

Crime: Grace & Justice

Lost Son Questions

Questions on the Father

1. Why did the father let his younger son leave with his inheritance?
 2. Do you think that the father intended for the son to slip up in that he was always expecting his return?
 3. What characteristics of God was Jesus trying to show in the father?
-

Questions on the Youngest Son

1. In what way were the younger son's actions similar to how people are today?
 2. How would the son have felt about returning home and then once he had been accepted back by his father?
 3. How can we be like the younger son in our lives?
-

Questions on the Elder Son

1. How would the eldest son have felt about his father just allowing his brother to take his share of the inheritance?
2. Was he right to feel that way?
3. Do we ever find it hard to forgive ourselves or others?

Your Church Reaching Out: Who has helped me?

Generosity Game

It's Your Turn!	It's Your Turn!	It's Your Turn!
It's Your Turn!	It's Your Turn!	It's Your Turn!
It's Your Turn!	It's Your Turn!	It's Your Turn!
It's Your Turn!	It's Your Turn!	It's Your Turn!



Active Citizen: Votes For All

History of Voting in the UK

Suffrage means the civil right to vote and comes from the Latin suffragium, meaning "voting tablet". In most democracies, citizens or subjects above the voting age can normally vote in its elections. The right to be able to vote at elections in the United Kingdom has slowly changed and evolved over the last two hundred years

- Reform Act 1832 – This Act extended voting rights to adult males who rented property of a certain value, so allowing 1 in 7 males in the UK voting rights (Not women).
- Reform Act 1867 – This Act allowed all male householders to vote.
- Representation of the People Act 1884 – amended the Reform Act of 1867 so that it would apply equally to the countryside; this brought the voting population to 5,500,000, although 40% of males were still not allowed to vote (Still no women could vote).
- Between 1885-1918 moves were made by the suffragette movement to ensure votes for women.
- Representation of the People Act 1918 – the consequences of World War I convinced the government to expand the right to vote, not only for the many men who fought in the war, but also for the women who helped in the factories and elsewhere as part of the war effort. Property restrictions for voting were lifted for men, who could vote at 21; however women's votes were given with these property restrictions, and were limited to those over 30 years old. This raised the electorate from 7.7 million to 21.4 million with women making up 40% of the electorate. Seven percent of the electorate had more than one vote. The first election with this system was the General Election of 1918.
- Representation of the People Act 1928 – this made women's voting rights equal with men, with voting possible at 21 with no property restrictions.
- Representation of the People Act 1969 – The voting age was lowered to 18.
- Electoral Administration Act 2006 – modified the ways in which people were able to vote and reduced the age of standing at a public election from 21 to 18.

People have fought and died to get the right to vote.

Do we take voting seriously?

We are told that more young people vote on reality TV shows than at political elections.
What would you be more likely to do?

BB Global

World Map



● Your Church Reaching Out: Who has helped me?

