

Unlock Local Launch Partnership

Step by Step Guide



Overview

Phase 1 – What kind of ship; what kind of journey?

- Who is doing this
- Where are they doing it
- When will it start
- How is it funded
- Port clearance documents
- What resources do we need
- How do we prepare
- Who are the Pilots?
- Checking the forecast

Phase 2 – leaving the slipway

- Training day – navigational charts
- Starting the work

Phase 3 – getting up to cruising speed

- On-board maintenance schedule
- Learning by doing and reflecting
- Reports and reviews

Phase 4 – destinations

- Setting new goals
- Independent voyages

Phase 5 – to ports unknown

- When my ship comes in

Use the pages below to make notes of your plans at the start of your Unlock Local Launch

Details

Phase 1 – What kind of ship; what kind of journey?

- Who is doing this? – Unlock local Launch Partnership between Unlock and
- Where are they doing it? – Geographical area to be covered by project
- When will it start? – date of initial training agreed
- How is it funded? – Funding is provided by date of first payment to Unlock

Further payments of £60 per month will be made on the day of each month, starting in (month) (year).....

- Port clearance documents – (date completed) Review all ULL documents and complete documents ULL1, ULL7 & ULL13 and return to Unlock office (retain your own copies for reference).
- What resources do we need? – How will your Local Pilots be funded, supervised, supported, managed and resourced? What practical resources do they need?

- How do we prepare? – the project will be launched with a training day. Reviewing the paperwork and exploring the Unlock website will also be useful. Be clear from the outset about who is responsible for what, and what your aims and expectations are.

- Who are the Pilots? – What skills or characteristics do we need them to have? How will they be identified/selected? *We are not a 'Press Gang'!* What will make them willing to come on board? Will they be volunteers, or paid? How will that be managed?

- Checking the forecast – What external factors might affect your plans? Is there anything else developing locally that you need to be aware of or prepared for? What changes might be expected? What challenges or obstacles can you anticipate? How will you overcome them? Where can you seek shelter if you need it?



Phase 2 – leaving the slipway

- Training day – The Unlock Training day will provide you with a 'compass' and 'navigational charts' which will help you to set your course. Your compass is the ***Unlock Learning Cycle***. Keep true to it and you cannot go far wrong. The training day will give you confidence about how to use it. The navigational charts are your Unlock DIY training resource pack and the Unlock website, especially the 'Pilot's' section. You can refer back to these whenever you need to check where you are.

- Starting the work – following the training day you will need to decide how you will work together and then plan your first journey.

Phase 3 – getting up to cruising speed



- On-board maintenance schedule – What will help you all to work well together? How will decisions be made? How will differences of opinion be resolved? Who will make sure that you all meet regularly enough and communicate well? How well do you know each other already? Are there things that will help to bring you together and keep you together, as a Crew?
- Learning by doing and reflecting – Every time you do something, take time to stop and reflect on what was good, and what would make it better the next time. Even if there are times when things do not go well, you can use them to learn together. Build one another up with encouragement; no one is as confident as they seem!
 - Acts 20: 1-2 With things back to normal, Paul called the disciples together and encouraged them to keep up the good work in Ephesus. Then, saying his good-byes, he left for Macedonia. Traveling through the country, passing from one gathering to another, he gave constant **encouragement**, lifting their spirits and charging them with fresh hope. (The Message)
- Reports and reviews - Unlock will provide you with tools you can use to reflect on whatever you have done together and help you to learn from everything you do. You are encouraged to report back to Unlock so that we can help you with guidance and learning as you go along. Unlock have been working with these approaches for over 50 years – If you communicate with us, we might just be able to save you from learning things the hard way! But it's up to you!

Phase 4 – destinations

- Make sure that you all know where you are going, and that you are all going to the same place! Keep checking this!

- Setting new goals – every once in a while it's good to, 'weigh anchor' for a while and make sure that you are still heading in the right direction. Are you achieving what you set out to achieve? Has anything changed that means you need to alter course, or choose a different destination? As you get into the second year of your Local Launch project it's useful to agree some clarity about what you want to achieve in the next 12 months.

- Independent voyages – After two years you are not entirely on your own but you should be ready to be much more independent and Unlock's involvement will diminish. You can still access guidance and resources on the Unlock website for free, you can still consult Unlock for advice, you can still join in with national events, like the Unlock Gathering (if you want to), but you will need to fund those things yourselves.

Phase 5 – to ports unknown

- When my ship comes in

As your project begins you can make a note here of what you would like to be different in your church and community in two years from now, as a result of your Unlock Local Launch Partnership. Then in two year's time you can look at it again and see what you have achieved and whether there is anything new you would like to do.