



Pulse Children's and Youth Ministries

Booking Pack

Associate evangelists with Avanti Ministries Limited

Pulse Children's and Youth Ministries
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Penn
Wolverhampton
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Phone: 01902 342 471

Company Registration Number. 4906465
Registered Charity Number. 1104111

www.pulseministries.org.uk
www.avantiministries.com



Booking Form for Pulse

Please prayerfully read through our vision pack to help aid you in completing this form. Complete and return this booking form to "Pulse" at Avanti Ministries **at least 3 months before** the event is to take place (Please note that this is an ideal). Please note that only provisional confirmation of an event can be made over the telephone in the first instance, however final written confirmation is sent out once an event has been approved by Pulse Ministries. If you are new to booking an outside ministry to run an event, you may be unable to answer some of these questions, in which case please feel free to call us so we can discuss any queries you may have. Please don't worry if you cannot provide some of the details below, this won't stop us considering working with you.

Organiser's Details

Name: _____

Name of Church or Ministry: _____

Your position in Church: _____

Daytime Telephone: _____ Mobile No: _____

Evening Telephone: _____

E-mail address: _____

Postal Address: _____

_____ Postcode: _____

Are the leadership of your Church in full support of this event? **YES/NO**

If so, to what extent? _____

Name of Church Leader and contact number: _____

Are any other Churches involved with the event? **YES/NO**

If so, how many are currently involved and to what extent? _____

Venue Details

Size of venue/other rooms available to us, eg toilets, kitchens, storage room for Pulse equipment, land outside (think about areas for games, craft and ministry time):

Size of stage/platform (Please specify): _____

We may require access to the venue to prepare things outside of the allotted times. Please bear this in mind.

Resources

Pulse has a number of resources available to you for your event; this includes games equipment, multimedia, craft equipment etc.

Do you have any resources, which might aid us during our time with you? Please specify:

When and Where

Date of event: _____

Time of event: _____ am _____ pm

Full name/address of venue: _____

_____ Postcode: _____

Venue Telephone: _____

Event Overview

Type of event

Holiday Club
NB If your event is a holiday club please stop filling in this form until you have read the holiday club pack.

Church week/end away
 Training event
NB if your event is a training event, please email us for our training pack

Praise Party

Youth event

Youth week/end away

Other: _____

What is the purpose of this event? _____

Is Pulse to be the main speaker at your event? **YES/NO**

Please describe the programme for this event, and if there are any other speakers:

Is this event one of the following:

evangelistic outreach/evangelism

training/other?

Please explain: _____

What percentage of your target audience do you anticipate being pre Christian? _____

How many people are you expecting to attend? _____

How can you be sure of this attendance (eg is this a ticketed event?) _____

Will you be charging for this event? **YES/NO**

If so how much? _____

Give a brief background of your audience, ie Churched, un-Churched, age range, how many boys/girls?

Pre-Planning, Training, Interns and Team

Pulse requires one co-ordinator to liaise with over all matters. Who would that be? Please provide contact details.

Name: _____

Contact Number: _____

E-mail: _____

Most Pulse events will require a home grown team. Our reason for this is that much of our vision and call is to work and journey with you helping to Equip and ensure good follow up. With this in mind depending on what you book us for we look to meet the team 2 months before the event, with a view to invest in, train and prepare your volunteers.

Can you suggest a time, date and venue for this? _____

Pete, Amy and their interns come with up-to-date CRB checks, which you will see upon confirmation. Because of the nature of our work we request that **all** persons working with the children and young people must have an up-to-date CRB disclosure. This is the responsibility of you, the local Church/organisation. We also ask each team member to fill in a declaration form prepared by us and co-signed by your leadership to show their agreement to having such persons on team. We look to see such documents at our training events and also look to train in the matter of safeguarding.

Are all your team CRB checked? **YES/NO**

Do you have a named person/appointed person responsible for safeguarding/child protection? **YES/NO**

Name: _____

Contact Number: _____

E-mail: _____

Is your Church/organisation aware and prepared for what to do in the event of a disclosure? **YES/NO**

Please attach a copy of your safeguarding policy, for us to read.

