

The ARC renewal community

What we do

As you all know we have always had a sense at ARC that the Lord has given us what we need, in order to do what He wants us to do – In our community we have all been gifted to serve each other.

This is a list of the 100+ things that need doing in order to make our week together possible, together with a description of each task. We realise it is a big document and that it will be a little dry to read, but we feel it gives us a real sense of what we achieve every year and of who we are as a community of people serving each other.

Please read and reflect on it...

Jobs during the week.

Setting up the hall:

Minimum number of people: 10.

Approx. time taken: Varies.

Currently done by: Everyone as needed

Task details:

This needs to be done regularly throughout the week often more than once in a day. In particular on the first Saturday the hall needs setting up in the afternoon ready for Mass and then rearranging after Mass in time for registration. Also on that first day the posters need putting up, the arc prayer, rotas, the lamps need assembling etc so the room looks like ours and is ready for the week.

PRAYER ROOM:

Minimum number of people: 2

Approx. time taken: About an hour on first day and last day + time for prayer, planning and designing.

Currently done by: Joy.

Task details:

The job involves reflecting on the theme and coming up with a design that will work to make a dormitory into a prayerful holy place for our use during the week.

YOUNG PEOPLE'S GROUP LEADERS:

Minimum number of people: 12.

Approx time commitment: 3 hrs per day at camp +prayer and preparation time before camp and clear up time at the end.

Currently done by: Anna Smith Liz Morris(crèche) Sheila and Pauline Caulfield (4-6), Grace Baylis Joe Doyle Daniel gains(7-9) Ruth Shevelan + Ania (10-13), Rosie G Kevin Ryan (14-16), Janice Wood Chris Byrd (17-20)

Task details:

There are currently 6 groups for the young people at the camp. Each group needs a leader and a helper that are committed to leading the group for the full week. The time scale is 10 – 1 on Sunday, Monday, Tuesday, Thursday and Friday with a coffee break in the middle. Currently the groups are: crèche (see next entry) 4-6's 7-9's, 10-13's, 14-16's and 17- 20. The job involves planning what you will do with the young people before coming to camp and then delivering it. Please bring resources and we will pay you back, alternatively there is a

small store of resources available to use but we cannot guarantee what is in there so if you need something specific please bring it along. In order to run a group you will need a full disclosure DBS check, please contact David Judge (07825855175) to sort this out. At camp the vulnerable person/child protection officers are currently David Judge and Sioban McDermott-Epiney. Also under our child protection policy the law requires that we maintain a register of who attends each day, this is also important for fire safety. You and your helpers are also responsible for clearing the room at the end of the week or finding someone who will.

CRECHE COORDINATOR:

Minimum number of people: 1

Approx time commitment: 3 hrs a day at camp + prayer and preparation time before and clear up time at the end.

Currently done by: Anna Smith Liz Morris

Task details:

Children under the age of four are welcome to use the crèche with their parents however we do need someone to coordinate this, this involves setting up the room, making sure there is juice and biscuits available and signing people in and out of the crèche room.

CHILDREN'S GROUP HELPERS:

Minimum number of people: Varies but probably 6.

Approx time commitment: 3hrs per day at camp.

Currently done by: Anyone who volunteers in the week

Task details:

Sometimes when groups are large, we need additional helpers to assist the leaders of the children's group's. This might involve trips to the loo with small ones, finding parents, playing games with smaller groups of the children, taking the register, r whatever is needed at the time.

HELPING AT REGISTRATION:

Minimum number of people: 5.

Approx time commitment: 2 hrs on the first Saturday.

Currently done by: Katharine Taylor, Nick Price, Maria Smith

Task Details:

The main jobs here include: giving people badges, getting the consent forms signed for the afternoon activities, handing out timetables, registering people as they arrive and taking payment from anyone who has not paid.

CHEESE AND WINE:

Minimum number of people: 5.

Approx time commitment: 2 hrs.

Currently done by: The McDermotts

Task Details:

Setting up and serving cheese wine juice etc at registration. Everything you need will be in the kitchen. At the end of registration, the room will need rearranging for prayer and praise in the morning.

MUSICIANS:

Minimum number of people: As many as we can get on a rota basis.

Approx time commitment: As much as people feel able to commit.

Task details:

We need musicians to accompany our praise and worship, at prayer and praise, Mass, the reconciliation service and the healing service as well as other un-timetabled slots within the week. Everyone is welcome. Guitar music that accompanies the hymn book is available for everyone's use but you are welcome to bring your own. All sound equipment is provided all you need is yourself and your instrument. Sadly we cannot provide sheet music at the present time as copyright laws prevent this. However if you play a classical instrument and wish to bring your own sheet music please feel free. If you have never played in a worship band before or you are unsure about leading a session but would like to join in, please chat to someone at registration or tea and coffee and they will point you in the direction of someone who plays regularly, who you might be able to join in with. If you are confident leading a group of musicians you will need to put your name on the rota at registration, select your music ahead of time and write the numbers on flip chart paper for everyone to follow before the start of the service.

