

1. Overview

This document gives an overview of how we help young people who want to complete their Duke of Edinburgh's Award programme with us.

2. The Award

A candidate can start bronze when they are in year 9 which is age 13 to 14 and they must do:

- 3 months volunteering
- 3 months physical
- 3 months skills
- And another 3 months of one of the above; thus 12 months in total
- In each 3 month period they must do 1 hour per week although there is a degree of flexibility

3. Award levels

A candidate can do bronze, silver or gold. We are able to offer bronze level activity and in the volunteering stream.

4. Buddy

In an ideal world one person from the church family will volunteer to buddy each of the volunteers. The buddy will act as the go-to person, so the volunteer does not feel lost, or at a loss of what to do. The buddy's role is not to show the volunteer what to do but in a sense to co-ordinate the programme. We don't believe we are going to be inundated with volunteers so the role should not be too onerous. But see the role of the leader role in a later paragraph.

5. Selection

Potential candidates apply to join the programme to the Duke of Edinburgh's Award leader in their school. The school make the selection and let us know who the candidate is.

6. Application

Details about the potential candidate should be sent from the school to the Parish Manager who can then let the buddy know.

7. Volunteering programme

We need to try and make sure that the candidate follows as varied a programme as is reasonable. I've come up with 15 possible topics that they can volunteer on.

Group	Volunteer area	Group	Volunteer area	Group	Volunteer area
1	Cleaning	2	Coffee & tea 9.00am	3	Creche team
	Fabric team		Coffee & tea 10.30am		Noisy Church 4pm
	Flower team		Reading 9.00am		Sunday School
	Food bank		Reading 10.30am		Tech desk
	Gardening team		Welcome 9.00am		
			Welcome 10.30am		

We could also add:

- Friendship Café
- Event Management
- Assisting Parish Manager

The idea is to divide their time into 2 x 6 week periods. They would pick at least 1 activity from each group for weeks 1 to 6 and then pick another 6 activities for weeks 7 to 12. I don't think it matters if they pick the same combination for the two periods. Having the groups ensures there is a balance of activity and they don't all opt to just do the tech desk!

8. What's involved in the activities?

Group	Task	Criteria	Leader
1	Cleaning team	We take one small area of the church and give it a deep clean. This might be vacuuming, dusting and polishing a few pews, or giving the kitchen sink a clean.	Lucy James
1	Fabric team	Repair of things in the church that are broken, or maintaining things so they work well. For example, oiling locks and hinges, or replacing light bulbs.	Tim Little
1	Flower team	Help create attractive flower arrangements for church services.	Rebecca Farr
1	Food bank	Help the vicar sort through food donations and then deliver them to a local foodbank.	Simon Couper
1	Gardening team	Join us on a Saturday to keep the church grounds in good order. Might include mowing, weeding, planting and pruning.	Paul Butler
2	Assist Parish Manager	This will be time in the parish office helping the Parish Manager with a variety of admin tasks. Computer skills will be needed.	Lucy James
2	Friendship Café	The Café meets on a Thursday morning so during the holidays help to run the café. Making tea and coffee, laying out tables, serving refreshments, washing up, chatting to guests.	Liz Rogers
2	Welcome, drinks, reading 10.30am	This is a Sunday service. Work with others as a welcomer to greet people coming to the service, give out books, collect them afterwards, do a reading from the Bible, help make tea and coffee, serve guests, maybe a bit of washing up	Liz Rogers
2	Welcome, drinks, reading 9.00am	As above.	Various
3	Creche team	When creche is running on a Sunday morning help the creche team leader with looking after small children.	Georgie Marchant
3	Event management	If we are running a special event we will let you know and you can be a helper on it if you so wish.	Various
3	Noisy church 4.00pm	This happens once a month on a Sunday afternoon. Various activities are involved and we will brief you if you choose this one.	Vicki Rogers
3	Sunday School	When Sunday School is running on a Sunday morning, help the leader with religious themed activities for children.	Katy Patterson
3	Tech desk	The Tech Desk controls all of our audio-visual equipment, microphones, cameras and live feed to the internet. Help the Tech Desk leader to make it all work.	Giles Norman

9. Leader

When they come to do the activity, it is the role of the activity leader to show them what to do. This may be the volunteer team lead, or the PCC rep, or a member of the team. The buddy will make sure people are briefed so the volunteer has a very reasonable chance of an enjoyable volunteering experience.

10. Volunteering record

The candidate has to keep a record of their volunteering activity which is done online through their Duke of Edinburgh portal. We have produced one which they can use to plan their activity with us. The person showing them what to do on the day will initial the leader column and tick that the activity has been completed.

11. Sign off

I presume we will need to sign off that they have completed the required activity. Will find out what this involves.

12. Issuer

This guideline has been written/edited by the person shown in the control box. It is reviewed every two years.

Version control				
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