

**fiec**



the Fellowship of Independent  
Evangelical Churches

Application Pack

for the role of

Welcome Team

Volunteer

41 The Point, Market Harborough LE16 7QU

**01858 43 45 40**

**[volunteer@risinglights.co.uk](mailto:volunteer@risinglights.co.uk)**

*FIEC is a registered charity in England and Wales no. 1168037 and registered in Scotland no. SC047080.*

## Introduction

Thank you for downloading the application pack for our Welcome Team volunteer role. Within this pack you should find all that you need to make an application for this role including information about FIEC, Rising Lights, the role description, and person specification. At the end of the pack there is a link to the application form.

## Application Process

Please complete the application form electronically. Once we have received your references, we will then short list volunteers and contact those who have been successful. The application process may take 6 – 8 weeks so if you have not heard from us after 8 weeks please do get in touch.

## About FIEC

FIEC is a fellowship of [Independent churches](#) with members of the family across Great Britain. Our mission is to see those Independent churches working together with a big vision: to reach Britain for Christ.

Being part of FIEC (the Fellowship of Independent Evangelical Churches) links churches to a growing number of other Independent evangelical churches - there are more than 50,000 people who are part of churches affiliated to FIEC.

If you require more information about FIEC please refer to our web site: [fiec.org.uk](http://fiec.org.uk) – where you will also find our Doctrinal Basis and other Statements adopted by our family of churches (<https://fiec.org.uk/about-us/beliefs>)

## About Rising Lights

Rising Lights is a gathering for five days by the coast to hear God's word, to praise our risen Saviour, and to rest. With plenty for adults, teens, and kids, alongside space to enjoy Torquay with friends and family.

There will be a variety of Bible-teaching, seminars, opportunities to relax, and groups for children and youth up to 18. The programme will also include space to spend time with family, friends, and your church.

Our volunteers will be a key component to us being able to successfully deliver this new event working alongside our staff, speakers and specialist organisations.

## Volunteer Information

### Location

Various venues in Torquay

### Hours

You will be required to serve across long days, as a team we need to cover sessions between 08:00-23.30. Team members will serve an 8-hour day. This time is likely to be spread through the day and there will be scheduled meal breaks and time off.

The role will begin with a lunchtime briefing on the Monday (6th) so arrival and check in etc will need to be before this briefing. The role includes helping to pack up once the delegates leave so we anticipate departure being late on Friday (10th).

### Remuneration

This is a voluntary role. Your accommodation Monday-Friday plus three meals a day will be provided. There will be a staff lounge for you to be able to relax and take time off. Travel to the event is the responsibility of the volunteer. We wish to be good stewards of the funds we have available to us and keep the ticket prices as low as possible, and therefore if you do not require accommodation or food, please let us know in your application form.

### Other

Satisfactory references will be needed for all volunteer appointments. All volunteers will be required to signing an appropriate safeguarding self-declaration and agree to abide by our volunteer handbook. Volunteers will need to agree to the FIEC Doctrinal Basis and the FIEC Values.

We appreciate this event, for some of you is an opportunity to come with family members. Those applying for volunteer roles will be allocated to shifts which may be at different times of the day and will not always be when there are children and youth groups taking place. Volunteers will be required to be flexible as part of the role. Volunteers coming with their families will be required to buy tickets for their families for the event.

# Volunteer Welcome Team Role Outline

**Location:** Various venues in Torquay

**Role purpose:** To provide a warm welcome to all delegates at various venues. Your aim will be to help the conference run smoothly and safely. You will need a big heart for serving others along with lots of energy. The role will be physically demanding as you will be on your feet for long hours. You will get to hear parts of the event programme whilst you are serving.

**Team context:** You will be part of a large team, split into smaller teams to create community and friendship.

**Hours of work:** You will be required to be flexible and serve across long days, as a team we need to cover sessions between 08:00-23.30. Team members will serve an 8-hour day. This time is likely to be spread throughout the day and there will be scheduled meal breaks and time off.

The role will begin with a lunchtime briefing on the Monday (6th) so arrival and check in etc will need to be before this briefing. The role includes helping to pack up once the delegates leave so we anticipate departure being late on Friday (10th).

