

CREW HANDBOOK 2025

Why Contagious?

Our Vision is to bring glory and praise to God by being...

- **Passionate about God's Word** – declaring the good news of Jesus
- **Serious about Children Young People** – encouraging them to be faithful followers of Jesus
- **Committed to Local Church** – recognising its role in making disciples of Jesus

Where and When?

CREW Central Yr 1	CREW Central Yr 2	CREW ScoNo	CREW West	CREW East
26 Jul-1 Aug	27 Jul-2 Aug	26 Jul-1 Aug	2-8 Aug	16-22 Aug
Kingham Hill School Kingham Chipping Norton OX7 6TH	LWC Long Sutton, Hook Hants RG29 1TA	Barnard Castle School Newgate Barnard Castle DL12 8UN	Pioneer Centre Cleobury Mortimer Kidderminster DY14 8JG	Royal Hospital School Holbrook Ipswich IP9 2RX
Richard Perkins Jules Stroud	Pete Matthew Emma Joseph	Adam McNinch Rachel Sloan	Nick Jackman Tracey Jackman Jasmine Creese Martyn Dunning	Jen Stewart Gareth Mitchell Esther Mitchell

All CREW please arrive 10.30am prompt*. We will have a team meeting at 11:00am, a quick tour of the site, and then set up for arrival and registration. **Lunch will be provided for CREW on the first day!** A small number of us will be arriving the night before so we can get everything set up for the rest of the team arriving on Saturday.

The **young people will start arriving from 2pm onwards** on the first day*. The first afternoon and welcome is really important. It is our desire that yp and parents are greeted well, offered a drink and introduced quickly into the group and their leader. We also need to manage the parents who may need to be reassured by our welcome and organisation so that they can leave confident that their youth will be well looked after. All delegates, TEAM and CREW need to **Register on arrival** and will then be allocated to their accommodation and issued with a lanyard that must be worn at all times. The TEAM need to organise welcome activities and refreshments for the delegates to relax and meet others in the group. Later that afternoon, they will be shown to their rooms before a **Welcome meeting** at 4.30pm in the main hall*.

Departure:

On the last morning we are inviting parents/siblings to join us for our last **Response Meeting** (11am) and then have a picnic(*) with us. This will give us an opportunity to chat to the parents about the week and give some feedback about what their young people have been learning. The aim is for all yp and parents will leave by 1.00pm on the last day. TEAM and CREW will need to clear up our area and also make sure that yp are safely collected. We will probably be away no later than 2.30pm.

(* may vary between conferences)

Accommodation:

The CREW rooms are generally in small dormitories with bathrooms nearby (some single rooms and some have en-suite facilities). We try to accommodate CREW together in single sex rooms in two or three rooms with their leaders in a room nearby. If you wish to share with someone (e.g. spouse), please make this known to the admin team and we will try to accommodate your preference. Sleep is important for you to fully engage with the teaching. To help you get the most out of the teaching and the day's activities, we hope you will head to bed around 11.00pm with lights out at 11:30pm. All bedding is provided but not towels.

Please bring a **mug and water bottle** as it can be tricky to get drinks when you want them.

There are several common rooms located around the venue, which we can make a good hangout place for the young people. There are table tennis tables available but you will need bats and balls. Please bring some board games or indoor activities to make these spaces comfortable and fun for the CREW.

Meal times:

At mealtimes everyone goes to the dining room and queues at one of the two serving points. A wide choice of fresh food and a salad bar is available. The kitchen will cater for any particular dietary requirements.

CREW... Are you Ready?

CREW (Christian's Ready Equipped and Willing) is our young adult training programme. Contagious is committed to our aim for CREW this summer:

Equipping a generation of future leaders with the character, conviction and competencies for a lifetime of serving Jesus.

Teaching*

- Six sessions over the course of the week
- Three on Church
- Three on Bible handling and Lifestyle

Observation and Discipleship

Observe: On Day 5, CREW will go and observe a morning in MAX or GO. They will observe SUS, seminars etc. Beforehand they will be encouraged to watch the leaders lead... how they lead SUS, how they interact with their groups and how they lead their tables during a seminar. Afterwards CREW will have a feedback session (about an hour) on what they observed and how that fits with all they have learnt so far.