Pulse is a training ministry, with that in mind it looks to bring interns to events like yours to help Equip and grow them. Would you be happy for Pulse to bring some interns? **YES/NO**

Will you have any qualified first aiders available at the event? **YES/NO**

If Parents/guardians consent, Pulse requests the rights to any photos/videos taken to be used on their material and website for future publicity. If requested, credit will be given to photographers on our website, which will be updated annually.

Do you agree to this? **YES/NO**

Appeal and Follow Up

Pulse is committed to giving the Gospel and an opportunity to respond to it at EVERY event we are asked to run. We aspire to be fully reliant and dependent upon the Holy Spirit to lead these and other ministry times. We will always lead how He asks and this will sometimes undoubtedly change how we lead response times. Depending upon the type of event and how God leads, Pulse can handle the response in a number of ways:

Private Response

Once Pulse has proclaimed the Gospel at the end of their talk, they can invite people to pray a prayer of commitment in their hearts. If this is the case, they can invite these people to come up afterwards to meet with Amy, Pete or members of the response team. In this case Pulse will meet with those who respond only briefly before passing them on to the response team co-ordinator. The response team co-ordinator will then introduce the enquirer to a response team member, a group of whom should now be waiting at the front. The response team co-ordinator must take responsibility and be active in this role of support for Pulse.

Public Response

Once Pulse has proclaimed the Gospel at the end of their talk, they can invite people to respond publicly. In this situation some members of the response team should respond immediately, helping 'break the dam' - putting their response team badges on as they come forward. Other response team members should come forward as necessary to ensure that there are equal numbers of responders and team members. They should not engage with the people responding until after Pulse has led them in a public prayer of commitment. At this time they may need to move to another room or to one side of the platform.

Follow up is an area we can help train in. We believe It is essential to have a follow-up system in place in preparation for new Christians and enquirers, and to have a good number of people trained in counselling, nurturing new believers and especially helping enquirers. Obviously those who come forward at the event will need to be followed up.

Do you have an experienced response team for the event? **YES/NO**

Who is the response team co-ordinator? _____

Co-ordinator's Contact number: _____

Are you interested in our training events regarding follow up? **YES/NO**

Have you thought about follow up planned for the people attending this event? **YES/NO**

Sound and Projection

Pulse have their own PA kit, and laptop, which they are happy to use at your event, but in some cases they recognise it is easier to use your own equipment, which they are also happy to do.

However Pulse do insist on using their own laptop due to timings, presentations, etc, so if you choose to use your own PA and Projector please ensure this kit is ready for us to plug into. Visual images/sound presentations are a vital part of our ministry, if this fails the effectiveness of our work fails, this is why we insist on using our own laptop.

Will you require Pulse's PA and Projection Equipment? **YES/NO**

Will you be using your own equipment? **YES/NO**

If yes can you ensure it is ready for us to plug our laptop into?

Are you able to run sound from the Pulse laptop to your PA system? **YES/NO**

Do you have a reliable person to operate the sound and projection system? **YES/NO**

Please provide contact details for this person:

Name: _____

Contact Number: _____

E-mail: _____

Set Up/Down Days

Depending on the type of event you want we may require a team to help us set the venue up and down, this includes lifting heavy equipment, people skilled in things such as DIY, Multimedia, and tea making! Is this possible? **YES/NO**

Insurance

Please attach/provide us with details of your Public Liability Insurance.

Publicity

Have you thought about how and where you will be publicising the event? **YES/NO**
NB: We would favour our logo being used in all publicity and request to see a copy before it is distributed.

T-Shirts

Pulse requires all team members to wear a Pulse T-shirt (which will be provided) during the event. However, if a t-shirt is lost or damaged we ask for a donation of £10 per T-shirt.

Travel

Pulse will be travelling with a van; can it be parked close to the venue? **YES/NO**

Is there somewhere secure and safe for the vehicles to be parked during the duration of our stay? **YES/NO**

Accommodation

If you are providing Pulse with accommodation, please give below the complete address. Please note that Amy and Pete require separate bedrooms of their own.