SOUND DESK:

Minimum number of people: 5.

Approx time commitment: Variable.

Currently done by: Michael Leach, Phil Smith, Fran McDermott and various people who know about sound systems.

Task details:

Every event in the hall during the week, needs the sound system operating, it is a huge task and needs to be split between a number of people to make it manageable. The job involves setting up the microphones, checking the sound levels at the beginning of each event, sorting out the radio mics' for the speaker and priest.

RECORDING THE TALKS:

Minimum number of people: 1. (but could do with some help)

Approx time commitment: 3 hrs each morning during the talk + set up time, time to burn the CD's and hand them out and clear up time.

Currently done by: Michael Leach, Siobhan McDermott-Epiney and Bridget Warren

Task details:

Recording the morning talks onto CD or MP3 so that people can purchase them and to give to the children's group leaders who cannot attend the talks.

READERS:

Minimum number of people: 7.

Approx. time commitment: Variable.

Currently done by: Varies, volunteers on a rota basis

Task details:

We need people to read at Mass. The rota is on the wall at registration and the weekly missal is provided.

EUCCHARISTIC MINISTERS:

Approx. number of people: 14.

Approx. time commitment: Variable.

Currently done by: Variable on a rota basis

Task details:

We need ministers of the Eucharist to help distribute communion during Mass. If you are a minister in your parish either pop your name on the rota or approach the sacristan and let her/him know.

SACRISTAN:

Minimum number of people: 1 + helper.

Approx time commitment: 45 mins before Mass each day and half an hour after.

Currently done by: Mary Tyrrell

Task details:

Needs to dress the altar for Mass, make sure there is the correct number of hosts and enough wine, recruit people to do the offertory and perform all the duties a sacristan would in a church setting.

SHARING GROUP COORDINATOR:

1 Person required.

Approx time commitment: 1 hr on first day + time in the week as needed.

Currently done by: Jackie Fenlon

Task details:

We need someone to be responsible for recruiting sharing group leaders and making sure everyone who wants to be in a sharing group is placed in one, making sure everyone has a place to meet and deal with any problems as they arise.

SHARING GROUP LEADER:

Minimum number of people: 6. (1 of which is to run a sharing group in an afternoon)

Approx time commitment: 1 hr per day in the morning.

Currently done by: Various people who volunteer at camp

Task details:

The sharing groups are small groups of people within the community that meet every day, usually after the talk. There are usually around 6 sharing groups and the leaders are responsible for facilitating the group as it unfolds. You can have a closed group, where people sign up to the group at the beginning of the week and then no one new can join, or you can coordinate an open sharing group which allow people to join as when they would like in the week, this is especially important for day visitors.

PRAYING THE BOUNDARIES:

Minimum number of people: 1.

Approx time commitment: 1/2 hr twice a day.

Currently done by: Members of the service team and other volunteers

Task details:

Everyday someone walks around the perimeter of the camp and prays for the safety and protection of everyone and everything within. Often we pray the rosary as we walk, stopping in each corner to pray St,Michael's prayer. However, there is no set format but it does need doing every day at least twice.

PRAYER MINISTRY TEAM:

Minimum number of people: 12.

Approx time commitment: 1 hr.

Currently done by: [We currently do not have a regular prayer ministry team – volunteer to coordinate this please.](#)

Task details:

We need volunteers to be available to pray with people on a one to one basis. There is usually a rota to sign at registration and the commitment is to be available for one hour in the week to pray with anyone who requests it. You may also be recruited to help pray with people in the healing service.

ROSARY:

1 person required.

Approx time commitment: ½ hr per day.

Currently done by: Eric Noble

Task details:

When we have a volunteer to run this we say the rosary every day. If you would like to coordinate this you need to find space on the timetable, a place to do it and tell the people doing notices in the morning so they can announce it to everyone else. Then lead the rosary as people arrive.

EMMAUS WALK:

1 person required.

Approx time commitment: 2 hrs.

Currently done by: [Val Burdon check with her Chris or Caroline](#)

Task details:

We need someone to take a list of names of those who would like to do an Emmaus walk and to pair people so they can find a time to do this in the week.

OFFERING HOSPITALITY TO GUESTS:

Minimum number of people: Varies.

Approx time commitment: Varies.

Currently done by: Volunteers on a rota basis

Task details:

A rota will be available for offering hospitality to any guests we invite. Specifically: the priest, the speaker and any workshop leaders who may be staying with us.