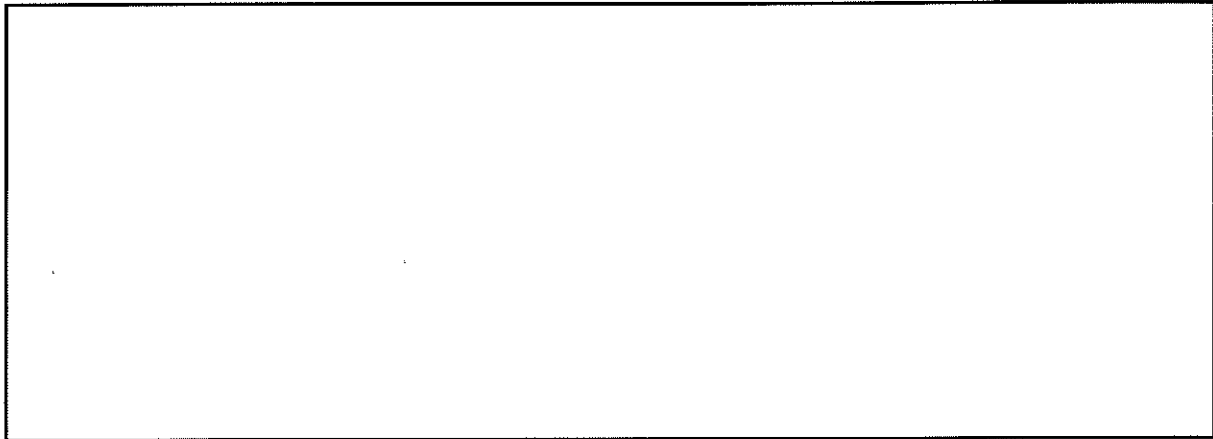
● Generosity Game

This is for you! Now it's your turn: go do something good for someone else. Do it anonymously. Pass on this card. www.generosity.org	This is for you! Now it's your turn: go do something good for someone else. Do it anonymously. Pass on this card. www.generosity.org	This is for you! Now it's your turn: go do something good for someone else. Do it anonymously. Pass on this card. www.generosity.org
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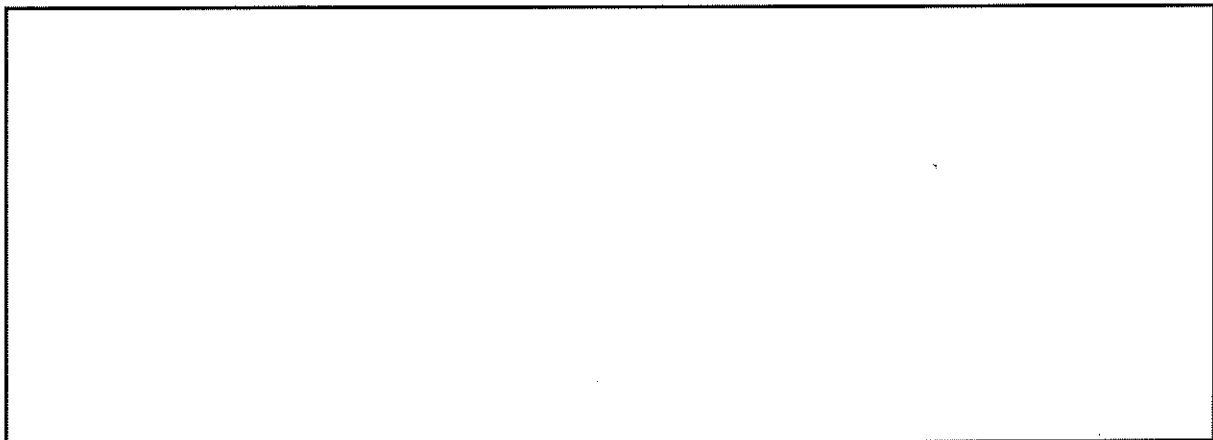
Homelessness: How big a problem?

Being Homeless

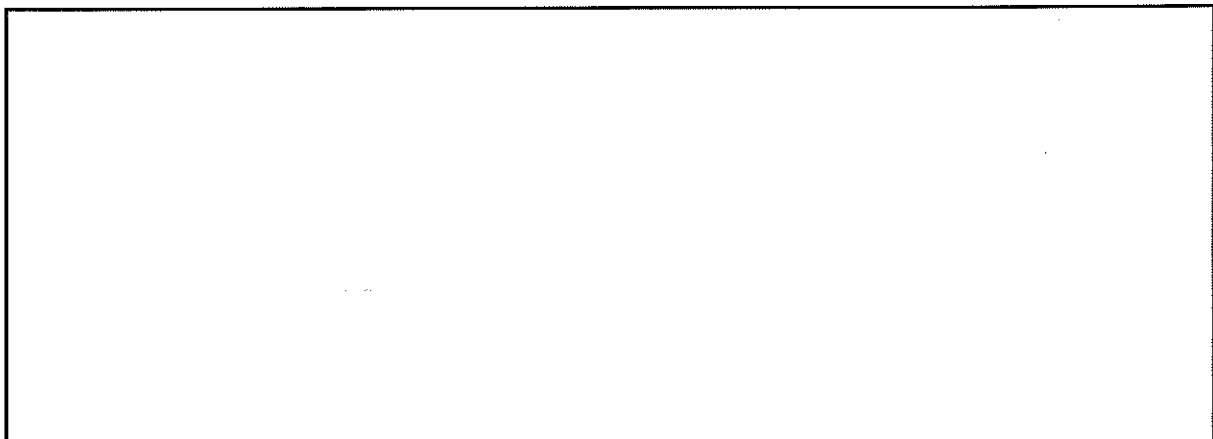
1. You have three minutes to write down as many things as you can think of that you would not have if you were homeless e.g. *somewhere to sleep...*



2. Draw the first thing that comes into your mind when you think of homeless people.



3. Write for three minutes on the idea, "If I were homeless I would be frightened of..."



Compare lists amongst the group.

