

10 Days of Prayer. Reading.



Event Proposal

Prepared for: Luke Lloyd, Reading Council.

Prepared by: Reading Christian Network (www.readingchristiannetwork.com/)

28 February 2017

RCN Contact: Tim Doolan.

10 DAYS OF PRAYER IN FORBURY GARDENS.

Table of Contents

EVENT PROPOSAL	1
TABLE OF CONTENTS	2
INTRODUCTION	3
Overview of Event	3
About the organisers.	4
Management of the Event	4
Safety / Security	4
Team Information	5
WELFARE ARRANGEMENTS	7
Forbury Gardens	7

Introduction

Overview of Event

In the heyday from the 12th to the 16th Century, Reading Abbey pilgrims travelled afar on their spiritual journey and the Abbey was considered to be one of the uppermost pilgrimage centres of England. The Abbey was dedicated to St.James the Apostle, whose symbol, the scallop shell acts as a sign to welcome pilgrims.

The scallop shell can be seen in Forbury Gardens and is featured on the University of Readings coat of arms. It is the universal sign to welcome pilgrims and is made famous by the pilgrimage route Santiago de Compostela in Spain.

As reconstruction work now begins on the ‘Reading Abbey Revealed’ project, the renovations to the Abbey and the build up to the re-opening to the public in 2018, what a brilliant opportunity to celebrate the place of pilgrimage Reading Abbey once was? Pilgrims will once again be drawn to Reading.

While works are under way to conserve the ruins in this brilliant ‘Reading Abbey Revealed’ project, we propose “10 Days of Prayer” as an opportunity to celebrate and unite Reading and to turn to God in the light of the Abbey’s heritage, as it once was; a place of prayer for pilgrims from all over the world.

To do this a Big top style tent will be set up in Forbury Gardens where the monks once met the public. Everyone, from all walks of life will be welcomed to celebrate and share in this event. There will be an opportunity to meet others , worship, spends some quiet time with God, with a focus on prayer. Every evening there will be an exciting opportunity for the wider community to hear ordinary people telling extraordinary stories of how they found peace with God on their own adventures as pilgrims.

As part of the event, children and their parents and guardians will also be invited to decorate scallop shells in the ‘Create’ area of the tent.

The first 7 days of the event will meet in Forbury Gardens starting on 20th of September at 5pm and end on the 27th September. The final 3 days will be in a venue TBC, hopefully nearby.

All the events are free and open to anyone.

About the organisers.

Reading Christian Network (RCN) is a network of leaders of churches and organisations who meet weekly for prayer and to build and sustain relationships together. We have been doing this since 1997 to take responsibility for being a blessing to the Reading area. During this time we have experienced increasing favour and have established good working relationships with a variety of strategic groups including civic authorities, police, MP's and others who have influence in and across the geographical area we represent. During summer 2013 the weekly leaders prayer group met together in the Forbury Gardens in Reading to pray God's blessing on the town and to bury some scriptures in the ground.

Management of the Event

RCN will take care of the management of the event and will be holders of the appropriate indemnity insurance. The main control point for the entire event is based in 'The bus' which will be parked onsite at Forbury Gardens. In addition to this effective management of the event is achieved through mobile phone communication and continual walking of the site linking guests and Teams. Teams will be encouraged to assist and support guests where needed.

Safety / Security

Security management of the event is vital to ensure the event runs smoothly. the most effective form of security will be taken on a friendly pro-active basis. **All staff** will take special care of any changes in the area , people acting in a suspicious manner, packages left or vehicles left in unauthorised areas. In the event of any major incident occurring or having the potential to occur staff will be instructed to contact the Event Manager immediately. The event manager will delegate the incident as appropriate. Two members of security will be onsite throughout the night during the 7 days and although the tent will be available for prayer 24 hours a day it is expected to have minimal visitors during the night.

Team Information

Event Control

Team Leader:**Contact:** (mobile)

Based at the control point in 'The Bus' near the tent, responsibilities include overall event and administration control as follows:

- Overall event management
- General vehicular and visitor management
- Major incident management
- Directing of programme and information
- Liaison with guests
- Ensuring safe event delivery
- layout of site
- Staff management

Stewarding

Team leader:**Contact:**

Stewards on arrival at the site should make themselves familiar with the site and especially with the location of and use of all safety equipment. They will ensure all gangways and exits are kept clear at all times.

House Keeping

Team Leader:**Contact:**

House keeping are responsible to make sure the main tent is set up and ready for each event over the 7 days in a manner which is safe, ensuring that all exits and gangways are kept clear. They should also ensure the site is kept clean and tidy, bins are emptied and new liners installed as necessary and that toilets are equipped with toilet paper, soap and clean towels before each event.

PA

Team Leader:**Contact:**

The PA teams should arrive in time to make sure that the system is switched on and setup ready for a sound check for the incoming event. They should liaise and meet the requirements of each of those leading the programme and be ready to deliver them in a manner which ensures the safety of those taking part and the members of the public. They are also to ensure that sound levels are kept within acceptable levels remembering excessive levels although enjoyed by the younger can ruin an event for older people.

Prayer/worship teams.

Team leader:

Contact:

Will ensure that they have discussed any requirements with the PA team before the event as on the days of the event it might be too late to provide any equipment that is required.

Children's Activities- Decorate your own St. James Scalloped shell.

Team Leader:

Contact:

All members of staff working with children at the the Big Tent Event must be DBS checked and the Team Leaders must have seen an up to date DBS certificate for everyone on their team prior to the event. Parents/guardians will be expected to be responsible for their own children at all times and will be expected to stay with their children although assistance will be offered for the crafts and art activities.

First Aid

Team leader:

Contact:

Over the 7 days there should be a registered first aider on the Forbury Gardens site during all events. They will be responsible to only carry out first aid within their level of training and to call for appropriate assistance for anything beyond this. Royal Berkshire Hospital is the Accident and Emergency department and any walking wounded should be directed accordingly. The first aider will also be expected to make an entry in the First Aid log held at the control point in 'The bus' after giving any first aid. They should also immediately after giving any assistance, make the event controller aware of any safety issues highlighted by the incident.

Welfare Arrangements

Event Information

The control point at 'The Bus' will be the one main point of distribution for event information. Communication via mobile phones will allow early management of any situations that may arise.

Refreshments and catering

Tea, coffee and hot chocolate will be served in the main tent. (All profits will be put back into the running of the event.)

Toilet

4 single unit toilets positioned behind the refreshments cafe near the entrance.

Bins

2 large wheelie bins will be located next to the toilets.

Forbury Gardens

Care will be taken of all gardens and any reparations will be taken out by 10 days in agreement with Forbury Gardens gardener and Luke Lloyd of Reading Council.
A special flooring will be used in the tent that is designed to make minimal damage to grass and allow new growth under duration of its use.

Parking

All visitors will be encouraged to use public transport where possible or pointed towards one of the many possibilities found at, www.reading.gov.uk/towncentreparking.

Forbury Gardens site Plan (not to scale)



Date 26/7/2013
Scale 1:679

© Crown copyright and database rights 2013 Ordnance Survey 100019672

npg
The National Property Gazetteer
Land & Property Gazetteer

Reading
BOROUGH COUNCIL