BUDDIES FOR NEW PEOPLE:

Minimum number of people: 2
Approx time commitment: Varies
Currently done by: The Fenlon family

Task details:

Whenever a new person or family joins ARC we team them up with a person or family who can show them the ropes a bit. It involves making them feel welcome, making sure they know toilet codes, room locations, mass times etc and generally looking out for them. For example, you might notice they are not at an event that is for the whole community and just check they are ok, know about it and have chosen not to come.

COMMUNITY TENT COORDINATOR:

Minimum number of people: 2.
Approx time commitment: 2 hrs for set up + checking in each day.
Currently done by: Madge Walsh, Pat Hughes, Mary Tyrrell

Task details:

Responsible for making sure the community tent is stocked with tea, coffee etc, making sure there is someone on the rota to serve tea in the afternoon. The tent itself is usually set up by the team and everything you need will be there. If anything runs out let one of the team know and we will sort it out.

SERVING TEA AND COFFEE IN THE COMMUNITY TENT:

Minimum number of people: 12. (2-3 per day)
Approx time commitment: 1 hr.
Currently done by: Various people on a rota basis.

Task details:

Afternoon tea is served every afternoon in the community tent. Everything you need will be there and you just make tea and coffee for anyone who comes along.

SERVING TEA AND COFFEE IN THE HALL:

Minimum number of people: 14. (2-3 per day)
Approx time commitment: 45 min.
Currently done by: Various people on a rota basis.

Task details:

During the talk we have a mid morning break where tea and coffee, juice and biscuits are served. You will find everything you need in the kitchen. Volunteers will need to make sure the boiler is turned on at the beginning of the talk so the hot water is ready and about 15 minutes before the break go into the kitchen to set out the biscuits, fill the juice jugs etc. You will also need to clear up afterwards, but there is a minimal amount of washing up to do as everyone is supposed to bring their own cup.

MILK:

1 person required.

Approx time commitment: ½ hr per day + contact with the milk delivery company.

Currently done by: Bridget Warren

Task details:

We usually have a milk delivery every morning, and we need someone to coordinate this. You will need to take an order and advanced payment for the milk from everyone and then place the order with the milk delivery people (number provided) and pay for the milk. This is a job for an early riser as the milk is usually delivered daily at around 7 am.

ICE BLOCKS:

1 person required.

Approx time commitment: ½ hr per day.

Currently done by: Mary Tyrell and Pat Hughes

Task details:

We need someone to coordinate the refreezing of ice blocks each day so that the freezer stays closed and the blocks actually freeze. This involves removing the blocks from the freezer at a set time each day (of your choosing) and replacing the defrosted blocks into the freezer.

DRYING ROOMS:

Minimum number of people: 14. (2 people per day)

Approx time commitment: ½ hr.

Currently done by: Various people on a rota basis.

Task details.

The drying rooms quickly get filled with towels and become untidy. We need someone to check both the men's and the women's every day to fold and move the dry things to the top shelf in the room. There is usually a rota for this.

LITTER PATROL:

Minimum number of people: 7.

Approx time commitment: ½ hr.

Updates 21/7/16

Currently done by: Various people on a rota basis.

Task details:

With so many people in a small space for a week, litter can build up despite best intentions. We need people to pick it up as they see it but failing that a volunteer each day just to walk around and do some picking up. There is usually a rota for this at registration.

WORKSHOPS:

Number of people: Varies.

Approx time commitment: Varies but includes planning and delivering a workshop.

Currently done by: Mary Tyrell, Mark Baylis, Dinae Baylis, Linda Stalley

Task details:

In the afternoons we offer workshops for all ages. These can be on anything but often involve a more hands on approach than can be achieved in a talk. Sometimes people offer a small group craft activity, something based on scriptural dance, personal spiritual journey work. Anything really that anyone wants to share. Please let the team know before the end of June so we can find a slot on the timetable.

GAMES ROOM:

Minimum number of people: 14

Approx time commitment: Variable.

Currently done by: [Position vacant](#)

Task details:

There is a games room with pool tables where the youngsters can hang out, we try to open it in the afternoons and evenings but this is heavily dependent on the availability of adult supervision. There must be an adult in there at all times that the room is open. There will be a rota at registration. **If no one signs up we cannot open the room.** To this point a very small number of people have dedicated a lot of time to this we desperately need more people to help especially when the weather is wet and the kids have no other place to hang out.

SWIMMING COORDINATOR:

1 person required.

Approx time commitment: 1 hr.

Currently done by: Val Burdon

Task details:

Twice during the week we hire the local swimming pool for our exclusive use. The numbers are limited to fifty and the usual adult to child ratio restrictions apply. The co-ordinator needs to sort out a sign-up sheet for the two days, make sure people know where the swimming

pool is and everyone who needs a lift has found someone to take them. This is often solved by advertising at notices in the morning. It can also happen that people can only make one of the sessions and therefore would like places reserving on specific days so they get a chance to go.

CENTRE ACTIVITIES COORDINATOR

People required: 2

Approx time commitment: Presence at notices + 1hr each afternoon and preparation time.