Homelessness: How big a problem?

One Step Forward, Two Steps Back: Scenario Cards

Sleeping on the Sofa

You have been kicked out by your parents because you row with them all the time. You are staying with friends, but it has become a strain as you are sleeping on their sofa and there isn't much room. You're missing out on sleep and your training scheme is threatening to sack you for coming in late.

Card 1

Rough Sleeper

You are a young, rough sleeper with substance abuse problems. You have been on the street for 6 months and are broke.

Card 2

Asylum Seeker

You are a young asylum seeker who has just arrived in Britain after being persecuted in your own country. You did not apply for asylum on entry and you do not speak any English.

Card 3

Single Parent

You are a single parent with two children living in a council flat. The property is too small and you have made complaints about your children's behaviour, and the council has threatened to take action.

Card 4

Homelessness: How big a problem?

One Step Forward, Two Steps Back: Scenario Cards

Lost Your Job

You have recently been made redundant because the company you worked for went bust. You have applied for benefits to cover the time until you find a new job, but an administrative problem at the council means the money hasn't come through yet. You can't afford to pay the rent from your savings, and your landlord is threatening to evict you.

Card 5

Stuck in One Room

You and your partner are living in bed and breakfast accommodation. You feel you can't cope in just one room anymore, but have been told by the council that nothing else is available in the short term.

Card 6

Homelessness: How does it get to this?

Read All About It

If a newspaper was running a story on Gary and other homeless people like him, how do you think they would write it? Different newspapers tell the same story in different ways. Imagine you are the editor of a newspaper or magazine:

- Which captions would you use in an article about homelessness?
 - Which do you think would sell more newspapers?
-
- a. Homeless people face a life of danger and risk in the city.
 - b. Beggars add to commuters' stress.
 - c. Igbala and Redzer have swapped their home in Kosovo for a cockroach-infested, 10x12 foot room in London, but they no longer have to fear for their lives.
 - d. Kevin usually wakes up at 5.00am after a night of interrupted sleep. His first thought is where will he get some breakfast.
 - e. Down and out: sleeping homeless are spoiling the city's parks.
 - f. With the numbers of beggars rising, commuters are finding begging is increasingly aggressive.
 - g. Refugees are costing the taxpayer more than ever.
 - h. Tim spends at least 4 hours a day asking commuters if they can spare some loose change, but he will be lucky to make enough money to buy dinner to feed his dog.
 - i. Even refugees from war-torn Kosovo are shocked at the living conditions they have to put up with in Britain.

Now try looking at the bigger picture!

- Collect stories from a range of newspapers and magazines and compare how homelessness is treated in different publications, e.g. *Big Issue*, *The Sun*, *Daily Mail*?
- Which ones do you agree with?
- Which ones give a balanced view and which ones are sensationalising the issue?
- Write an article on homelessness proposing a different viewpoint to the one you might normally see.

Environment & Energy: Go Green

Getting Personal

The following are some of the daily dilemmas that we face. Tick your responses:

1. You've bought a drink in an aluminium can from a newsagent. Once you've finished the can do you:

- a) Put it in the nearest bin?
- b) Take it home for recycling?
- c) Drop it in an existing pile of debris in the gutter?

2. You've arranged to meet up with some friends at a location about a mile away. To get there do you:

- a) Arrange to be picked up by a friend?
- b) Pump up your tyres and get on your bike?
- c) Drive yourself or get someone to make a special journey to take you?

3. You've had enough of your chewing gum. Do you:

- a) Stick it to the inside of the nearest bin?
- b) Put it in the wrapper and place it in a bin?
- c) Stick it underneath your chair or pew?

4. You're stocking up on some stationery. Do you:

- a) Look for a recycled pad, but choose a regular pad on the basis of price?
- b) Choose recycled paper and pay a small supplement because the cost to the environment is more important?
- c) Choose a smart and glossy looking pad with a chic picture on the cover?

5. You are sent shopping for the coffee supply. Do you:

- a) Choose a fairly traded brand and not say anything?
- b) Choose a fairly traded brand and resolve to encourage a debate along the lines: 'This club believes that people matter more than profit and resolves to buy fairly traded tea and coffee in future'?
- c) Choose the smartly marketed top brand, because people like the look and taste?

