaders will be designated as official photographers. Please do not put photos of members on your personal social media pages.

GUIDELINES FOR YEAR ROUND CONTACT WITH HASLEMERE MEMBERS

"...so that we may present everyone perfect in Christ"

Colossians 1:28b

Our care for members does not stop at the end of a house party. Our long term goal is that members should grow to love and know Jesus more and follow him more obediently. These guidelines will hopefully help with this task.

Why the guidelines? At Haslemere we believe in 'relational' youth work, which means that we get to know one another as fellow leaders and members. By building trust and confidence, we can share something of our lives and ultimately the Good News of Jesus. So having had members in our dorms at Haslemere, how are we to keep in touch in between house parties?

Social media is a great tool to keep in touch. But unfortunately there is also great potential for exploitation and abuse. Sadly at Haslemere we have had experience of this, and it could very easily have been the undoing of this wonderful work of God. Therefore the guidelines below are to help us keep healthy and encouraging channels of communication open with members from our dorms. By keeping to them we avoid any unnecessary suspicion of 'grooming' that has grown in recent years due to the internet. Not all parents understand that the contact their 15 year old son/daughter has with a 26 year old leader, following a house party, is purely to encourage and nurture. The guidelines are laid out for our own protection and for the wellbeing and safety of the members in our care.

As we are often reminded at Haslemere, attention from leaders can sometimes be misunderstood by a member. A touch on the shoulder, a hug, etc, can be mistaken for something else. In the same way, with any communication after a house party, we must not be overly attentive otherwise this too can be misunderstood by a member, parent or guardian. Some of the following guidelines are lifted straight from Ventures Policy, so may sound a little formal.

First and foremost – Pray! This is the most important thing we can do for members. We ask that you commit to praying for members you have had in your dorms regularly through the year. If you have a personal prayer list add them to that. In whatever way you can remember to pray. Use the Haslemere photo and regular prayer updates as a prompt.

Meeting members outside of the Venture

A leader meeting up with a member away from the Venture, other than in the context of the local church (when that church's safeguarding policy will apply), is normally inadvisable. Where a leader feels such a meeting is appropriate he/she shall seek approval from the Overall Leader or the Church leader and if such a meeting is deemed appropriate by the Overall Leader or church leader then the member's parent's permission must be obtained in writing. The location, numbers of other members and details of other adults present must be given to the safeguarding officer (Paul Peterson)

E-mail and text contact

- Contact between leaders and members before, during and after the event by email or text must be initiated and addressed to the whole group and be for the purpose of giving information and updates only. (This will be delivered via the overall leaders team)
- Sustained e-mail and text contact between individual leaders and members is not permitted.
- Email contact is allowed from leaders as long as it is to a whole dorm group and all other dorm leaders are copied into the emails
- If a member contacts a leader through email, text or a private message then the leader must politely reply saying that they are not permitted to have contacted with members through these channels, copying in an overall leader and making sure that a record is kept.
- Copies of all e-mails and letters between leaders and members should be retained by the leader involved, and made available to the Safeguarding Officer (Paul Peterson) on request.
- If a leader receives an e-mail or text from a member, which makes them wary about either the personal situation of the member or the relationship between the member and themselves, they should forward it directly to the Safeguarding Officer (Paul Peterson).

Internet Safety – including Social Networks The internet is a useful tool for promoting Haslemere and for interaction with members, but there are risks associated with internet use which must be guarded against. Haslemere have set up a social networking presence on Facebook, Twitter and Instagram.

This is a useful way of keeping in touch with members, and encouraging them to invite their friends. The following points should be taken in to consideration:

- Where possible the group should be a “closed group” and the administrator (Sam Baker) should control which photos are uploaded
- Any site should be reviewed regularly (at least every week) in order to monitor the appropriateness of material written and photos posted
- Leaders should not accept members as “friends” other than in the context of local church ministry and family relationships
- There should be **NO** contact with members via private messages, emails etc unless another leader is copied into the conversation and records are kept of all communication

Letters/Postcards

Everyone loves to receive a letter through the post and because it is a more ‘public’ document than electronic communication, a friendly letter should relieve the suspicions of anxious parents. Even better is a postcard/Birthday card/Christmas card. A postcard is brief and if a parent needs to see who and what it contains then they can.

Any contact that started outside Haslemere or in a context out of the control of Haslemere, is outside the scope of this policy. If leaders do not adhere to this policy they could be jeopardising their future work with CPAS.