One to One: On day 5 or 6 each CREW will have a one to one with a mature Christian Leader. The leaders will share a feedback form including the following

- Experience
- Encouragements
- Areas for growth
- Future

Feedback: We will provide each young adult with a recommendation about returning to Contagious. If after year 1 the young person will be either encouraged to come back for year 2 or encouraged to be a leader next year.

CREW ROLES

CREW YEAR ONE

- The CREW group will be divided into small groups of 4-8 people, called SUS groups which stands for 'Students Under Scripture'. You will be assigned a mature leader who will mentor, teach, train and support you throughout the week.
- **Each CREW member will be allocated one of the studies to prepare and lead.** We do not expect perfection, but just want you to have a go and use it to learn how to lead studies more effectively. Your mentor will be close at hand to give advice or guidance and they will also meet with you afterwards to give you some encouragement and suggestions to improve.
- We will also divide the group into practical teams to complete the many tasks that we do throughout the week, such as: moving chairs, setting up rooms, tuck shop, bookstall, refreshments, waking up the young people in the morning, running the SUS group Tournament, moving equipment, helping with activities, clearing litter, playing in the band, and many many other small but important tasks.
- The conference you are supporting may have a talent show/battle of the bands where it's tradition for the CREW to perform – be creative, go for it and have loads of fun!
- Each CREW member will be offered a one to one with a mature Christian leader.

CREW YEAR TWO

- Many of the practical tasks in CREW year two remain the same*, but you will be expected to take on more responsibility to show the year one's what is required.
- SUS in year two is likely to be different also as we expect year two's to have learned from their year one experience. You may be asked to observe more experienced SUS leaders by observing them teaching the young people in SUS or Seminars. You may be asked to lead one of those SUS groups to young people. You will receive encouragement and one suggestion about how you could improve.
- Each CREW member will be offered a one to one with a mature Christian leader.

CREW LEADER

- The main responsibilities include preparing and delivering the teaching programme for the CREW at Contagious and leading the tasks and activities for the CREW.

PRE-CONFERENCE

- Attend the 24-hour training and prepare a two-year teaching programme for the CREW that includes SUS group studies, bible handling workshops, doctrine or apologetics sessions. Allocate teaching responsibilities within the CREW leaders and agree SUS/mentoring responsibilities.
- Communicate to previous CREW year one leaders and encourage them to return for a second year. With the support of the Operations team, communicate to the 19-year-olds and encourage them to join the CREW. Monitor the applications for CREW and references, giving approval or seeking more information as required. Write to any CREW applicants that are deemed unsuitable.
- Organise the CREW into SUS groups, allocate CREW leaders to each group.
- Prepare information for the CREW to help them to prepare for their time serving at Contagious, including the allocation of SUS studies and guidance notes to help them.
- Communicate final details with CREW about when to arrive, training, what to bring etc.

DURING CONFERENCE

- Welcome the CREW on the first day, provide them with training and information about the week and then organise the set-up tasks.
- Liaise with the Contagious Teaching Leader and Coordinator about the daily tasks required to support the main conference. Identify the gifts and skills of the CREW e.g. music, creative arts, sport, administration, manual handling etc. and then organise the CREW into teams to complete the practical tasks each day. Try to give the year two CREW more responsibility to model servant leadership to the year ones.

- As a team deliver the CREW 2 year teaching programme to complement the main conference teaching and include Bible handling training, servant leadership training, doctrine and apologetics.
- Mentor each CREW member with one to one towards the end. Include support and guidance for them in preparing and delivering their SUS study and provide them with encouraging feedback. Use examples of their activity throughout the week to train them in servant leadership.
- Observe and listen to CREW to identify any issues of concern within the group. If necessary, provide gentle correction or discipline within a culture of encouragement and praise. Look out for any who are struggling, offer support and encouragement or maybe relieve them of some duties in order to maintain a good quality of care throughout the week.
- Build positive team morale with additional times of prayer, communication and social time to encourage CREW members to flourish in a supportive happy environment.