Currently done by: Caroline Shevelan, Diane Baylis, Val Burdon

Task Details:

Usually we offer a selection of activities in the afternoon that are run by the centre. The activity is different each day and each activity has a different age limit. Each morning the coordinator needs to announce the activity for the day (sometimes this is on the timetable) and invite people to sign up. When the list is full or at some point before the start of the activity the coordinator needs to find the relevant consent forms for each child ready to hand to the centre leader. Meet the children at a designated spot and hand over the relevant paper work to the centre staff. You may also need to find volunteers to go with the group if the centre leader needs an extra pair of hands.

AFTERNOON ACTIVITIES COORDINATOR:

1 person required.

Approx time commitment: Variable.

Currently done by: Chris Lunt

Task Details:

As well as activities run by the centre we also sometimes get some games going on the field, these have included massive water fights, water slides, egg throwing, wide games, football, rounders, really anything that is possible to play outside with a large bunch of people of all ages. We need someone to make it happen, often all it needs is an idea and someone to get everyone joining in, the egg throwing needs a little planning. It need not be every afternoon but can be if you want, but we need something more than once in the week just to bring the community together doing something fun and a little silly.

BBQ:

Minimum number of people required: 10.

Approx time commitment: Tuesday afternoon and evening.

Currently done by: The McDermott family

Task Details:

Usually on the Tuesday we hold a community BBQ where we all eat together. We need people to light the BBQ's, cook and serve the food to the whole community. This takes some coordination and a lot of willing hands especially if the weather is bad and it must be held indoors.

SHOPPING:

Number of people needed: Varies.

Time commitment: Varies.

Currently done by: David Judge Katharine Taylor, Emma Mason, Denise Mason

Task details:

There are a number of things on during the week that require us to buy in supplies, often one of the team takes on this job but it does not necessarily have to be someone from the team. We usually need to stock up on biscuits, tea and coffee, the milk for the community tent and kitchen needs ordering. On Tuesday someone needs to go to the local supermarket for the BBQ food. Usually there is an afternoon tea one day in the week where scones and jam and cream need to be bought, sometimes we have a bacon butty breakfast in the kids groups. We usually need to replenish the wine for communion.

T SHIRT PAINTING:

Minimum number of people: 2.

Approx time commitment: 3 hrs.

Currently done by: Val Burden

Task details:

We usually have an afternoon where T-shirt painting happens. We need someone to be present at this. To get the t-shirts and fabric pens out of the resources room, take payment for the t-shirts and help with the ironing.

CADEMON EVENING:

1 person required.

Approx time commitment: 3hrs on Tuesday evening + ad hoc time for encouraging people.

Currently done by:

Task details:

Usually, following the BBQ we hold a Cademon evening where we get to show off our talents to one another. We need someone to MC this, to write a list of who is performing, make sure there is someone to coordinate the sound desk and introduce the acts.

QUIZ:

1 person required.

Approx time commitment: 2hrs + prep time before camp.

Currently done by: David Judge

Task details:

Sometimes we hold a quiz. We need someone to write it and deliver it and provide the prizes if any are needed (reimbursed).

OPEN MIKE MC:

1 person required.

Approx time commitment: 1.5 hrs on last night

Currently done by: Phil Smith

Task details:

On the last night we hold an open mike session for part of the night, we need someone to create a list of performers, introduce the acts and make sure there is someone to operate the sound desk.

CHILDREN'S BONFIRE:

Minimum number of people: 5.

Approx time commitment: 3hrs on Friday evening.

Currently done by: John, Denis and Clare Shevelan

Task details:

On the last night we usually hold a bonfire for the children, we need people to build it, light it, keep the children safe while round it, maybe lead some songs, cook some marshmallows.

COORDINATOR FOR REVIEW MEETING:

1 person required.

Approx time commitment: Review meeting.

Currently done by: [Position vacant](#)

Task details:

Someone to take comments from the floor, and give the review meeting some shape and structure. Ideally everyone will get to say what they need and the team can just listen and take on board what is being said.

CHILD PROTECTION OFFICER:

2 people required: 1 male 1 female.
Approx time required: Variable.
Currently done by: David Judge and Sioban McDermott-Epiney

Task details:

Needs to be fully aware of the community's child protection policy. They need to be known to the community so that should any incident occur they can set the proper procedure in motion.

Clear up jobs on the last day.

CLEARING THE HALL:

Minimum number of people: 15
Approx time commitment: 1 hour if we get enough people. It has been known to take 3 hours
Currently done by: The sound team, the musicians and volunteers on the rota

Task details:

By far the biggest job of the week is the clearing of the hall on the last day. This involves: taking down all the posters, clearing all the book stalls, dismantling and removing the lamps, dismantling and removing the sound system, tidying away all the music and kids musical instruments, moving all the chairs and tables back to where they were, clearing and collecting all the hymn books, stacking all the resources in the van ready to go into storage, sweeping the hall.

