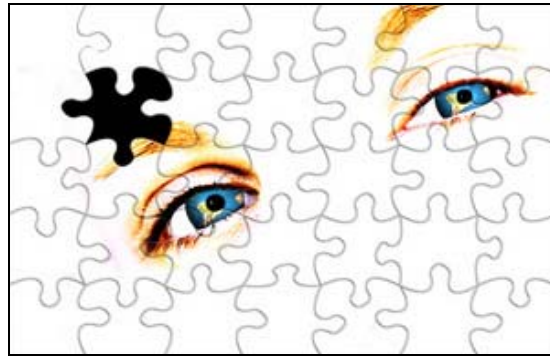




YouthTRAIN

tomorrow's **leaders** today



Youth Ministry Consultancy Information Pack



Putting Together the Pieces of Your Youth Ministry Puzzle



Introduction

YouthTRAIN is a nationwide charitable trust incorporated in December 1998. It grew out of a concern regarding the growing needs of teenagers evident in our society and the importance of having professionally trained, resourced and supported youth workers who are able to offer the best care possible for young people in our communities.

It is governed by a board of directors consisting of professional people and national youth consultants.

It is not affiliated with any church denomination, although its formation came through Baptist Youth Ministries. It offers its services to a range of church and non church organisations and youth workers.

YouthTRAIN Consultancy Services has been formed as a branch of YouthTRAIN and provides a range of consultancy services for local church youth ministries at an affordable rate.

Consultations are performed by the YouthTRAIN Director, Murray Brown, who has a history of 22 years full time work with teenagers and their families. He lectures in youth ministry at Carey Baptist College in Auckland and at various branches of the Bible College of New Zealand, as well as speaking at conferences and training seminars throughout Australasia.



Murray Brown





Consultancy Options

YouthTRAIN offers a range of consultancy options which are detailed on the following pages.

Full Consultation

A YouthTRAIN consultation is systematic and thorough and can offer suggestions and directions for making a youth ministry more effective. The process involves extensive discussions with key personnel which may include church leaders, youth ministry leaders, parents and young people. All consultations are flexible and cover a range of general observations along with a special focus in areas nominated by the local church.

Staff Appointments

Our consultancy service can help you determine your needs when looking for a youth pastor or intern. We can take you step by step through a process that ensures you are well prepared to employ someone and that expectations on both sides are realistic and clear. We can assist you in profiling the sort of person you need so that you end up finding the right person to fulfil your ministry needs.

Performance Appraisals

Our appraisal service enables you to have an objective expert appraisal done on your youth pastor or intern in order to identify ways in which they can develop their skills and effectiveness.

Supervision

A YouthTRAIN consultant is able to act in a supervisory role for a youth pastor offering the opportunity for personal reflection and professional development.





Full Consultation

A full consultation involves the following five steps:

STEP ONE: Requirements

The local church negotiates with YouthTRAIN Consultancy Services over the terms of the consultancy. This is to ensure that the consultancy process delivers to them answers to the questions they confront them. Agreement is reached over the process, focus areas and costs. The step is obligation free. There is no charge to the church and at the end of it they are free to decide whether they want to go ahead with the consultation or not. Negotiations would normally be conducted by phone or email.

STEP TWO: Research

YouthTRAIN Consultancy Services assists the church in gathering information from a range of “stakeholders”: church leaders, youth leaders, parents and young people. Through this process information is gathered on:

- The church
- The youth ministry
- The community

The YouthTRAIN Consultant then analyses the information, using it as the basis for setting an agenda for the face to face consultation to follow.





STEP THREE: Reflection

In this key step in the consultancy process our consultant meets face to face with various key people in individual and group settings to discuss the information gathered and its implications. It is in this setting that key issues are identified and strategies developed to resolve them.

STEP FOUR: Recommendations

The consultant produces a comprehensive report consisting of:

- A summary of the research findings
- Identification of the “key issues” facing the ministry
- Recommendations on how to proceed

The consultant presents the recommendations to interested parties at the church and in the process will refine them and assist the church to develop a list of clear strategies for implementation

STEP FIVE: Review

In this final optional step the consultant will return and examine the implementation of the strategies, facilitating further reflection and making additional recommendations as necessary.





Reporting

Through the consultancy process the consultant will produce a report that will include:

- A clear picture of the current state of the youth ministry using the template “The 7 P’s of Youth Ministry Design”: philosophy, purpose, practices, programmes, people, problems and potential.
- An assessment of the youth ministries health using the template “The 7 Triads of Youth Ministry Design”: directional, developmental, biblical, maturity, group dynamics, leadership, interaction.
- A coherent forward looking document using the template “The 7 Elements of Youth Ministry Strategy”: philosophy, purpose, pattern, programming, personnel, present aims and present strategies.