Assess your answers:

Mostly 'A's: You are on the right lines but lack the commitment to put environmental ideals into action

Mostly 'B's: You're a right on 'green' – you need to share your commitment and good practice with others

Mostly 'C's: So saving the planet isn't on your agenda yet – why not think about some of the answer 'B's

Communication:

How assertive are you? (1)

Assertiveness Quiz

Look at the situations and responses below. Some are "aggressive", some are "passive" and some are "assertive". Which one sounds most like you?

- 1. You are accused by your teacher of something you didn't do in front of the class. Do you;**
 - a) Say nothing and avoid speaking to the teacher again.
 - b) Say nothing at the time, but stay behind after class and explain that you didn't do it.
 - c) Shout 'It wasn't me!' then walk out – no one talks to you like that.
- 2. You are in a café and the burger and chips you order is served cold. Do you;**
 - c) Shout at the waiter and demand to see the manager – how dare they serve you cold food?
 - a) Just cover it in ketchup and eat what you can – you feel embarrassed to say something and it is very busy in the café.
 - b) Ask the waiter to come over and calmly explain that the food is cold and that you would like him to replace it.
- 3. You go to your doctors with a health concern, but you don't really understand what she tells you. Do you;**
 - a) Say thank you and leave – you can always check it on the internet at home.
 - b) Be assertive and ask her if she can explain again as you didn't understand it all.
 - c) Tell her that the visit has been a total waste of your time as you didn't understand a word.
- 4. You are standing in a queue for the bus and someone pushes in front of you, do you;**
 - c) Say nothing, they may have a go at you.
 - b) Tap them on the shoulder and politely explain to them that there is a queue.
 - a) Shove past when the bus arrives and stare hard at them if they look like saying something.
- 5. Someone you really fancy compliments you on your appearance at a party. Do you;**
 - c) Move in close, wink and tell them they look pretty good too!
 - a) Blush, look at the floor and then walk off.
 - b) Smile, make eye contact and say thank you.
- 6. Your best mate keeps borrowing money and not giving it back. She wants to borrow another £10. Do you;**
 - b) Tell her firmly that although she is your friend you cannot lend her any more money.
 - a) Lend it to her – it is only money and she may not want to be your friend anymore if you say no.
 - c) Tell her the bank is shut! No way!
- 7. You get home to discover that your sister has found and read your diary. Do you;**
 - b) Tell her how angry you are - your diary is private and you feel that she has shown you no respect by going through your things.
 - c) Scream, shout and threaten her with physical violence – she deserves it!
 - a) Tell your mum – she can deal with it.

Communication:

How assertive are you? (1)

Assertiveness Quiz – Results

Mainly a

You don't always need to go along with everyone else! There is nothing wrong with being you and making your feelings and opinions known. You need to look at ways to give clearer messages that reflect what you really want.

Mainly b

You are comfortable with being "assertive", whilst remaining sensitive to other peoples needs. You expect people to respect who you are and offer respect back. Make sure that you maintain this even when things get difficult!

Mainly c

Steady there! You will find that people are more ready to listen to you if you give them space and look at other ways to get your message across rather than getting angry and loud. You may be right but no one will listen if you don't calm down!

Moving On: Living With Others

Resolving Disputes

1. Talking

Try to talk with your housemate face to face. This is much better than pushing notes under doors or banging on the wall. Think about what you want to say, and be clear about what the problem is, how you feel and what you want. Be calm and friendly. Say that you would be glad if you could talk together to sort things out. Try to use non-blaming language, for example "When I hear your music after 1.00am I can't get to sleep and I feel very tired and irritable" is much better than "You're very inconsiderate with your loud music, keeping me awake all night".

2. Listening

Listen to what your housemate has to say in return; they have a point of view, even if you don't agree with it. By listening as well as talking, you help to build a good atmosphere. Problems are often solved when people feel they have been heard.

3. Problem solving

Look for common ground, and make sure you bring all the issues into the open. Approach it as if you are getting together to solve a common problem. Be open to their suggestions, and look at all the options before picking the best one for you both. Try to find a co-operative solution in which you both participate.

