

# SETTING UP A NEW LIGHTHOUSE

## Key Tasks

### 1. Let people know you are starting a Lighthouse

Arrange two or three information events on a selection of days and times. Invite everyone who may be interested. Share the Vision and Values of Lighthouse and invite people to state their level of interest.

### 2. Register as a charity

Identify potential trustees from across the local churches. You will need at least three trustees, but we recommend five and it works best if they are from different churches. This helps hugely with recruitment of Volunteers and spreads the knowledge base.

Think about inviting Trustees who have a heart for children and applicable skills - we have church leaders, youth workers, children's workers, teachers, lawyers, accountants...

Registering as a charity is done online via the Charity Commission website <https://www.gov.uk/set-up-a-charity> and LHC can do this with you and supply all the necessary documentation - we are now experts after doing a few!

The Statement of Faith for Lighthouse which includes the Vision, Mission and Objects can be seen here [Lighthouse Statement of Faith](#)

You will need to complete a [Trustee Eligibility Declaration Form](#).

The Charity Commission asks that Trustees be made aware of their document [The Essential Trustee](#) and there is lots of useful information and downloads available on the government's website <https://www.gov.uk/setting-up-charity>

### 3. Open a Bank account

Many existing Lighthouses have their own bank account, but some use their Churches Together account.

A dedicated bank account must be in the same name as the proposed charity. When opening the account, you will need to identify who the signatories will be, usually the chairman and treasurer. Try and set up online banking as it makes life easier!

The suggested Financial Year runs from 1<sup>st</sup> October through 30<sup>th</sup> September.

We recommend that you contact your supporting churches, as well as other churches in the local area, to ask them to prayerfully consider financial support of your Lighthouse.

You can also apply for any local grants that are available to new charities.

Set your budget - [template can be found here](#)

#### 4. Set-up Online Giving and Gift Aid

Once your charity application is complete and you have received your charity number you can set-up online giving. This will make donating as easy as possible for your supporters. You also need to register your charity with HMRC in order to be able to claim Gift Aid. This can be done online at [www.gov.uk/charity-recognition-hmrc](http://www.gov.uk/charity-recognition-hmrc).

We have useful [Guides for registering for Gift Aid](#) and [Claiming Gift Aid](#)

#### 5. Joining the Family!

LHC will set you up with pages on the website (lighthousecentral.net), database access, an email account, a logo etc

#### 6. Agree the Management Structure and Areas of Responsibility

Before you register as a charity you will have appointed a Chairman and Trustees. There are other key areas of responsibility, which need to be allocated to the trustees dependent on their areas of expertise. The key areas of responsibility are listed below. Those highlighted in orange are optional in your first year.

Trustee 1	Trustee 2	Trustee 3	Trustee 4	Trustee 5
Site Co-ordinator	Registration Co-ordinator	AGL & Welfare Co-ordinator	Activities Co-ordinator	Communication and Finance
Site Manager	Merchandise	Age Group Leaders	Craft	Publicity
Tech	Onsite Registration	Additional Needs	Prayer	Social Media
Logistics	Volunteer Handbook	First Aid	Sport	Fundraising
Setup & Take down	Training	Volunteers Children	Teaching/ Discovery	Donations
Refreshments	Sign Me Up	Safeguarding	Mainstage	Banking
Parents Welcome	Little Lighthouse	Welfare	Drama	
	Creche	Lamplighter events		

## **7. Agree the date for Lighthouse Week and book a venue**

Lighthouse takes place for one week during the school summer holidays.

Most Lighthouses are based in schools, some will have additional marquees and two are all marquees. Only using a school is cheaper than using marquees.

When looking for a venue consider its location, how accessible it is, parking availability for volunteers and drop off and collection of children. LHC has vast experience of a variety of sites and are happy to accompany you on a site visit. Ask the venue for a site plan. Confirm availability of wifi.

A site visit checklist can be found [here](#)

It is also helpful if the areas used on site are close together. This makes it easier to keep the site secure and also keeps the amount of time spent moving between activities to a minimum. Do not underestimate how important it is to have a supportive venue. A helpful caretaker can have a significant impact on the smooth running of Lighthouse week.

## **8. SignMeUp**

Lighthouse Central contracts with The Software Charity on your behalf who run a bespoke database called SignMeUp (<https://app.signmeup.org.uk>)

This has been designed with close involvement of Lighthouse and automates many of the administrative tasks associated with running a holiday club - references, DBS, medical details, additional needs...

Every volunteer needs to register with SMU and every parent/carer wishing to apply for a child place also needs to register.

LHC will set you up as an Admin within SMU and then provide training for the admin team who will be using the SMU database

## **9. Disclosure and Barring ( DBS)**

Lighthouse takes Safeguarding extremely seriously. We DBS volunteers over the age of 16 and there are two levels of check:

- Enhanced Check with Barring for leadership roles
- Enhanced Check for supervisory roles that have direct interaction with children.

This document explains the rationale in detail [Rationale for DBS Requirement](#) and this [chart](#) shows who needs to have a DBS check.

Lighthouse accepts DBS from other bodies such as schools, churches, youth groups if they are Enhanced and to the level detailed in the rationale.