COMMUNITY TENT:

Minimum number of people: 6
Approx time commitment: 1 hour
Currently done by: Nick Price, Davey Appleby and others

Task details:

The community tent and all its contents need packing up and getting into the van. This is another massive job and some of it is very physical, we need all the help we can get with this one.

RESOURCES:

Minimum number of people: 6

Approx time commitment: 1 hour

Currently done by: Dave Wright and whoever else volunteers

Task details:

All the resources we have used through the week need packing up and then those putting in the van. This too is a huge job on an already very physical day.

RESIDENTIAL ROOMS:

Minimum number of people: 2

Approx time commitment: 1 hour

Currently done by: Chris Rolfe-Moore, Emma Mason, Katharine Taylor

Task details:

All the residential rooms need checking. In each room the beds should be stripped and the bedding placed in the laundry bags provided. Any left property needs to be placed on the lost property table, the rooms locked and the key returned to a member of the team.

DRYING ROOMS:

Minimum number of people: 2

Approx time commitment: 1/2 hour

Currently done by: Volunteer on a rota

Task details:

Must be cleared of everything. Anything left in there after Mass needs to be removed to the lost property table for people to search through.

LOST PROPERTY:

Minimum number of people: 1

Approx time commitment: 1/2 hour

Currently done by: The team

Task details:

Any lost property left at the end of the last day needs taking to the charity shop.

CLEARING THE PRAYER ROOM:

Minimum number of people: 1

Updates 21/7/16

Approx time commitment: 1/2 hour

Currently done by: Nick Price and others

Task details:

Prayer room needs to be cleared of books and prayer cards, and all the furniture put back as it was.

CHECKING THE CHILDREN'S ROOMS:

Minimum number of people: 1

Approx time commitment: 1/2 hour

Currently done by: The team

Task details:

The rooms the children have used in the week need checking over and anything clearing that has been left.

LITTER:

Minimum number of people: 3

Approx time commitment: 1/2 hour

Currently done by: The team

Task details:

A few people need to go round the whole site and pick up any litter we may have left behind.

Jobs the team do at camp

Emma is joining the team at camp (Chris is going to do less). The team: Chris Caroline Diane Katharine David Dave Martin and Nick

PRAY AND PLAN:

Currently done by: Everyone on the team:

Task details:

Everyday we meet to pray first thing in the morning, to cover the day in prayer and resource us to serve. We then move onto plan, dish out jobs for the day for the team, catch anything that we think may need a little support and communicate over anything that happened on site in the last 24 hours, especially if important decisions need making or difficult things need attention. On Friday the team arrive at around 2pm to set up all rooms, liaise with centre staff, place all resources in relevant rooms, put up all notices in Pateley and on site etc – it takes about 5-6hrs and all 8 people. We also hold two prayer and planning meetings one on the Friday when the team arrives and one on the Saturday before everyone else arrives.

SITE SET UP:

Currently done by: Everyone on the team:

Task details:

All the posts that mark out the paths through the site need banging in, and the tape that marks designated paths and indicate which equipment we are not allowed to use, needs to be placed, the lights that mark the paths. All the resources need putting in their correct places, in particular the sound system needs setting up in the hall (with Micheal Leach) and the children's group resources need to be in the resource room. Setting up the hall for the first Mass, including putting all the lamps together, finding all the cushions, setting up the sound system, setting out chairs, setting up the book stall. Making sure the tea and coffee is where it is supposed to be...a very long list that all happens before most people get here

WELCOME:

Currently done by: Everyone on the team:

Task details:

After prayer, our most important task in the week is to notice. To notice where people are, if they need questions answering, if they are sat alone, if someone is sad or struggling, might need prayer or any other kind of support.

ANSWER QUESTIONS:

Currently done by: Everyone on the team:

Task details:

We are available all week, all the time to answer questions, enquiries, or listen to problems or praise.

NOTICES:

Currently done by: Everyone on the team. Co-ordinated by Chris Rolfe-Moore

Task details:

The team coordinate the notices throughout the week so we can keep up with any changes, taking notices from everyone who is coordinating anything, from the centre and general housekeeping so it can be communicated to everyone.

REGISTRATION:

Currently done by: Everyone on the team

Task details:

We need to have all the badges, forms, money documents, timetables, rotas, wine, cheese, juice etc, ready and waiting to go, the hall set up and a welcoming smile. The whole team needs to be at registration as that is when most questions get asked, anyone who is new is welcomed and teething troubles and things we haven't thought of get ironed out.