POST CONFERENCE

- Complete a brief encouraging report on each CREW member that make clear your recommendations about serving at Contagious/CREW again in the future or suggest other ways for them to serve or receive further training.
- Reflect and review the conference with your regional steering group. Attend the Review meeting to share your experience with other CREW Leaders and learn from other good practices.
- Seek to build good relationships with CREW members throughout the year by praying for them, contacting/meeting them and encouraging them to return the following year. Identify other suitable CREW members and invite them to join Contagious.

Conduct and Policies

Lifestyle and Conduct

Contagious staff and volunteers will seek to follow Christ by keeping God's law, acknowledging sin, living each day in repentance and faith according to His Word the Bible. They will firmly believe in, and live accordingly, to our statement of faith. This will look like regular Bible reading and prayer, participation in a local church and living to serve others rather than ourselves. All Contagious staff and volunteers will accept that the only appropriate place for a sexual relationship is within a marriage between a man and a woman.

A Christian's life will be marked by the fruit of the Spirit: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control. At conferences our leaders will live out their faith in attitudes of humility, serving, being slow to anger and abounding in love.

Our leaders will be marked by their love for the Bible, their love for others made in His image, and their love for the work of sharing the gospel. Whilst we recognise that as sinners we often fall short of this ideal, we believe that God's grace and forgiveness are always available to those who repent. We nevertheless expect that all those serving at Contagious will affirm these principles and be committed to work towards achieving such a Christian lifestyle with God's help.

Safeguarding

We recognise the importance of our ministry to children, young people & vulnerable adults and our responsibility to protect and safeguard the welfare of all those entrusted to the care of Contagious. Safeguarding is not just a modern world thing; it is rooted in the Bible. Jesus is concerned for the weak and vulnerable who he loves and protects. He is the greatest example of love. The church needs to be a community of grace, love and safety as those called to follow Jesus and love others as he does. Safeguarding is what Christians do. We are committed to safely recruiting adults to serve at Contagious by preparing, following and regularly reviewing policies and procedures to keep them up to date. We access expert advice from Christian Safeguarding Services who advise on all safeguarding matters according to Christian principles, law and best practice. More info: <https://contagious.org.uk/safeguarding/>

Contacts

If, during the conference, you have concerns regarding a safeguarding matter then please speak to:

CSS **0116 218 4420**

Nick Jackman **07933 068667**

Email all safeguarding forms, notes and records to safeguarding@contagious.org.uk

Reporting of Disclosures

If a young person discloses information that may potentially lead to complaints of abuse being made against someone at Contagious (leaders, etc.) or another person (parents, family, friends, etc.) the following procedure should be implemented:

- Stay calm and relaxed as much as possible.
- Let the young person talk freely and do not press for any information.
- Never promise to keep information confidential but make assurances that information will only be passed to people involved in solving the problem.
- Do not try and investigate the alleged abuse yourself.
- Immediately following the disclosure write down as much information as possible. Note the time, date and the names of persons present who may confirm the truth or otherwise of any allegation.
- Report the incident to safeguarding team as soon as possible.

First Aid and Safety

Each group will have at least one Medical Supervisor who will have a First aid kit. The Medical Supervisor will be responsible for distributing medication and minor first aid issues. All accidents/incidents/near misses, however minor should be recorded on an **ACCIDENT AND INCIDENT FORM**. This form is not restricted to accidents.

All activities require a **RISK ASSESSMENT** to be completed according to the guidelines available on the website:

<https://contagious.org.uk/policies-and-forms/>

Electronic Communication

Contagious acknowledges that electronic communications are a legitimate means of communicating with delegates, but particular diligence needs to be applied when Leaders and Task Force use electronic devices to communicate with young people. Please see the full safeguarding policy for all details about electronic communication. Below is a summary:

Phone Messaging

- DO use Group chat with another leader e.g. SUS WhatsApp group so that communication is in a multi-person group domain.
- DO use it for simple non-emotional communication. I
- DON'T engage in a personal/emotional communication with a young person
- DON'T engage in banter online.
- DON'T communicate after 10pm
- DO share happy images (not if they embarrass a YP), but DON'T store images if they have not been shared publicly.
- DO collect phones in at night-time for GO conferences (11-14s).

Social Networks

- DO use positively but cautiously.
- DO maintain a good Christian witness on your platforms.
- DON'T seek out yp to follow or like their pages. Avoid 'liking' or affirming YP's posts.
- DON'T focus attention on any young person.
- Where a delegate and a Leader/CREW are linked to the same church then the guidelines of that church take priority.

