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## Guidelines Citywide Gathering and Lunchtime Fellowship

### Goals

- Provide a public, front door to the ministry.
- Evangelism.
- Leadership training.
- Do all of this in a way that is accessible to Christians and non-Christians, to students and staff, to Australian and international student.

### Practical Goals

- We want people to come back
- We want to get people's name, email and phone number for ongoing contact
- We want people to sign up for a Fellowship Group

### Both Meetings

#### Style

- We want to adopt a style which is thoughtful and open to both uni students and staff. This should be strongly shaped by our values (see philosophy of ministry document).
- We do not want to have a high level of interaction in our public meetings: avoid dialogue between the crowd and those up the front; avoid group work. Too much interaction is uncomfortable for many and can create a flippant vibe.

**University Fellowship of Christians ufcutas.org**

Version 0.4, 29 Apr 2011

Linked to -

[ufcutas.org/svn/\\_Procedure/Student Committee/Job Description Treasurer.doc](http://ufcutas.org/svn/_Procedure/Student%20Committee/Job%20Description%20Treasurer.doc)

[ufcutas.org/svn/Resources/Rosters/Guidelines Citywide and Lunchtime.pdf](http://ufcutas.org/svn/Resources/Rosters/Guidelines%20Citywide%20and%20Lunchtime.pdf)

[ufcutas.org/svn/\\_Procedure/Student Committee/Guidelines student leadership.doc](http://ufcutas.org/svn/_Procedure/Student%20Committee/Guidelines%20student%20leadership.doc)

## **Announcements**

- These are not advertisements. In fact, they work very poorly as advertisements. They are one means of communicating with the fellowship, but more than this, they are a way to draw attention to various elements of what we do as a group on campus.
- Wherever possible, announcement slots should include a personal dimension and reinforce the Uni Fellowship's vision and values. Try to tie them together as seamlessly as can be done, also give the audience a clear way to respond to each of the announcements.
- Smaller items especially should be kept brief without unnecessary comment. Direct people to the weekly announce@ mailing lists or the website for more information, rather than giving finer details.

## **Contact cards**

- These are both for collecting information and also inviting questions and comments.
- Questions are answered early in the subsequent meeting.
- Everyone should always be handed contact cards and always be asked to fill them out.

## **Student Committee Welcome**

- The student president does a brief welcome and opening prayer at the start of each meeting of Lunchtime Fellowship/Citywide Gathering along the following lines:

“Hello everyone, my name is *\*Insert name\** and I'm the student president of the University Fellowship of Christians. We are going to make a start. I would like to welcome you on behalf of the student committee and the University Fellowship. Let's pray. (After prayer) I would like to invite our campus director, *\*name\** to speak to us.”

- Work hard at being loud, friendly, and courteous, avoiding any in-jokes or abbreviations (like 'UFC' or 'and stuff')
- If the President can't make it, it's the Vice President's job, if the Vice President can't make it, it's the Secretary's job, if the Secretary can't make it, it's the Treasurer's job.
- Give each other enough notice if you can't make it and make sure you give them the wording (above)... if the replacement doesn't have time to practice the wording, we'll just go without it.

## **Shape of the meeting**

- Remember that we are not a church, so our meetings and goals will naturally be different to a church service. The MC is to oversee and coordinate the meeting which could typically look like this:
  1. Student President welcome and opening prayer
  2. 1<sup>st</sup> Song bracket (Citywide)
  3. Vision and Announcements
  4. Additional slot (Citywide)
  5. Prayer and Bible Reading

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6. Sermon
7. Filling out response cards and collection
8. 2<sup>nd</sup> Song bracket (Citywide)
9. Close

## **Lunchtime Fellowship**

### ***Food***

- Offering food at Lunchtime Fellowship makes visitors under our hospitality. Instead, these meetings are public gatherings, where people feel completely free to slink in up the back.

### ***Membership signups***

- The Treasurer will take new membership sign ups for the first three meetings of each Semester. This should be advertised in the meeting and on the powerpoint 'What Next?'

## **Citywide Gatherings**

### ***Reviews and other public slots***

- The Student Committee Secretary asks the committee monthly about ways to get students up the front of Citywide. This can include introducing Fellowship Group leaders, asking people to share how a recent event went or getting people to give their testimonies.
- If formal items, such as film reviews, are given, they might be written and submitted to Tog

### ***Food***

- We really want people to head out to Hunter Street, the Docks, or to Salamanca afterwards to eat, drink and talk.

### ***Membership signups***

- The Treasurer will take new membership sign ups every Citywide. This should be advertised in the meeting and on the powerpoint 'What Next?'

### ***Venue hire issues***

- The main gate and door will remain unlocked for us on a Thursday night - it's normal lock time is 6:00 when students then need to use their swipe card to get in.
- A security guard will be present until 10:15 when the whole building will get locked down. This is the latest we can be at the School of Art.
- The cafeteria area outside the lecture theatre is a part of our hiring of the theatre, so is permissible for our use.
- Additional to that, there is a policy of no food in the lecture theatre itself.

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- All audio/visual equipment is available to be used by us, we can make a time with the security staff to be let in to learn to use/fiddle with it. If we want training or support for use of the AV equipment, we need to make a booking for a guy named Peter Ross - through Janet Crack. This will incur a fee.

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