**Remuneration:** This is a voluntary role. Your accommodation plus three meals a day will be provided. There will be a staff lounge for you to be able to relax and take time off. Travel to the event is the responsibility of the volunteer. We wish to be good stewards of the funds we have available to us and keep the ticket prices as low as possible, and therefore if you do not require accommodation or food, please let us know in your application form.

## Key tasks:

Your tasks will vary at each venue.

- Ensure the venues are safe, tidy and clear of litter and trip hazards
- Ensure the fire exits are kept clear
- Offer a warm welcome to delegates as they enter the venue
- Directing delegates
- Managing queues, keeping an eye on bottle necks
- Keeping a look out for those with additional needs, assisting where necessary
- Aid venue staff with resetting layouts
- An active role in case of an emergency following procedures
- Join in with daily team prayer briefings
- Support other teams when necessary
- Assist with behind the scenes jobs when required

## Job Relationships:

- You will report to the Stewarding/Reception lead

## Person Specification:

- This role is representing FIEC and sharing the gospel with others so has a requirement for someone with an active Christian Faith.
- Cheerful, welcoming attitude
- Willingness to serve others
- Patience

- Enthusiasm
- Good stamina, physical ability i.e. being able to keep active for long periods of time
- A positive attitude
- Punctuality
- The ability to follow instructions and take initiative when necessary
- A customer services approach, comfortable talking and directing delegates confidently
- Team working

**Support given:**

- Role specific induction and training
- All volunteers will be sent a volunteer handbook covering relevant information and volunteer policies

**Volunteers will be required to:**

- Be in agreement with the FIEC Doctrinal Basis and FIEC Values
- Be over the age of 18
- Be able to commit to volunteering for the whole week (Monday to Friday)
- Complete the applications form with 2 references
- Eligible to volunteer in the UK
- Complete a safeguarding self-declaration

## WELCOME TEAM APPLICATION FORM

Please click here to complete the application. <https://forms.office.com/e/VnniUcnW96>

You will be required to fill in the electronic application form in one go. To help you complete the application form, we have a copy of the questions below.

Please help us by answering each question fully so that we have as comprehensive a picture of you as possible.

Due to the Christian beliefs embodied in the FIEC Constitution, the Christian ethos of the organisation and the duties involved in this role for Rising Lights, there is a Requirement that the role holder is a practicing Christian regularly attending an evangelical church.

### 1. YOUR PERSONAL DETAILS

Title

Full Name

Postal Address

E-mail

Mobile

#### 1.1 ESSENTIAL CRITERIA

Are you currently eligible to work or volunteer in the United Kingdom?

Please indicate if you have any unspent convictions as defined by The Rehabilitation of Offenders Act 1974 and as amended by Section 139 of the Legal Aid Sentencing and Punishment of Offenders Act 2012

We are unable to provide a volunteer position for those under 18 so please indicate that you are over 18 years of age.

A working day is 8 hours between 08:00 -23:00, including time off and breaks. Please indicate you are committed to serving for the full week.

### 2. YOUR CHRISTIAN FAITH

As this role carries an Occupational Requirement for an active Christian, please read the FEIC Basis of Faith, and FIEC Values and indicate your agreement to the following declaration.

<https://fiec.org.uk/who-we-are/beliefs>

<https://fiec.org.uk/who-we-are/values>

I accept without reservation the FIEC Basis of Faith and the FIEC Values

Name of the Church and location, where you are currently in membership/regularly attend.

### 3. YOUR SKILLS & EXPERIENCE

Why do you want to volunteer for Rising Lights?

With reference to the role description and person specification, please outline how you meet the requirements for this role. Please include any teamwork and/or experience of leading a team.

This role requires supporting at Rising Lights, how comfortable are you engaging with attendees at these events? Please outline any relevance experience.

How do you respond to the unexpected and deal with change? Please outline any relevance experience.

#### **4. ADDITIONAL QUESTIONS**

Is there someone with whom you would like to share a room with? If so, please state their full name and their relationship to you. i.e. spouse, friend. Please note that for this to be arranged the other person needs to name you in their application also. Whilst we will try and make these arrangements it may not always be possible.