Data Protection and Privacy

The General Data Protection Regulations 2018 are designed to protect the personal data of all individuals. We have policies and procedures at Contagious the you should be familiar with see:

<https://contagious.org.uk/policies-and-forms/> We all need to act as follows:

- **Delete all past Personal Data** (pre 2024 conference) from your computers, folders, phones, that includes the names of yp or past leaders, emails, addresses, personal notes etc.
- If you wish to keep any Personal Data (pre 2024 conference) then you must complete a **DATA PROTECTION AUDIT FORM**, so that we are aware of the location of the data.
- All Personal Data that is shared with you for 2025 conferences, **must be deleted from your computers or devices** or paper copies shredded by the end of 2025. Essential records will be securely stored by the CBM admin team.

Manual Handling

This is important. Please read carefully and follow the principles:

1. STOP AND THINK

- Where is the load going? Are there any obstacles? Are there any aids to help me?
- Consider the size and weight and shape of the object. Ask for help or decline the lift.
- Consider whether you need extra people, safety equipment or clothing.

2. THE LIFT

- Keep distances to a minimum
- Prepare the area (remove trip hazards or other people/objects from the area)
- Test the load
- Feet apart
- Leading leg slightly forward
- Hips and knees relaxed
- Firm hold from below
- Lead with your head as you lift
- Keep movement smooth
- Keep the load close to your body
- Reverse the procedure when lowering the load.

3. DON'T

- Jerk
- Twist
- Overstretch
- Lift loads which are too heavy



Arranging Activities

Each organised activity will have one recognised leader.

That leader must...

- take into account any medical condition and/or any special needs of those taking part.
- wherever possible ensure that there are both male and female leaders present.
- carry out a **Risk Assessment** (always to be carried out if the activity is outdoor, high risk, involves food, or when catering for those with disabilities or special needs.) Consider whether a first-aider should be present.

The suggested minimum ratio for any activity is:

2 leaders for every 20 young people.

(Then 1 extra leader for every 1-10 young people above the first 20.)

If you are down to organise an activity, please make sure you are bringing everything you need for that activity or that everything you need will be on site/another team member can provide. If you need to spend some money on your activity, please check first with [the Conference Coordinator](#) that we have enough in the budget.

Small Group Training

Why small groups?

- **Reinforce the teaching and respond** – Questions asked more easily, and things explored. Apply the Word and encourage ways in which young people can respond (in their lives or in prayer)
- **Relational** – Deeper trust levels and with everyone involved they are more like to be open and honest. It also gives you a **chance to** share your lives and understand the joys and struggles of those in your care)
- Also...opportunity to train and learn from one another

Think about the Setting:

- Time frame – check how much time you have and plan what you have to do in that time.
- Eye Contact (and body language), circle, comfortable, remove distractions, say hello or speak to each one before you get into groups.
- Sit troublesome ones opposite (not next to you) so that you can see what is going on and stare!
- You face anything that is distracting (like other groups) so that the group have their backs to it

Introduction:

- Remember their names and what they say, react and interact (even jot it down so you can use it in examples later on in the week or chat to them further)
- Opening: Have an opening item that will relax people – joke, light hearted question (describe favourite icecream, what biscuit you would be), game (e.g. 2 truths, 1 lie; 3 items on a desert island), introduce the person next to you, creative,
- Aim: get people talking. Loosen the tongues, build relationships and group identity - be patient, kind and enthusiastic
- Prayer

Questions: Teach the main thing!

- **Observe (What does the passage say?)** Use open Bibles, print text out for them to draw on
- **Interpret (What does the passage mean – about God).** Get to the meaning of the teaching. The big principle that should be summarised by the teaching aim. Make sure the yp understand it e.g. can they write a summary sentence?
- **Apply (What does it mean for us).** Think about the passage: Is there a warning to be heeded, an example to follow, a command to be obeyed or a promise to trust? Personalise the main point: How is this going to affect you this week? Think of 'concrete' ways the truth can be applied in their lives in a relevant way. This is really hard to do well and easy to slip into legalism & moralizing so good to think what does that mean...
 - **Application:** Trust God.
 - **When might they need to do this:** When they are not invited to a party
 - **Why don't they** trust God? They think they know what's best; they think other people are the source of their happiness.
 - **What truth can they remember:** God is good, God loves them, they are invited to the best 'party' ever! etc.

