

**Timetable The Willats Trust (EXAMPLE)**

**Instructions for completing the timetable**

When completing the timetable, please specify:

* The name of the activity or programme
* The type of activity or programme (i.e. training, outreach or church/charity)
* The hours spent on the activity or programme.

Further details on particular elements of the timetable can be included on page 3. To avoid any delay in processing your application, please ensure you complete the hours summary at the bottom of the timetable.

When completing the timetable, you may reduce the font size or merge cells if required.

An example application form can be downloaded from the website but if you have any further questions about how to complete the application, please contact the grants administrator grants@willatstrust.org.

Grant Applicant’s Details:

Full Name: John Smith

Role: Community Outreach worker

Organisation: Woodlands Church

Level of grant requested (delete as appropriate):

Full time

To apply for a grant to support a full-time post the applicant will need to work a minimum of 35 hours per week, of which at least 20 hours must be spent in pastoral or evangelistic work with the subject group (i.e. **unchurched individuals from deprived backgrounds**). The Trustees will also consider grants for part-time posts where the applicant works a minimum of 20 hours per week and at least 14 hours are spent in pastoral or evangelistic work with the subject group.

In order to apply for a grant, you must complete the following sections:

* Applicant’s details (above)
* Expected timetable
* Further details

Please provide as much detail as you can about the Applicant’s expected activities in their usual working week. When completing the timetable, it is important to identify the hours that will be spent in pastoral or evangelistic work with the subject group as applications cannot be processed without this information.

Meri Schoeman

Grants and Office Administrator

The Willats Trust

The Basement

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| **Expected weekly timetable (though the Willats Trust understands that there may be some flexibility required for working with specific communities)** |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 00:00 – 09:00 |  |  |  |  |  | Day off |  |
| 09:00 – 10:00 | Staff meeting and worship 9-12 ( 3 hours) Training and prep | School assembly 9-10 (1 hr) Outreach | Bible study group9-10 (1 hr)Church | Men’s mentoring 9-10 (1 hr) Outreach | Morning off | Church services 8.30-1pm (4.5 hrs)Church work |
| 10:00 – 11:00 | Bible study 10-12 (2 hr) Training & prep | School assembly 10-11 (1 hr) Outreach | Men’s mentoring 10-12 (2 hrs) Outreach |
| 11:00 – 12:00 | Outreach café 11am -3.30pm (4.5 hrs) Outreach |
| 12:00 – 13:00 | Lunch | Lunch | Lunch | Friday club 12-4 (4 hrs)Church work | Afternoon and evening off |
| 13:00 – 14:00 | Afternoon off |  | HOTS 1-3.30pm (2.5 hrsOutreach |
| 14:00 – 15:00 | HOTS 2-3.30 (1.5 hrs) Outreach |
| 15:00 – 16:00 | Youth 1 to 1 3.30-4.30 (1 hr) Church work | Youth 1 to 1 3.30-4.30 (1 hr) Church work | Prep for Blaze 3.30-5 (1.5 hrs) Training & prep |
| 16:00 – 17:00 | Evening off |  | Prep for Ignite 4-6 (2 hrs) Training and prep |
| 17:00 – 18:00 | Men’s football 5-7 (2 hours) Outreach | Men’s football 5-7 (2 hours) Outreach | Blaze 5-7 (2 hrs)Outreach |
| 18:00 – 19:00 | Ignite 6-8 (2 hrs)Outreach |
| 19:00 – 20:00 |  |  |  |
| 20:00 – 21:00 |  |  |  |  |
| 21:00 – 24:00 |  |  |  |  |  |  |
| Total hours: | PLEASE ENSURE YOU COMPLETE THIS SUMMARY BEFORE SUBMITTING THE ELIGIBILITY QUIZ |
| Training & prep. | 3 hrs | 2 hrs | 0 hrs | 1.5 hrs | 2 hrs | 0 hrs | 0 hrs |
| Evangelistic / outreach | 2 hrs | 2.5 hrs | 7.5 hrs | 7.5 hrs | 2 hrs | 0 hrs | 0 hrs |
| Church/charity work | 0 hrs | 1 hr | 2 hrs |  | 4 hrs | 0hrs | 4.5 hrs |