Is there someone with whom you would like to be on the same timetable as? If so, please state their full name. Please note that for this to be arranged the other person needs to name you in their application also. Whilst we will try and make these arrangements it may not always be possible.

If you have a disability, please tell us about any reasonable adjustments we may need to make to assist you in your application.

Any other comments you would like to make in support of your application or anything else we need to know about in relation to your application?

#### **5. DECLARATION**

I confirm that to the best of my knowledge the above information is correct. I accept that deliberately providing false information could result in my dismissal. I also agree to the processing of your personal and sensitive personal data in accordance with the Data Protection Act 2018.

Signed:

(electronic signature is fine)

Date:

## 6.0 REFERENCES

Please give the names and email addresses of TWO people who have known you well in recent for at least two years to contact for references. One reference must be a member of the leadership team in your current church and the other a character reference. At least one of the references must be able to give reference to your ability to volunteer in the area you have chosen.

Consent to contact

[1] Name:

Company / Church (if relevant):

Position:

Contact email address:

Email:

[2] Name:

Company / Church (if relevant):

Position:

Contact email address:

Please complete your application here:

<https://forms.office.com/e/VnniUcnW96>

The Fellowship of Independent Evangelical Churches  
41 The Point, Market Harborough LE16 7QU. Tel. 01858 434540. Email: [volunteer@risinglights.co.uk](mailto:volunteer@risinglights.co.uk)  
Registered Charity (England & Wales) No 1168037 - Charity Registered in Scotland SC047080



# FIEC's Doctrinal Basis

## 1. God

There is one God, who exists eternally in three distinct but equal persons: the Father, the Son, and the Holy Spirit. God is unchangeable in his holiness, justice, wisdom and love. He is the almighty Creator; Saviour and Judge who sustains and governs all things according to his sovereign will for his own glory.

## 2. The Bible

God has revealed himself in the Bible, which consists of the Old and New Testaments alone. Every word was inspired by God through human authors, so that the Bible as originally given is in its entirety the Word of God, without error and fully reliable in fact and doctrine. The Bible alone speaks with final authority and is always sufficient for all matters of belief and practice.

## 3. Humanity

All men and women, being created in the image of God, have inherent and equal dignity and worth. Their greatest purpose is to obey, worship and love God. God created us male and female, which is identified by our biological sex. Marriage is the exclusive union of one man and one woman and is a picture of the relationship between Christ and his bride the church. Sexual intimacy is a gift from God to be enjoyed only within the context of marriage.

## 4. The Fall

As a result of the fall of our first parents, every aspect of human nature has been corrupted and all men and women are without spiritual life, guilty sinners and hostile to God. Every person is therefore under the just condemnation of God and needs to be born again, forgiven and reconciled to God in order to know and please him.

## 5. The Lord Jesus Christ

The Lord Jesus Christ is fully God and fully man. He was conceived by the Holy Spirit, born of a virgin, and lived a sinless life in obedience to the Father. He taught with authority and all his words are true. On the cross he died in the place of sinners, bearing God's punishment for their sin, redeeming them by his blood. He rose from the dead and in his resurrection body ascended into heaven where he is exalted as Lord of all. He intercedes for his people in the presence of the Father.

## 6. Salvation

Salvation is entirely a work of God's grace and cannot be earned or deserved. It has been accomplished by the Lord Jesus Christ and is offered to all in the gospel. God in his love forgives sinners whom he calls, granting them repentance and faith. All who believe in Christ are justified by faith alone, adopted into the family of God and receive eternal life.

## 7. The Holy Spirit

The Holy Spirit has been sent from heaven to glorify Christ and to apply his work of salvation. He convicts sinners, imparts spiritual life and gives a true understanding of the Scriptures. He indwells all believers, brings assurance of salvation and produces increasing likeness to Christ. He builds up the Church and empowers its members for worship, service and mission.