Prayer: Engage each one in prayer:

- You pray then leave a gap for each one to say something in their heads.
- Pass around an object as a prompt to encourage them to pray
- Have something physical for them to engage with, like placing a pebble in a bucket, writing a note, sticky note on a board under headings etc
- Use visuals, pass around the circle different pictures that remind people what to pray for.
- Doodle prayers
- Music
- Prayer diary

Small Group Do's and Don'ts

<u>DO'S</u>	<u>DON'TS</u>
Do prepare and pray (for individuals as well as study)	Don't be afraid to ask for help
Do ask questions that deal with feelings as well as facts e.g. How do you feel?	Don't ask yes/no questions - rather encourage discussions
Do encourage honesty always – including by example, sharing your own life.	Don't dismiss any contributions. Praise people for their contribution even if it isn't quite what you were looking for.
Do be a good listener - <i>Reflect</i> "It sounds like..." , "You mean..." "So you want to..." - <i>Reaffirm</i> "that's pretty important to you.." "that must be difficult for you..." - <i>Request</i> "Tell me a bit more about that..." "So what happened then?" "How did you feel?"	Don't do all the talking - If they ask you a question, before you answer, first ask them what they understand. Encourage others in the group to answer.
Do ask questions that are relevant and at the right level . Sometimes direct.	Don't assume knowledge and don't use lots of Christian jargon
Do follow up responses with more questions and encourage others in the group to do the same. Be willing to challenge if appropriate	Don't feel you have to answer everything
Do be flexible e.g. it's a quiet group then you could break it down into paired discussions and feed back.	Don't be afraid of silence – rather interpret it - Question too simple? Break down into smaller questions? Have you asked too many questions? Are they thinking or are they dead?
Do use illustrations e.g. own life example, scenarios, quotes, pictures,	Don't forget there are different learning styles so be creative e.g. Application sketch, what happens next..., quiz, write a rap or chant or song, draw a picture, listen to music, film clip (make sure you are supporting and teaching your main aim).

SUS STUDIES

SUS is a key moment each day when you sit down with your small group and open up the Bible together. It is a chance for you to teach God's Word and discover more of Jesus together.

As SUS leaders you should agree who will lead each study and read through and prepare the studies before the Conference. The questions in the booklets will be very simple with similar or the same questions for each day. Think through some follow-up questions to help guide discussion and have notes ready for your SUS studies.

If you are not used to leading Bible studies then the pointers below might help get you started. Another great thing to do is to meet up in person or online with some other leaders and go through the SUS material together. Give yourself a good amount of time to go through the studies.

Step One: Ask God to give you insight, understanding, and that he might teach you as you study his Word.

Step Two: Read it. Lots of times. Read different translations (most young people at Contagious will be using the NIV and any quotes in the youth booklets will be from the NIV).

Step Three: What is the main message of the passage? What difference will that make in your life (this could be practical, it could be a change in the way that you think about things).

Step Four: How does this apply to the different people in your group (think of the keen Christians, those who are unsure what they believe, those who don't follow Jesus, those who are struggling to live out their faith at school etc.).

Step Five: Using the questions in the book, begin to shape the study with additional questions, ideas, creative activities that help you to clearly communicate the MAIN THING the passage is teaching and why it matters.

Step Six: Pray for yourself and your group. Worship Jesus and ask that he might transform you.

SUS STUDIES FOR 2025: THE ROAD OF BLESSING

In the Beatitudes, Jesus spells out a vision for the blessed life in His Kingdom. Here are eight descriptions of people who are living under God's smile. You can imagine each one as a road to be walked. The challenge is that we so often try to find blessing by walking in precisely the opposite direction.

We see these things lived out in the life of Joseph. We see what it looks like in practice. In SUS this week we will zoom in on five in particular.

SUS 1: POOR IN SPIRIT

Read right through Matthew 5:1-10 (focus on v3)

What do you think it means to walk the “poor in spirit” road?

You could look up Isaiah 61:1-3 and see the types of people that this good news is for.