**THIS SECTION SHOULD BE COMPLETED BY THE LINE MANAGER OF THE GRANT APPLICANT**

**Further Details**

1. Please provide:
	1. A brief explanation of what happens during time listed as “Evangelistic/Outreach” explaining any abbreviations or event names mentioned in the timetable above. Where possible, please describe the impact this is having on the community your applicant will be working with. Please note that an explanation is needed for each entry listed as “Evangelistic/Outreach” in order for us to process your application.

Men’s football - This is attended by approximately 20 men from the local area. The Monday session is for those aged 16-35 and the Wednesday session is for those aged over 35. Each session runs along the lines of: Prayer to start, training drills, 5 minute prayer, match, 5 minute preach. Around half of those that attend have started to come to church on a Sunday and a number have given their lives to Jesus.

HOTS- healing on the streets. We go out as a team and offer to pray for people for healing or any other requests they have. The ministry is a healing ministry but members of HOTS are happy to pray with the public for other issues. We’ve seen a number of people receive healing and some who have given their lives to Jesus as a result of the prayer they received from HOTS. The team will meet before to pray for God’s guidance and wisdom and to ask for any specific instructions/words God has for the team.

 Outreach café – This is a Christian café run from our church centre. It serves affordable food and drink and is targeted at those who are really struggling – financially, emotionally and relationally. We often have individuals who are out of work, homeless or struggling with trauma come along and this often gives us opportunity to pray with these individuals. We pray with around 60% of those who come along and have seen 4 individuals come to Christ through this.

 Blaze - kids club for children from church to invite their friends to, often unchurched children from the estate. Various activities and sport are run over the course of the evening. Team builders build relationships with the young people and will pray/chat to them throughout the evening. There is a 10 minute message in the middle of the session which is aimed at non-Christian children.

Ignite – Youth club for teenagers from the local estate. It is primarily aimed at those who do not attend church. About 40 young people attend. Various activities and sport are run over the course of the evening. Team members attempt to build relationships with the young people throughout the evening and will offer to pray with them. The sessions include a 5 to 10 minute message to Jesus. 15 young people have started attending Sunday morning church as a result of coming to Ignite.

Friday Club – is a meal and activities/games club for older people from church which is run in the church building. There is a short message when grace is said for the meal.

 Youth 1 to 1 - discipleship with individuals who we mentor (i.e bible study).

* 1. A clear indication of the application’s specific involvement in the above activities (e.g. leading, training, organising, delivering…)

Men’s mentoring - The applicant mentors three of the men who started coming along to Men’s Football, reads the bible with them and prays with them. Two of them have started coming along to other church activities such as Sunday mornings and small groups.

School assembly – Two schools allow the applicant to run an assembly once a week. In each assembly there are around 150-200 children aged 7-11 years old. About 80% of the children attending our youth groups at church are from these two schools. In each assembly there is a message about who Jesus is, why he came into our world and why it’s good news.

Men’s football - The applicant runs the entire session and will pray and deliver the message. The applicant is supported by another member of the team.

HOTS – The applicant is a member of the team that go out onto the streets and offer to pray for people in need. The applicant takes the lead on this every other week.

Outreach café -The applicant helps with food prep, serving and clean up but also prays with individuals in need as appropriate.

 Blaze – the applicant leads the team that run the evening. Pray/chat with individuals throughout the course of the evening. Deliver the evangelistic message in the middle.

Ignite - Lead the team that run the evening. Pray/chat with individuals throughout the course of the evening. Deliver the evangelistic message in the middle.

1. Please provide any further information related to the expected timetable which you think is relevant. Please note that this is not the full application.

 Occasionally HOTS is cancelled if the weather is very bad, but this only happened 3 times last year.