Top Tips:

- Approach your housemate before you are too angry or upset to deal with them reasonably.
- Avoid interrupting, shouting and verbal abuse.
- Don't blame, accuse, point your finger or make threats, as this will only make things worse for you both.
- Don't assume people are doing things just to annoy you. Your housemate may not know what is really bothering you if you have never told them.
- Concentrate on what you want to happen in the future rather than blaming for past events. Avoid bringing up things that have nothing to do with the present problem.
- Don't agree to solutions you think are unfair, just for a quiet life.

Moving On: Living With Others

What does it cost to be a student in 2005/2006?

NUS estimated average student expenditure for academic year 2005/2006 (39 weeks)

	AVERAGE EXPENDITURE	
	Inside London (£)	Outside London (£)
Course Costs		
Tuition fees	1,175	1,175
Other fees	14	14
Books, equipment etc	325	136
Travel to and from University	641	452
Sub-total	2,155	1,777
Living Costs		
Rent	3,085	2,215
Utility bills	813	813
Food	1,287	1,138
Household goods	477	310
Insurance	78	34
Clothing	455	455
Travel (leisure)	657	582
Leisure	1,486	1,486
Sub-total	8,338	7,033
TOTAL EXPENDITURE	10,493	8,810
POTENTIAL INCOME <i>Loan (for 39 week period - excludes amount for long vacation)</i>		
	3,881	3,146
SHORTFALL	6,612	5,664

Preparing for Work: My New Career

Sample Job Advertisement

Office Administrator

Competitive Salary plus 25 days annual leave

If you have:

- ☐ Strong customer service skills
- ☐ Experience in data input
- ☐ Good attention to detail
- ☐ Enjoy working in a friendly team in pleasant surroundings

W.A. Smith is a small printing firm and is looking for an office administrator. This person will play a vital part in the services we provide to our client base.

If you are an enthusiastic individual who is eager to learn new skills, we will be glad to hear from you.

Preparing for Work: My New Career

Sample Job Description

Office Administrator

Job Description

Main purpose of job: To handle all client queries, both face to face and by telephone. To maintain an up to date data base of client records

Responsible to: Office Manager

Summary of responsibilities:

1. To input client information on to company database, including:
 - a) Update records for all clients
 - b) Issuing invoices and reminders
 - c) Undertaking marketing mailings to client base
 - d) Recording and updating information on client queries and complaints
2. When necessary, to provide administrative support to other departments in the Company.
3. To provide information and reports as requested by the office manager.
4. When required, to be the first line contact for telephone enquiries, including operation of phone system, night services and voice mail.
5. To provide occasional cover for general email enquiries.
6. To provide cover as required for other admin roles in the office.
7. To ensure that accurate records are maintained for all areas of responsibility.
8. Any other reasonable duties as requested by line manager.

Preparing for Work: My New Career

Sample Person Specification

**W.A. Smith Limited
Office Administrator**

Person Specification

Please read through the following list of qualities needed to be able to carry out the job. Shortlisting will be done by comparing the information you have given on the application form to the qualities listed below.

Essential skills and knowledge:

1. Database and administration

- ☐ Should be able to show competence in the use of MS Word, MS Access and SQL databases.
- ☐ Must be able to work quickly and accurately and understand the importance of the reliability of the information entered.
- ☐ Must have a proven ability to maintain systems and to meet deadlines.
- ☐ Should have basic numeracy skills, to the level of being able to calculate shortfalls in monies collected from clients.

2. Organisational skills

- ☐ Must be able to plan and prioritise own workload and meet agreed targets.
- ☐ Should be able to identify problems and their solutions and communicate these to other staff including managers.

3. Communication skills

- ☐ Competence in written communication to the standard of being able to draft letters, both general mailings and payment reminders and in response to individual queries.
- ☐ Must be able to demonstrate a high level of customer care skills, and show tact and confidence when dealing with people on the telephone.
- ☐ Should show an awareness of the skills required to communicate positively and clearly, both verbally and in writing with customers, with regard to their abilities and cultural background.

Preparing for Work: My New Career

Sample Application Form

W. A. Smith Limited

Application for Appointment Office Administrator

Name: _____

Address: _____

Postcode _____

Telephone number (home): _____ (work): _____

Date of birth (optional): _____ Email Address: _____

Education and qualifications:

Schools/colleges attended (with dates):

Qualifications:

Preparing for Work: My New Career

Sample Application Form

1. Employer's name:

Dates:

Address:

Job title:

Responsibilities:

2. Employer's name:

Dates:

Address:

Job title:

Responsibilities:

3. Employer's name:

Dates:

Address:

Job title:

Responsibilities:

Other information:

Do you have a full current UK driving licence?