KEEPING IN TOUCH - COMMUNICATIONS

As much as possible we try to keep in touch with you by e-mail, as this saves time, money and resources. Please make sure you let our administrator Carol Aitman know if you change your e-mail address: aitmancarol5@gmail.com

Leaders Letters Mailings

These are sent out at regular intervals during the year to keep you up to date with news on the Venture, prayer needs and the names of those who have booked in to each of the weeks. We would encourage you to print these off and use them as a prompt to your prayers.

At the beginning of each year you will be notified of the leaders' booking links for each of the upcoming Ventures. Please complete your application early even if you're not 100% sure you can make a Venture during the year, as it ensures that your DBS is processed efficiently and that we're up to date with references etc.

At the beginning of the summer term the invitation to the leaders' weekend will be included in the mailing.

In House Leaders Forms

These can be found on our website and you'll receive a prompt about a month in advance of any Venture you've booked into so that you can make any special requests with regard to which members you would like in your dormitory groups and which responsibilities you are happy to take on. All such information is taken into account by the overall leaders when planning individual Ventures.

DBS forms

These are generated automatically by CPAS once you are booked in to lead at a Venture and have to be renewed every three years. The DBS process can take several weeks to complete, so on receipt of the DBS email from Ventures please follow the instructions promptly. Overall leaders or your church leader can countersign your Identity Documents. CPAS will not allow any leader without a completed DBS to lead on their ventures.

Limpsfield Trust Letters

The work of Haslemere Ventures is backed by an independent Charity – the Limpsfield Trust. As a leader you'll automatically receive newsletters 3 times a year containing news updates, talks schemes and pointers for prayer.

Training Papers

Papers have been written covering a range of themes relating to the Ventures and are made available to leaders at the Ventures. Current Titles include: Personal Work; Leading a Dorm time; Bible Workshops; Giving a Talk; Administration.

Copies are available on request from our administrator
aitmancarol5@gmail.com

HASLEMERE PAYMENT DETAILS

We want you to lead because of who you are, not how much money you have or do not have.

The prices of Ventures are worked out with an assumption that leaders will pay their way. If leaders' costs aren't covered, Ventures may need to increase prices which could mean fewer members can attend. God is faithful and generous – He calls us to be the same.

Haslemere Ventures are “**mission at home**”. Could this be part of your giving or could you ask your church if they could support you? Other options may include:

- Ask parents/relations if they could support you.
- Save regularly - £1 a day mounts up to £365 in a year.
- Could you tap into trusts/funds or charities?
- Fundraising
- Give more if you can. Consider subsidising another leader.

Haslemere Leaders Weekend ONLY

Payments for the Leaders Weekend can be made by bank transfer (which is preferable) to HSBC, Sort Code 40-06-29, Account no. 51022989.

Please add your name and LW as reference (this is so Alison Murphy the treasurer of The Limpsfield Trust can identify the payment)

You can also pay by cash on the Saturday or a cheque payable to The Limpsfield Trust.

Haslemere Ventures (Houseparties) - Donations(fees)

Haslemere Easter, Summer A, B, C, Haslemere@Danehill and New Year Reunion. Can be paid **online** using this link and your personal reference number for that venture (please note you have a different number for each Venture) and your surname (case sensitive). If you want to gift aid your donation you can do this online by ticking the box.

<https://www.ventures.org.uk/venture-leaders/leaders-donations/donate-online>

Your personal reference number can be found on the email sent out to you from the Ventures Office entitled “Thank you for volunteering on a Venture” or contact Carol on aitmancarol5@gmail.com who will email it to you.

You can also pay by:

Cash * **Cheque*** (payable to CPAS Ventures) and can be sent to Carol Aitman, address on website.

* this can be gift aided by form, please contact Carol



You can set up a **standing order** by completing a form this means you will pay a set amount each month therefore helping to spread the cost. Please note the standing order period runs from 1 May to end of April. Depending on the number of Ventures you attend, add up the fees of each Venture and divide by 12 if starting during May (or the number of months left in the standing order year). If you wish to gift aid your donation please complete the section at the bottom of the form.

ALL LEADERS ARE ASKED TO CONTRIBUTE AS CLOSE TO THE BROCHURE PRICE AS POSSIBLE, IF POSSIBLE.

Carol Aitman May 2017

STATEMENT OF FAITH

As part of a national network of Ventures for young people we work within the CPAS basis of faith which can be found at:

<https://www.cpas.org.uk/about-CPAS/mission-and-vision/statement-of-faith>

Haslemere site address:

Royal School
Farnham Lane
Guildford
Surrey
GU27 1HQ