Costs

While it does cost to have YouthTRAIN Consultancy Services come and complete a full consultation, the money invested in your youth ministry can save more money in the long run, particularly where money spent on staffing is involved. In an effort to keep costs affordable we limit our fee to just \$50 per hour. (Transport and accommodation costs are extra). The nature of what you require will determine the final costs. After an initial free no obligation discussion of your requirements (Step One) we will submit a fixed quote for services for you to consider. As a rough guide a full consultancy in an average size church would take approximately 24 hours as follows:

Step Two

- Analysis of questionnaires 2 hours
- Preparation for Step Three based on outcomes 1 hour

Step Three

- Interviews and meetings 13 hours

Step Four

- Writing recommendations 3 hours
- Discussing recommendations 4 hours
- Refining recommendations 1 hour

TOTAL 24 hours





Staff Appointments

YouthTRAIN Consultancy Services is able to offer advice in the process appointing or re-appointing a staff person such as a youth pastor or youth intern. Such a process might involve any or all of the following:

- A full consultation as outlined in this booklet in order to clarify the direction and purposes of the ministry
- Development of a profile of the required staff person
- Assistance in drafting an effective job description and performance indicators
- Advice on a range of employment related issues including remuneration and supervision
- Assistance with the interview process including sitting in with a search committee during interviews

Costs

Fees for face to face consultation over staff appointment related issues are \$50 per hour. Transport and accommodation costs are extra. Final costs are dependent on the number of above options a church needs assistance with.





Performance Appraisal

YouthTRAIN Consultancy Services approaches performance appraisals with the following convictions:

- Regular performance appraisals are essential if a church is to get the most from the investment they have made in staffing, and if staff are to perform to the best of their ability.
- The purpose of a performance appraisal is the personal and professional development of the youth worker. As such its emphasis is on identifying constructive strategies for development and not on identifying areas for negative criticism and condemnation.
- Performance appraisals involve input from a range of people – church leadership, youth leaders, young people, parents, and most importantly the staff person themselves.
- The outcome of a performance appraisal should offer a mixture of encouragement, affirmation and challenge to the staff person.

Performance appraisals focus on a range of general areas such as leadership, management, pastoral, presentation, programming and spirituality.

They also look at the staff person's performance in a range of specific areas based on their job description and performance indicators, where these exist. (Where they don't exist YouthTRAIN will assist the church and staff person in use the performance appraisal process to develop these).

Costs

Fees for face to face consultation over staff appointment related issues are \$50 per hour. Transport and accommodation costs are extra. Final costs are dependent on the number of above options a church needs assistance with.





Supervision

YouthTRAIN Consultancy Services offers supervision of youth pastors. Supervision is carried out with the following convictions:

- The purpose of supervision is to help a youth pastor reflect critically on his or her ministry. Through this reflection, they are helped to grow in self-awareness, professional skills and theological meanings.
- Supervision is relational as it is through the relationship between the supervisor and youth pastor that learning takes place. It's a relationship that presupposes openness and a willingness to communicate by the youth pastor as well as the supervisor.
- Supervision is a confidential process.

Supervision contains the following elements:

- Teaching: The direct transmission of knowledge and information related to youth ministry, which represents new content for the youth pastor.
- Evaluation: To help the youth pastor recognize strengths and weaknesses, failures and successes and thus improve effectiveness in ministry in the future.
- Reflection: To help the youth pastor to reflect on ministry in light of feelings, theology and spirituality.

Supervision commences with a negotiable signed contract between the YouthTRAIN consultant and the youth pastor outlining expectations, goals and timing.

Costs

Fees for supervision are \$50 per hour. Transport costs are extra.





References

"YouthTRAIN is an organisation committed to excellence in both content, service and delivery. The service that Murray and YouthTRAIN provides is very professional and highly valued by those who use it."

- Merrilyn Withers
National Consultant, Baptist Youth Ministries, NZ

"Any church or Christian organisation that is not heavily investing in the faith, leadership and mission of its young people must not believe they have a future. There are so few excellent and effective resources that can help us into the emerging future. Some of the very best resources available are those produced by YouthTRAIN. They are written by Murray Brown and others who have a track record of outstanding discipleship development amongst their young people. Their experience as lead learners shows again and again through what they are offering. I highly commend these resources to you as tools that will make a real difference to the depth of your Youth Ministry."

- Fuzz Kitto
Director / Consultant - Mission and Youth Ministry,
Spirited Consulting , Australia





Initiation of the Consultancy Process

In order to discuss your consultancy needs further contact me on 06 357 7536 or email me at murray@youthtrain.com for an obligation free discussion of your requirements.

A consultation is not so much a consultant *telling* a church what they should do, but rather a consultant using *telling* questions to guide them through a process of discovery and agreement.

Murray Brown
Director: YouthTRAIN Consultancy Services