If you have a disability, please let us know if there is anything we can do to help you attend the interview, if you are short-listed.

Preparing for Work: My New Career

Sample Application Form

Please use this section to say why you are applying for this position and why the skills you have make you suitable to fulfil the tasks outlined in the person specification. Please continue on a separate sheet if necessary.

Preparing for Work: My New Career

Sample Application Form

References:

Please give the names and addresses, positions or occupations of two people to whom reference can be made regarding your suitability for this post. One should be your current or most recent employer. References may be taken up when considering the interview short list unless you indicate that you do not wish an approach to be made before the interview. This will only normally apply to your current employer.

Reference 1:

Name: _____

Address: _____

Post Code: _____

Occupation/position: _____

Relationship to you: _____

Reference 2:

Name: _____

Address: _____

Post Code: _____

Occupation/position: _____

Relationship to you: _____

I certify, to the best of my knowledge, that the information given in this application is correct.

Signature

Date.....

Preparing for Work: My New Career

CV

NAME:
Personal Details Date of Birth: Address: Telephone no: E-mail:
Introductory Paragraph (Key Skills)
Work Experience
Education History
Additional Information (Include hobbies, interests and personal achievements)

Preparing for Work: My New Career

Sample Interview Question

Administration Officer

1. Tell us about any full or part time job you currently have. What are your main responsibilities, and what achievements are you most proud of? If at school or college/tell us what your greatest achievement has been to date?
2. Tell us about a project or activity you have led. How did you plan the project and what did you learn from undertaking it?
3. How do you ensure that you manage your time effectively?
4. Tell us about a time when you have had to persuade others to your way of thinking? How did you go about influencing them?
5. Describe a time when you have either experienced or witnessed conflict in the workplace? Explain any steps you took to help resolve it?
6. What would you say are your particular strengths as a person?
7. What immediate area of development can you identify in yourself?
8. Where do you see yourself in 5 years time?
9. Why should we employ you? What particular skills can you bring?

Young Enterprise: The Apprentice

Project Information

What is the project?

Who is the project manager?

How did they assign roles?

How well did they plan the project?

What were their successes?

What were their failures?

What would you do differently?

Cooking: Bible Cake

Bible Cake Recipe

Use your Bible to make this cake!

Ingredients:

- 3/4 cup Genesis 18:8
- 1 1/2 cup Jeremiah 6:20
- 5 Isaiah 10:14 (separated)
- 3 cups sifted Leviticus 24:5
- 3 teaspoons 2 Kings 2:20
- 3 teaspoons Amos 4:5
- 1 teaspoon Exodus 3:23
- 1/4 teaspoon each 2 Chronicles 9:9
- 1/2 cup Judges 4:19
- 3/4 chopped Genesis 43:11
- 3/4 cup finely cut Jeremiah 24:5
- 3/4 cup 2 Samuel 16:1

Directions:

- Cream Genesis 18 with Jeremiah 6. Beat in yolks of Isaiah 10, one at a time. Sift together Leviticus 24; 2 Kings 2; Amos 4; Exodus 30; and 2 Chronicles 9.
- Blend into creamed mixture alternately with Judges 4. Beat whites of Isaiah 10 till stiff; fold in. Fold in chopped Genesis 43; Jeremiah 24; and 2 Samuel 16. Turn into 10-inch tube pan that has been greased and dusted with Leviticus 24.
- Bake at 325 degrees F until it is golden brown. Bake for an hour and ten minutes. Remove from oven. After fifteen minutes, remove it from the pan. Cool completely. Drizzle over it some Burnt Jeremiah Syrup.

Cooking: Bible Cake

Bible Cake Recipe

BURNT JEREMIAH SYRUP

Ingredients:

- 1 1/2 cups Jeremiah 6:20
- 1/2 cup Genesis 24:45
- 1/4 cup Genesis 18:8

Directions:

- Melt Jeremiah 6 in a heavy skillet over low heat. Keep cooking it till it is a deep gold, then add Genesis 24.
- Cook till smooth and remove from the heat. Add Genesis 18 and stir till it melts, then cool. After drizzling this on the Scripture Cake, you can decorate it with whole Genesis.