MONEY MATTERS:

Currently done by: Chris Rolfe-Moore, Fran Rolfe Maria Jones

Task details:

To take payment from those who owe money to the community, to pay anyone who needs paying, like the speaker, workshop leaders who come from outside. To reimburse people for expenses they have incurred and to provide an account of income and outgoings for the community so we can say how much we need in the collection to cover our costs.

TEA AND COFFEE AS PEOPLE ARRIVE:

Currently done by: Everyone on the team

Task details:

One of the ways in which we consciously welcome people is to provide them with a drink when they arrive. Often people have had long journeys and still have a lot to do setting up tents so the offer of a brew and a smile can be very important.

ROOMS:

Currently done by: Emma Mason, Chris Rolfe-Moore and Katharine Taylor

Task details:

Before everyone arrives someone on the team (currently Emma and Chris) check all the rooms and make sure there is bedding and everything else that is needed or listed. On arrival we show all residential guests to their rooms, explain the fire procedures, make sure they have everything they need including the access codes. After everyone has left someone from the team usually checks all the rooms to remove any lost property and deal with any stray bedding.

FIRE :

Currently done by: Nick Price

Task details:

One member of the team is the fire safety officer for the week. It is her job to make sure that everyone knows what to do in the event of a fire, coordinate the fire drill, make sure there is a list of everyone who is staying on site and to contact the centre staff if there is a fire when there are no staff on site.

ROTA'S FOR JOBS AT CAMP:

Currently done by: Martin Fenlon

Task details:

To write the rota sheets for all the jobs that need doing on a rota in the week we are together. To co-ordinate the rota's, answer any questions and clarify/iron out glitches.

COORDINATE THE COMMUNITY MEETINGS:

Currently done by: Everyone on the team

Task details:

The first community meeting is planned in advance during the year and usually evolves both from prayer, feedback and the community meetings of the previous year. All team members are involved in this and are present and help to run the meeting. The second community meeting is planned in the week and evolves from anything that arises in the first meeting.

ATTEND REVIEW MEETING:

Currently done by: Everyone on the team

Task details:

The review meeting on the last morning often forms the basis any changes that need making for next year. All team members attend and listen, taking notes etc so we can all remember what was said and reflect on what went well, what needs some work and any new ideas.

DEAL WITH ANY PROBLEMS AS THEY ARISE:

Currently done by: Everyone on the team

Task details:

This could be anything, from running out of something to people who are distressed. It could be organisational or personal, money, logistics, communication with the centre, anything really.

OPEN THE GATES IN THE MORNING AND LOCK THEM AT NIGHT

Currently done by: David Judge, Nick Price

LOOK AFTER ALL THE KEYS

Currently done by: Chris Rolfe-Moore, David Judge, Nick Price

COORDINATE WITH THE CENTRE:

Currently done by: [Emma Mason](#) [Katharine Taylor](#)

Task details:

There is a meeting most mornings with the centre where we report any difficulties to them, such as blocked loos or missing keys and they report any problems to us that may have occurred as a result of us being here. Usually one member of the team does this.

SHOPPING AND RESTOCKING:

Currently done by: David Judge, Emma Mason, Katharine Taylor

Task details:

Often we run out of things and have to run out to the shops, and some things must be bought on the day so someone has to go shopping for it. ('the McDermotts' get the food for the BBQ check all dietary needs and cook it!). The cheese, wine, tea, coffee, biscuits, juice. cups, pens, pencils, games, bluetac... in fact anything at all you can think of that we need to make the week happen someone has to go and get.

SIGNAGE:

Currently done by: Caroline Shevelan

Task details:

Printing and placing of all signs both within the centre and on the roads so people can find us. Then they all need taking down again at the end of the week

COMMUNITY TENT SET UP:

Currently done by: Dave Wright, John, Lewis and Joe Shevelan, Joseph Taylor

Task details:

The community tent needs erecting and all the equipment putting in it. Goal posts and any games that need assembling. Then they all need taking down at the end of the week.

MANAGING THE TIMETABLE:

Currently done by: Everyone on the team

Task details:

The timetable often changes due to bad weather causing room changes, things running over or just to make things run more smoothly. Also we endeavour to write a daily timetable on a flipchart at the front of the hall so people can check out any timetable changes.

Jobs the team do during the year

THE TEAM:

Minimum number of people: 8.

Approx time commitment: 1 full day of prayer as a team. 5 meetings in the year lasting approx 4 hrs + time to do the jobs that arise from those meetings and time to commit to prayer for the community.

PRAYER AND COMING TOGETHER:

Currently done by: Everyone on the team

Task details:

The most important job we do in the year is pray. It helps keep the team solid, listening to the Lord and rooted in the community. We start every meeting with a shared meal followed by praise and prayer. What happens next depends on where we are in the year. At the beginning of the planning process we spend a long time reflecting on and talking about the previous year, checking in with each other, making sure there was no point at which we left one another unsupported, reflecting on the review and any other feedback we may have had. We also have a team prayer day once a year, where we just meet and pray for and with each other. This is to resource us to do what we need to do as part of the service team. It is always incredible.