The weakest, the lowest, the unimpressive, the ones in trouble, the despairing, those who know that they need help, those who feel their own inadequacy.

In what ways are we tempted to pursue the exact opposite road?

How might Joseph have chosen to walk the proud road? (Think of his dreams)

How does Joseph walk the ‘poor in spirit’ road? Think of some examples from the Big Read

How does Jesus walk that very same road?

At the crossroads

How does this challenge our goals and ambitions for our lives? How does it change who we value and admire?

What does Jesus promise that this road leads to?

SUS 2: MEEK/GENTLE

Read right through Matthew 5:1-10 (focus on v5)

What do you think it means to walk the Meek (Gentle) Road?

Think about what it means to be meek (or gentle). It is not about weakness - it is about not pushing myself forward and grasping for what I want. It is about choosing the lower place - it is about stooping down.

In what ways are we tempted to pursue the exact opposite road?

Harsh, unkind, using strength to get what I want.

How might Joseph have been tempted to walk the harsh road?

How does Joseph walk a road of meekness?

How does Jesus walk that very same road?

At the crossroads

Where do you find yourself most likely to be harsh with people? Try and be specific. Why do you find it hard to be meek?

What does Jesus promise that this road leads to?

SUS 3: HUNGER AND THIRST FOR RIGHTEOUSNESS

Read right through Matthew 5:1-10 (focus on verse 6)

What do you think it means to walk the Righteousness Road?

You could talk about hungering and thirsting - not something we do because we have to - or because we are worried about being caught - like speed cameras! But a deep and genuine desire to live a life that is right.

In what ways are we tempted to walk the exact opposite road?

How might Joseph have been tempted to walk the 'enjoying sin' road? Genesis 39:6-12

How did he walk the road of righteousness? What was motivating him?

How did Jesus walk the exact same road?

At the crossroads

Where do you find that you desire sin more than righteousness? How can we ask God to help us to deeply desire righteousness?

What does Jesus promise that this road leads to?

SUS 4: MERCIFUL

Read right through Matthew 5:1-10 (focus on verse 7)

What do you think it means to walk a road of mercy?

In what ways are we tempted to walk the exact opposite road?

Bitterness, revenge, ignoring people, freezing them out, justifying myself, why should I help you?

How might Joseph have been tempted to walk the road of revenge?

How did he walk the road of mercy? Particularly to those who had really wronged him.

How did Jesus walk that same road?

At the Crossroads

Are there people that you feel like, 'why should I help them?' How do you think justice and mercy might work together?

Why is mercy so costly and painful?

What does Jesus promise that this road leads to?

SUS 5: PERSECUTED BECAUSE OF RIGHTEOUSNESS

Read right through Matthew 5:1-10 (focus on verse 10)

What do you think it means to walk the road of being persecuted?

In what ways do we try and walk in the exact opposite direction?

How might Joseph have been tempted to walk the easy road and have a comfortable life?

How did he keep walking, even when he just kept getting persecuted for doing the right thing?

How does Jesus walk that same road?

At the Crossroads

Where do you find yourself wanting to do the easy thing rather than the right thing? Why does doing the right thing so often end up making our lives harder?

What does Jesus promise that this road leads to?