All DBS are done online by APCS. You will need to identify a DBS checker, who meets volunteers to check documentation.

## A proposed timeline

A checklist with who is responsible can be found [here](#)

### January

- Schedule monthly Trustee/Management team meetings
- Schedule information/recruitment events for the beginning of the year
- Schedule regular prayer meetings for everyone to attend.
- Agree training dates for all Volunteers usually in June and July and add onto SignMeUp (SMU)
- Confirm the dates of Lighthouse Week not forgetting the Dedication Service, which is held on the Sunday before Lighthouse.
- Schedule a de-brief meeting in September and lastly schedule the AGM, usually in November once the accounts have been completed.
- Remember to update all this information on SMU

### February

- Create/personalise information sheets to be distributed to publicise the launch of your Lighthouse.
- Ensure these events are properly planned and thought out. It is important that supporters' first contact with the Lighthouse brand is confident, organised and effective.
- Promote Lighthouse at every possible opportunity - on screens in churches, in pew sheets, newsletters, noticeboards.
- Encourage all volunteers to register with SMU. This will automatically prompt for DBS information. Please ensure that you have identified your DBS checkers and that they are familiar with the checking process.
- The teaching (Discovery) materials will be available for you to review and share with volunteers who will be involved in delivering the teaching.
- Start planning craft activities. Lots of ideas can be found [here](#)
- Monitor and respond to emails

### March

- Now is the time to start thinking about music for Lighthouse. There is a database of Lighthouse songs available [here](#)
- Identify key roles that are yet to be filled and start targeting individuals with a personal request. A key roles spreadsheet is available [here](#)
- Go into local secondary schools to encourage Lamplighter recruitment

### April

- As part of the morning worship for the volunteers it is good to have different speakers give a ten-minute motivational talk. Now is the time to approach people that you think would be good in this role.
- The afternoon of the ten plus group timetable is spent in workshops. These workshops last just over an hour and can be anything that will be of interest to 10 year olds.
- The Admin co-ordinator will now be allocating volunteers their roles, which will enable the trustees to identify outstanding needs.

## May

- Agree the number of children you will take in each age group. Each Lighthouse Keeper, assisted by two lamplighters, can be responsible for up to 12-15 children.
- Open Children's applications
- The planning for the Craft should be complete by now and it is a good idea to invite craft volunteers to a craft making session. This is an opportunity to try out the craft ideas while there is still time to modify them if required.
- It is important that the site is well sign posted. This will enable people who are not familiar with the site to find their way around. Ensure you have signs for activities, toilets, First Aid, parking and registration. Ensure that Prohibited Areas are clearly identified. We recommend signs are laminated so they can be used in subsequent years.
- Please ensure that Lighthouse Central has received your order for t-shirts, sweatshirts, polo shirts, lanyards, shop stock .

## June (approximately 1 month before Lighthouse)

- Plan and deliver your training sessions. Offer more than one date and time. In your first year training is imperative.
- It is mandatory that every volunteer receives Safeguarding training. We provide a Powerpoint with training notes which can be accessed [here](#) and two videos, one from the [NSPCC](#) and one on keeping Volunteers safe which can be accessed [here](#) Both are embedded in the Powerpoint.
- Record attendees that attend training meetings into the database. SMU allows you to print paper badges ten to a page and volunteers can be scanned into training sessions, their attendance is then automatically recorded in their SMU database entry.
- Children's places will be allocated and tickets issued.

## July/August

- Make sure all volunteers have completed training, including safeguarding training. This can easily be checked on the database
- Make sure all volunteers who require it have completed the DBS process
- Hopefully all your planning has paid off and you are ready for Lighthouse.
- Saturday before Lighthouse, decorate the venue to reflect the theme, put up all your signs so that no one gets lost.
- The Dedication service is on the Sunday afternoon before Lighthouse. This lasts approximately two hours and a sample service is available [here](#) This is the final opportunity for teams to meet up and for any final questions to be answered.

## LIGHTHOUSE WEEK - ENJOY

- It may not be perfect but the children won't notice and they will learn about Jesus
- **Do NOT forget to thank key people and invite them back for next year**
- It is nice to thank the Volunteers on Friday either with a BBQ or maybe just a lolly.

## **September**

- In order for Lighthouse to be effective, children that have attended Lighthouse should be followed up and invited to their local church.
- Host a debrief meeting and ensure all area co-ordinators are invited. It is a good idea to email out a feedback questionnaire, available to download, beforehand. This feedback can then be used to improve next years Lighthouse.
- Remind all Volunteers to send in any expense claims before the end of the month as 30<sup>th</sup> September is the financial year end.

## **October**

- The treasurer should produce the accounts and have them audited.
- Invite everyone involved in Lighthouse to the AGM. This is a great opportunity to share how successful Lighthouse was.

## **November**

- Host the AGM. This is a great opportunity to recruit new Volunteers and share your vision for Lighthouse Year 2. The Chairman and Treasurer will present their reports.
- Once the Accounts have been audited and approved at the AGM they can be uploaded to the Charity Commission website.
- This is also a good time to complete the Charity Commission Annual Return