## 8. The Church

The universal Church is the body of which Christ is the head and to which all who are saved belong. It is made visible in local churches, which are congregations of believers who are committed to each other for the worship of God, the preaching of the Word, the administering of Baptism and the Lord's Supper; for pastoral care and discipline, and for

evangelism. The unity of the body of Christ is expressed within and between churches by mutual love, care and encouragement. True fellowship between churches exists only where they are faithful to the gospel.

### **9. Baptism and the Lord's Supper**

Baptism and the Lord's Supper have been given to the churches by Christ as visible signs of the gospel. Baptism is a symbol of union with Christ and entry into his Church but does not impart spiritual life. The Lord's Supper is a commemoration of Christ's sacrifice offered once for all and involves no change in the bread and wine. All its blessings are received by faith.

### **10. The Future**

The Lord Jesus Christ will return in glory. He will raise the dead and judge the world in righteousness. The wicked will be sent to eternal punishment and the righteous will be welcomed into a life of eternal joy in fellowship with God. God will make all things new and will be glorified forever.

## FIEC's Values

Our values are the biblical principles which govern the manner of all our work as the FIEC team including the volunteers who work with us. These are informed by the Apostle Paul's relationship with those he loves and serves. Even though his situation as an Apostle is not the same as ours, his attitude nonetheless reflects his Christlike, gentle, servant heart, matched with theological integrity, courage and clarity, and should be echoed in our own work.

### **1. God-honouring and self-effacing.**

We serve with the chief end of seeing God glorified in the churches which make up the FIEC and also in the wider church. We do not seek our own honour or fame, but that of our triune God.

### **2. Dependent and humble.**

We realise that our work is in vain unless blessed by Christ the Master-Builder and we express our humility and dependence in prayer, committing ourselves to praying for our churches and their leaders, and for ourselves, coveting the prayers of others in our work. We fight against self-reliance and worldliness.

We long that we might be filled with the Spirit and his fruit be evident in all our dealings with others. We want to be those who are continually thanking God for the work he is doing in our churches and in the world. We want to avoid presumption, ingratitude and a failure to see God at work in others.

### **3. Godly and faithful.**

We want to be those who are growing in godliness and gifting, investing in both. We challenge ungodly behaviour amongst ourselves and seek to spur one another on. We refuse to distort the word of God and renounce secret and shameful ways. We renounce worldly wisdom in favour of the wisdom of Christ. We seek to be reliable, trustworthy and fully faithful in our work by keeping the commitments we make in the course of our work. We are quick to acknowledge mistakes and seek the forgiveness of others whilst also forgiving as we have been forgiven.

### **4. Respectful and gentle.**

We will respect the autonomy of the local church and each church's individual independence by encouraging the development of qualified and godly local leaders. We will not claim or exercise authority over our churches, but seek – where appropriate – to counsel, persuade and reason, gently calling churches to be faithful to the commands of Scripture.

We seek the good of others before ourselves. We recognise and pray against the sins of boastfulness and pride.

### **5. Hard-working and honest.**

We aim to be eager, diligent and conscientious, giving ourselves wholly to our work. We seek to avoid overwork, seeing this as a symptom of pride. We want always to act in ways which are clear and transparent. We flee from dishonesty and distortion.

### **6. Courageous and clear.**

We are concerned for theological integrity and adherence to our doctrinal basis and ethos statements, both in ourselves and those we serve. We will take care in the way we speak about other matters over which churches legitimately disagree. We are courageous in upholding and applying the truth of the Gospel whilst also calling error to account. We always seek to communicate in straightforward ways.

### **7. Loving and comforting.**

We long to be motivated by a deep affection for all God's people and – in particular - those in our churches, striving for harmony and (where needed) reconciliation. We abhor self-promotion. We are realistic about both the joys and hardships of Christian ministry, and want to encourage others in this exacting task. We want to cultivate and

demonstrate empathy and compassion towards those who are struggling. As far as it depends on us, we want to live at peace with everyone.

#### **8. Fair and generous.**

We seek to serve all our churches impartially, for example making no distinction based on the size, location or personal relationships that churches might have with members of the team. We will seek to communicate in ways which include the entirety of our family of churches. We long that each church should gladly serve others and look to find ways to help this happen. We resist favouritism and nepotism and openly declare interests. We want to be generous with our time and energy in the service of our churches.