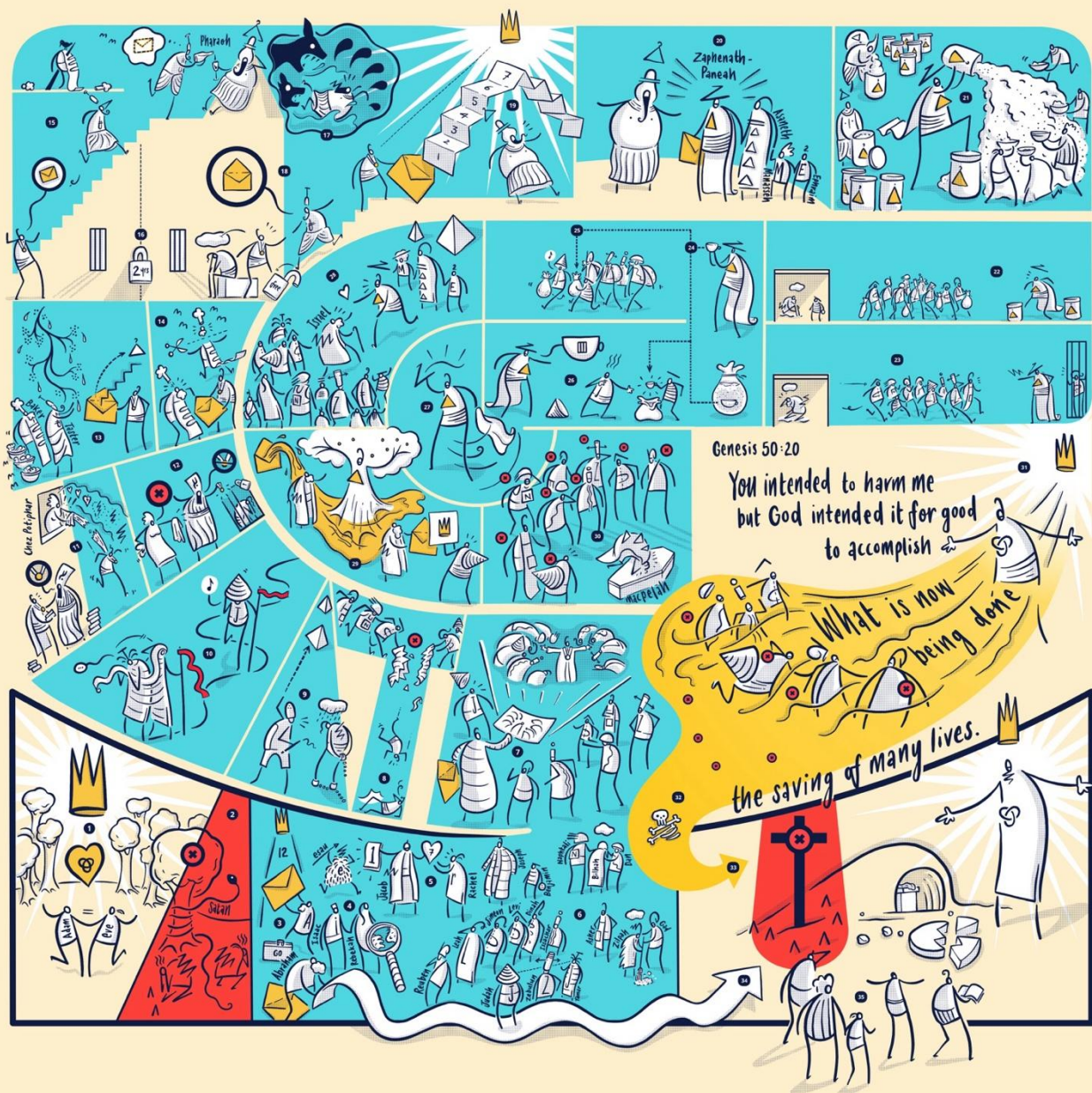


Contagious CREW One to Ones

CREW Leader name: _____ CREW member: _____

Date/Time/Location: _____

Subject	Questions	Notes
Scope Plan for discussions and Feedback to Church	The CREW Leader will outline the plan for this one-to-one discussion and that they will write some notes that will be shared with your Church Referee. This discussion is not intended to be confidential, and points raised may be shared with others on a need-to-know basis.	
Experience A chance to share your experience of CREW.	How have you found Contagious CREW this summer? How have you been challenged or encouraged by the Bible teaching this week? How did you feel your SUS group teaching went?	
Encouragements Your mentor will share how encouraged they were by having you on the CREW this year.	What has given you the most joy and satisfaction this week? Which area of service did you thrive in the most?	
Areas to Work on. We will discuss together ways to challenge ourselves to be a better leaders.	How would you describe your own spiritual journey? What has been your experience of working in a team? Which tasks caused you anxiety or made you feel under-confident?	
Future Discussion about how you could continue to serve and develop in your discipleship.	If you've been challenged or encouraged by your experience on CREW, how would you like to serve God when you return home? How would you like to serve on Contagious in the future?	
Closing question A chance for you to raise anything...	Is there anything else you want to talk about?	
Prayer The CREW leader will pray for you. There is no expectation for you to pray too.	What can I pray for you?	



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