



## **Staff / Basic Leadership School Application Letter**

Thank you for your interest in joining our staff here in Oxford, New Zealand. You have made a great choice! We are an exciting base to be part of and are always blessed to receive staff applications. All new, inexperienced staff are required to participate in the Basic Leadership programme, a 12 month hands-on apprenticeship style of leading/learning.

For ease of training and orientation, new staff must join us on one of three dates during the year. (See below for BLS starting dates)

### **The Base**

The Oxford YWAM base is comprised of several houses, offices, kitchen, and classrooms. The base is home to an average of thirty staff, and has a maximum capacity of seventy people.

We need staff in the following areas:

- A. School Staff:** DTS (Snowboarder's, Backpacker's and Around the World in 80 Days), BCC (Biblical Core Course, previously SBSCC)
- B. Administration:** including Registrar, Personal Assistants, Accountants, International Outreach Coordinators, etc.
- C. Communications:** Graphic Artists, Web Designers, Video Producers, Network Techies, Writers, etc.
- D. Backbone Ministries:** Hospitality, Cooks, Housekeeping, Vehicle Maintenance, Grounds, Building Maintenance, Project Development, Construction, etc.
- E. Outreach:** Musicians, Song Leaders, Skaters, Social Workers (Prostitute Ministry)

For all our new and/or inexperienced staff it is a requirement to undertake the **Basic Leadership School**. This is an in-service staffing program for the duration of 13 months.

It has three phases:

1. One month staff training, involving either DTS or Base ministry aspects of YWAM Oxford.
2. Six months staffing a DTS or working in a ministry of choice with YWAM Oxford.
3. Six months staffing a second DTS or working in a ministry of choice with YWAM Oxford.

The entire course is designed to assist the development of leadership skills. The student is coached and mentored in the task of leading others. Students meet for one afternoon a week for discussion, lectures and instruction on such topics as pastoral skills, utilising spiritual gifts, small group dynamics, basic management principles, and leading outreaches. In addition the student meets regularly with a mentor for feedback and evaluation. Assignments include reading and reporting on four books during the full BLS covering basic leadership topics and issues.

The BLS can be done in one block or a break can be taken between schools.

### **Starting Dates – 2009**

1<sup>st</sup> February 2009

24<sup>th</sup> May 2009

7<sup>th</sup> September 2009

The BLS is a University of the Nations accredited school



## **Finances**

All fees are charged in NZ currency. Please check the current exchange rate on [www.xe.com](http://www.xe.com)  
For base ministry staff, you will need approximately \$500 NZD per month while living at the base.  
For those wanting to staff a DTS, you will need approximately \$800 - \$1200 NZD per month to cover staff fees, outreach fees, and personal expenses.

### **Staff Fees:**

\$80 NZD/week (while living on base), includes accommodation and food.

### **Book Fee for BLS:**

Approximately \$60 NZD for the purchase of two leadership books which we will have available.

### **DTS Staff Transport / Activity Fee:**

The one time only transport/activity fee for new staff is \$325 NZD for both the Backpackers DTS and the Around the World DTS, and first time non DTS staff The Snowboarders DTS transport/activity fee is \$600 NZD. Subsequent schools are free. However a further \$275 NZD needs to be paid if someone staffs the Snowboarders DTS after staffing the Backpackers or the AW80, because this will help offset the cost of the pass. The Snowboarders transport/activity fee covers all daily passes and transportation to and from the mountain. The Backpacker fee and the AW80 fee covers all transportation and costs associated with organised weekend activities such as rock climbing, camping, hiking, visiting thermal hot springs resort, etc.

### **Outreach Fee**

The approximate costs for staff (depending on location and currency exchange rates)

- \$3375 NZD (Snowboarders & Backpackers international) - 8 weeks
- \$2475 NZD (Backpackers – NZ based) - 8 weeks
- \$7125 NZD (Around the World in 80 Days) – 12 weeks

This fee includes airfares, taxes, visas, food and board. This fee is 25% less than the student fee. The costs for international outreaches may vary depending on final ticket costs.

### **The Town**

Oxford is a rural town of 2000 inhabitants situated fifty kilometres west of Christchurch, in the foothills of the Southern Alps of the South Island. The town itself has a range of retail and service amenities, including a post office, library, cafes, supermarket, etc. We are situated an hour away from scenery recognized in movies like Chronicles of Narnia and Lord of the Rings.

### **Application Process**

Please complete the application form and send it to us. Give reference forms to your pastor, a friend, and a YWAM Leader who you have served under as a student or staff. The reference forms need to be sent directly from the referee to the registrar via email or postal service.

Once we receive the application form, the three reference forms, and the \$50 NZD application fee, your application will be processed. If you are accepted, we will send an email with an acceptance letter and more detailed information.

God Bless!

#### **CHECKLIST:**

##### **Sent to YWAM:**

Application Form

Signed Disclaimer Form

##### **Sent a Reference Form to:**

Pastor  YWAM Leader  Friend

##### **Paid:**

\$50 NZD Application Fee