

Unlock Local Launch Partnership



Pulling together as a Crew

1. First of all, you need to get to know each other and learn to work together as a crew – all pulling in the same direction! Be prepared to spend time on this stage and do not rush into organising things for others until you have done it.
2. Watch the ULL17 slideshow together
3. Before you start trying to arrange sessions for others, take some time to listen well to one another and understand each other better.
4. You can use Unlock activities like; 'It's In The Bag' or 'Making Connections' to get to know each other better.
5. You can download some Unlock resources from the website – the taster sessions would work well for this – and work your way through a few of them together, in order to try out the Unlock approaches amongst yourselves to start with.
6. Consider using some team building or team skills analysis strategies to help the Crew's formation. There is some information in the Pilots' section of the Unlock website about this.
(add links)
7. Discuss what your goals are, both as a team and as individuals. What do you want to have changed as a result of doing this; for each of you, for the crew together, and for others?
8. The Unlock Office can loan you (on request) a short booklet; 'Once Upon a Group' to help you understand some of the joys and pitfalls of working together as a crew (group/team).
9. Make sure that you regularly take time to pray, both together and as individuals. Encourage your church to pray for the work you are doing.
10. Consider your local neighbourhood together and take time to share your understandings with one another. You won't necessarily all see it in the same way, and that's okay; just listen to one another's different perspectives and respect them. You might want to use at least some sections 'What Makes This Place Tick?' from the Unlock website, or you could use this resource with a wider group as a way to begin your Launch project.
11. Plan to come together as a team at least once a month.
12. Plan meeting dates well in advance, e.g. for a whole year, and always at least two meetings ahead.
13. Be clear about who is managing the admin and who is chairing each meeting.
14. At the first meeting ensure you collect the full names and full contact details of all present. Your local coordinator should store those details securely in accordance with your church or project's data protection policies and also with Unlock's (see Unlock Policies document).
15. This list needs to be kept up-to-date, as members come and go, or move house. Who will take care of that?

16. Ensure all the crew are informed of meetings well in advance, but also issue a meeting reminder around 1 week before each meeting is due to take place. A Crew WhatsApp group is an easy way to manage this (other messaging platforms are available!).
17. Make use of the Unlock Session planning templates in Unlock DIY. Don't re-invent the wheel, but by all means adapt them so that they work for your situation.
18. Unlock DIY also includes advice on how to get people to come and join in with events and a range of other topics. Don't forget to use it!
19. When planning sessions for a wider group, be clear about who is responsible for what tasks. Check that everyone has understood their roles both in terms of advance preparation and of the event itself.
20. Plan how the clear up will happen after all your sessions! This is when people are tired and want to go home. It is often when one or two get left putting everything away and tempers get frayed! You don't all have to stay until the bitter end every time but everyone should take a turn so far as they are able. If you leave the place clean and tidy you will be welcomed back!
21. From time to time, it's really helpful if you can issue a Local Launch project update bulletin to anyone in your area who is interested in the progress of the project. Just tell people what has been happening and what your plans are, and ask for their prayers. (Please do include your funders and the Unlock CO in the circulation for these).
22. Aim to issue 3-4 bulletins per year; and you could ask for 5 minutes during a Sunday service a couple of times a year, to update the rest of the church on what you are doing, and make sure that Unlock updates are included in your church verbal notices or printed or online notice sheet if you have one.
23. Be alert to skills gaps in your Local Launch Crew and work together to identify people who might be invited to fill them.
24. Manage boundaries; try to keep the Crew's energy focussed on delivering Unlock work, rather than allowing yourselves to be distracted. Be clear about roles and responsibilities.
25. You do not have to have formal agendas or minutes, unless you want to, but it is helpful to come to meetings with an idea of what you want to achieve together, and what you will need to do to achieve it; and to go away with everyone being clear about what they are doing next. If you do not want to have agendas and minutes, you need to think about how you can make sure everyone understands and remembers what has been decided.
26. Sometimes it is helpful if you can send out proposals in advance of a meeting, so that Pilots have time to review them beforehand, or at least know what the meeting is likely to focus on.
27. Always take time to review. Whether things have gone well or badly, you can learn together from them. It is worth stopping to ask yourselves; 'What went well?' 'What would have made it better?' 'What have we learned?' 'What will we do differently the next time?'