Accommodation address: _____

_____ Postcode: _____

Accommodation telephone: _____

Can separate accommodation be given to team members/interns? **YES/NO**

Address if different from above:
Accommodation address: _____

_____ Postcode: _____

Accommodation telephone: _____

Can all meals be provided for Pete and Amy and/or the Team? **YES/NO**

Payment

Pulse is dependant on two things, money for Pulse, and money for us personally. With this in mind Pulse needs to know pre event how much money we will receive. Some Churches/organisations choose to pay just Pulse, others choose to pay both Pulse and an honorarium, others just an honorarium. This is at your discretion although we may request one or other depending on how finances are balanced at the time.

Money for Pulse £ _____

Honorarium £ _____
(Please see section below)

Honorarium

Pete and Amy work for God full time. They live by faith, which is why they do not charge a fee for the work that they do, but set a recommended cost. Their long-term ministry does however depend entirely on their personal supporters, honorariums and expenses provided by the relevant parties that invite them to serve. If an honorarium is to be made to them both, please ensure it is of equal amounts and cheques are made payable to:

Mr Peter Oakley

Miss Amy Walker

Supporting the Ministry

Pulse is a growing Children's and Youth Ministry, which is seeing real effectiveness as it looks to "Enlarge and Equip God's Kingdom".

If you look to support Pulses development please request a supporters pack, where you will be directed to our standing order form. Alternatively you can give directly to our account, but please make us aware of your gift and contact details so we can thank you.

Pulse Ministries Banking Details

Account Name:	Pulse Ministries
Sort Code:	08 92 99
Account Number:	69364363
Bank Address:	P.O. Box 250 Delf House Southway Skelmersdale WN8 6WT

If you wish to gift aid your donation (which will increase your gift by almost 30%) and you are a UK taxpayer please tick here.

As Pulse come's under the umbrella of Avanti, they are able to reclaim the tax on our behalf. This means until further notice, you would like Avanti Ministries to reclaim the tax on all your donations to Pulse only. (Tax cannot be reclaimed for personal gifts)

Company Registration Number. 4906465 Registered Charity Number. 1104111

Recommended Costings

The elders who direct the affairs of the Church well are worthy of double honor, especially those whose work is preaching and teaching. For the Scripture says, "Do not muzzle the ox while it is treading out the grain," and "The worker deserves his wages."

1 Timothy ch5 v17-18

We would like to stress that Pulse is not about money; it's about Enlarging and Equipping God's Kingdom. Therefore if finance is a problem please talk to us, as we may be able to help.

The costings below are based on what we need to live, and are carefully compared with other Christian evangelists. Please bear in mind that nearly all events require planning, training and pre-event meetings.

We balance our diary carefully. If you have to cancel an event can you please let us know as soon as possible. A 20% non-refundable deposit on all events is required two months before. If your event is a holiday club we would require a non-refundable deposit of £500.

Encouraging Evangelism

See training below

Engaging Children

Holiday clubs: This amount covers a lot of material and expenditure - for more details please request our holiday club pack for more information regarding funding.

Full day weeklong holiday club	£2500
Half-day weeklong holiday club	£1250
Praise parties/youth events	£300

Energising Young People

Depending on the program we are asked to run a

Youth week would cost on average	£1150
Youth weekend would cost on average	£500
Youth events would cost on average	£300

Empowering Leaders

Training day	£400
Training evening	£200

Enabling Churches

Church weekend	£400
Church week	£1000
See training above	

Equipping Interns

Interns are required to pay £100 for a week's training with us.

Travel

All events require 40p per mile up to 100 miles, thereafter 25p per mile.

Any questions you may have?

Well done! Just two more things....

If you are not the church leader, please take this completed booking form and ask your church leader to read and agree to this by signing and dating below.

Church leaders name: _____

Church leaders signature: _____

Date: _____

If parents/guardians consent, Pulse requests the rights to any photos/videos taken to be used in their material and on their website for future publicity. If requested credit will be given to photographers on the website, which will be updated annually.

Do you agree to this? **YES/NO**

Thank you so much for taking the time to complete this booking pack. We will commit to praying for you and your event and look forward to the possibility of working with you.

God bless you!

**Pete and Amy
Enlarging and Equipping God's Kingdom!**