PLANNING:

Currently done by: Everyone on the team

Task details:

The prayer and reflection often leads into the planning. Mostly the planning is concerned with any changes we need to make and how to bring that about in a way that meets as many people's needs as possible while still remaining a viable thing to do.

PLANNING MEETINGS:

Currently done by: Chris

Task details:

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Compiling the agenda from the various things that need to be discussed and in liaison with the whole team. Taking minutes. Communicating with the whole team re anything that has come directly to Chris.

MONEY:

Currently done by: Chris Rolfe-Moore and Fran Rolfe

Task details:

Accounts are kept and updated, people paid, money taken and the books balanced.

RECORDS AND ADMIN:

Currently done by: Chris Rolfe-Moore.

Task details:

This involves any letters that need to be sent, co-ordinating booking forms, keeping careful records anything to do with the administration of the whole organisation.

THEME:

Currently done by: Everyone on the team:

Task details:

The first step of the year is to decide on the theme. This is done by a process of prayer and reflection. Ideas are sometimes forwarded by the community but more often than not we pray in silence and wait for God to direct us. Generally the process happens in the team as a whole, someone might have a word, or a scripture quote, someone else may have a picture, sometimes someone will have a general sense of where God is leading us. Gradually through a process of process of reflection, discussion and discernment, a full picture of where God is leading us this year emerges along with a scripture quote that captures what we feel God is saying.

BOOKING SPEAKER:

Currently done by: Chris Rolfe-Moore (in discussion with everyone else).

Task details: In the run up to the first meeting, everyone puts forward their ideas and Chris contacts everyone in order of priority to see who is available and we take it from there.

BOOKING PRIEST:

Currently done by: Chris Rolfe-Moore

Task details:

Sometimes the priest is the same as the speaker sometimes not. If not, it is a matter of finding someone who might suit our community and is available on the required dates.

BOOKING SITE:

Currently done by Chris. Usually at the end of the previous years camp.

CO-ORDINATING WITH THE SITE:

Usually done by a number of us depending on what needs organising. This year Chris will deal with anything to do with bookings, rooms, maps, residential accommodation. Caroline and Katharine will deal with coordinating the afternoon activities with the centre staff and Emma and Katharine will coordinate with the site staff during the week we are there.

FINDING VOLUNTEERS FOR SPECIFIC IMPORTANT JOBS THE CAMP WOULD NOT FUNCTION WITHOUT:

Currently done by: Everyone on the team

Task details:

Usually the most urgent thing we need are children's group leaders. We pray a lot about who would be most suitable, who is volunteering, who to encourage to give it a go and who will run the youth group. Often a lot of planning time goes into coordinating people for the youth group, making sure they are well resourced for doing the job so it works well for the young people and for the leaders.

FILLING ALL THE OTHER JOBS:

Currently done by: Everyone on the team

Task details:

All the jobs on this list need doing for the week to run well. We need to match people to jobs to make sure all of this is covered. We all do this, ringing round people who we think would be good, making lists of people who have volunteered. Who does what is decided at planning meetings according to people's time and skills.

REMEMBERING WHAT ALL THE JOBS ARE:

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Currently done by: Everyone on the team

Task details:

With so much to co-ordinate over a defined period of time, this takes all of us. A list such as this one is soon out of date due to the changing needs of the community and the changing skills on offer as the community evolves.

TIMETABLE:

Currently done by: Everyone on the team

Task details:

Caroline will draw up a draft timetable towards the end of May and then we all check it. This is a really tricky job and always takes a long time and changes often right up to the last minute.

FISH AND CHIPS:

Currently done by: ? Nick or Martin can't remember which one I asked could be Martin

Task details:

The van needs booking.

ICE CREAM:

Currently done by: Nick Price

Task details:

The ice cream needs ordering from the farm for ice cream day. Currently done by Nick.

WORKSHOPS:

Currently done by: Everyone on the team

Task details:

Mostly this is making sure we have some, that we can fit them on the timetable and we have a room where they can happen. Currently Mark Baylis, Mary Tyrrell, Diane Baylis and Linda Stalley

SHOPPING AND RESOURCES:

Currently done by: Everyone on the team

Task details:

Shared between all of us. The bulk of the resources are stored at Dave's house in a shed bought for the purpose. Every year he hires a van loads it all in, drives it over from his home, unloads it in the right places and then does the whole thing in reverse at the end of the week. If anything obvious is missing he and Katharine will replace it. Diane, David and Denise are responsible for any shopping or resources that need sorting during the week, though this is sometimes delegated to anyone else who is going out. Nick sorts out the badges.

INTERCESSORY PRAYER FOR SPECIFIC NEEDS WITHIN THE COMMUNITY:

Currently done by: Everyone on the team

Task details:

If anyone is in crisis or has any particular **need** within the community they can contact Chris and we will pray for them through the year. This is especially if the people in question would prefer to keep some privacy making the facebook page inappropriate.

TAKING BOOKINGS:

Currently done by: Chris Rolfe-Moore

Task details:

Writing the booking letter, sending out the forms and take all bookings and enquiries. This also involves assigning people to residential rooms based on need and availability.

DEALING WITH ENQUIRIES.

Currently done by: Chris Rolfe-Moore

Task details:

Chris though responses are occasionally delegated.

CREATING DOCUMENTS AND LETTERS:

Currently done by: Caroline Shevelan (1st draft then checked by all)

Task details:

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Anything extra to the standard booking and admin, such as the story so far document, the welcome pack for new people, extra information that may need to be sent out to the community, summary documents so we can keep track of our process.

CHILD/VP PROTECTION:

Currently done by: David Judge

Task details:

Any criminal records checks that need processing for clearance to work in a children's group, the drafting of the protection policy and the appointing of officers within the community to handle any complaints.

CONTACTING LOCAL CLERGY/BISHOP:

Currently done by: Katharine Taylor

Task details:

A letter is always sent to the local catholic priest and the bishop of the diocese that the camp is being held in, just as a courtesy to let them know what is going on in their patch.

ALTAR WEAR, HOSTS, WINE ETC:

Need to make sure we have them or someone is bringing them. Especially hosts for the first 2 Masses

KEEPING IN CONTACT AND CONNECTED WITH PEOPLE WITHIN THE COMMUNITY:

WEBSITE:

Currently done by: Caroline Shevelan

Task details:

Building, design and updating of the website. Currently this is done by Caroline.

TRAINING FOR SPECIFIC JOBS:

If something needs doing that no one knows anything about or for some reason there is not a volunteer for within the community then one of the team might train to do it. To date this has only been done with the website, but we would consider it for other things. David is

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sorting out online safeguarding officer training. Possibly we could send people for training in prayer ministry or healing ministry.

COPYRIGHT LICENCE:

Currently done by: Martin Fenlon

Task details:

We need to purchase a copyright license each year so we can print the hymn book. This is currently done by Martin.

BOOKING THE POOL:

Currently done by: Katharine Taylor

Task details:

The pool in Pateley Bridge needs booking. This is currently done by Katharine.

Other Jobs during the year

PRAYER CARDS:

Currently done by: Denis Shevelan

Task details:

Last year we had prayer cards produced with the ARC prayer on one side and a space for the people to write their names on the other. These were produced by Denis Shevelan.

CANDLE:

Currently done by: Kathleen Shevelan

Task details:

Over the last ten years we have had a candle made with the theme for the week. This is currently ordered by Kathleen Shevelan.

MUSIC BOOK:

Currently done by: Martin Fenlon

Task details:

Each year the hymn book is updated with new music added and music we don't use much taken out. This then has to be printed and collated. We also produce a book of guitar music that matches the hymn book to make life a little easier for the musicians, the changes in the hymn book need to be made here also and any printing done and collated. This is currently done by Phil Smith.

OVERHEAD SLIDES

Currently done by: Marie Wright

Task details:

To write up the words for the hymns so that they match the hymn book and are available for the projection team. Also to add to this as the week goes on and new music is needed.

COORDINATING THE BITS OF SOUND SYSTEM:

Currently done by: Michael Leach and Phil Smith

Task details:

The sound system needs assembling. Most of it is collated from a variety of sources within the community with microphones, speakers, mixing desk and recording equipment coming from several sources within the community. Currently Michael Leach co-ordinates this as well as bringing it altogether at camp and recording all the talks.

STORING THE RESOURCES:

Currently done by: Dave and Marie Wright

Task details:

Currently stored at Dave Wrights house in a shed bought for the purpose.

PLANNING FOR CHILDREN'S GROUPS:

Done by individual group leaders in the year, group leaders for this year are: Creche coordinator Anna Smith Liz Morriss, 4-6 Sheila and Pauline Caulfield, 7 – 9 Grace Baylis, Joe Doyle and Daniel Gains 10 – 13's Ruth Shevelan Ania, 14 – 16's Rosie G Kevin Ryan, 17 – 20 Janice Wood Chris Byrd.

PLANNING WORKSHOPS:

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Anyone who wishes to plan a workshop is welcome to do so, just let us know in plenty of time so we can find you a slot on the timetable.

PLANNING AND COORDINATING A MID- YEAR WEEKEND:

For a few years running we did manage to organise a mid- year weekend or prayer day. This has not happened for a few years but it is still on the table and still a request of the community if anyone would like to take it on. Some planning and research would be required before coming to camp this year.

Our youth have had a weekend this year planned by them and David judge. It was a huge success and they are looking at building on and developing this in future.