

New Wine Discipleship Year Agreement for Hub Churches

New Wine Discipleship Year Agreement for Hub Churches	1
Introduction to DY	1
Purpose & Scope	2
The role of the Hub Church	3
Support from New Wine	5
Financial Management	6
Programme Commitment	7
Agreement Signatures	8
Appendix A – Example Role Description of Hub Leader	10
Appendix B – Process for Recruitment (incl. Hub Leader, Placement Manager and DY student)	12
Appendix C - Hub Curriculum Framework	12

Introduction to DY

The New Wine Discipleship Year (DY) exists to support local churches in making disciples who make disciples of those aged 18-24¹. Our vision is to see thousands of young adults apprenticed to Jesus and his kingdom through the local church, many of whom will become leaders in their place of calling.

We aim to partner with you so that every young adult who comes on the New Wine Discipleship Year will:

- **Become a mature disciple of Jesus** – Grow as the life of Jesus is reproduced in their lives: character and action.
- **Make disciples of others:** Invest in others, helping them to become followers of Jesus and bringing them to greater maturity in their faith in Christ.
- **Be part of a community in which there is both support and healthy challenge:** Serve within both a local placement church and Discipleship Year Training Hub.
- **Be engaged in the transformative mission:** Step out in kingdom mission as part of the teaching and training programme.

Through a combination of teaching, mentoring, experience, and reflection, students will grow as disciples of Jesus by:

- Deepening their knowledge and experience of God.
- Exploring the calling and purpose that God has for their life.
- Growing through serving in a local church.
- Experiencing the adventure of missions.
- Discovering, exercising and nurturing their spiritual gifts and passions.
- Developing key leadership skills.

Ministry placements in the local church are critical to the student's spiritual formation and leadership development during the New Wine Discipleship Year. Each placement will be based within one hour's drive of a Hub location, with students living in and serving the community of their Placement Church.

Duration

This Agreement covers one academic year, beginning in September and concluding with participation at the New Wine Festival, which all Discipleship Year (DY) students are expected to attend, except in exceptional circumstances agreed with New Wine.

Participation in the DY does not create any obligation for the Placement Church or the student to engage in future New Wine programmes.

¹ Hubs have discretion to accept students up to the age of 29 where appropriate, based on individual circumstances and suitability for the programme. Nobody over the age of 29 on the 1st of September is permitted on New Wine DY.

Purpose & Scope

This document outlines the Hub Church's responsibilities for safely recruiting, supporting, and providing necessary information regarding the New Wine Discipleship Year. **Please read it carefully before signing.**

This Service Level Agreement (SLA) is not intended to create an employment relationship between the parties. Nothing in this SLA shall be construed as creating an employer-employee relationship, partnership, joint venture, or agency relationship between the parties. Neither party has the authority to bind the other party or incur any obligation on behalf of the other party. DY students are classified as non-accredited students with a Placement church, and at New Wine events (where required). Hub Leaders (and Placement Managers) are entering a voluntary role within New Wine, although they may have separate arrangements with the church they are leading from.

Either party may terminate this Service Level Agreement (SLA) by providing written notice to the other party at least 90 days before the effective termination date. Upon termination, all obligations and responsibilities of both parties will cease, except for those that should survive termination, such as confidentiality obligations including, but limited to safeguarding investigations.

No Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement (except for any obligations to make previously owed payments to the other Party hereunder) when and to the extent such failure or delay is caused by or results from acts beyond the impacted Party's ("Impacted Party") reasonable control, including, force majeure events.

The role of the Hub Church

Recruitment:

- The Hub Church is responsible for nominating a Hub Leader who will oversee the Discipleship Year within the region.
 - This hub leader can be a volunteer, or a paid member of staff, but the hub church must ensure that they have sufficient time in the week to carry out the role properly and attend both the residentials.
- The Hub Church must ensure the Hub Leader is recruited in accordance with local safeguarding policies and New Wine's Safeguarding Policy.
- The Hub Leader will:
 - Maintain the Central Register to track the safer recruitment stages for all students.
 - Complete all onboarding forms and documentation on the DY Hub Site on Churchsuite.
 - Support Placement Leaders during student interviews and recruitment.
 - Ensure placements do not commence until all safeguarding and recruitment checks are complete.

Oversight & Support

- The Hub Church will provide oversight and support to all Placement Churches within its region.
- The Hub Leader will:
 - Maintain termly contact with each student.
 - Participate in the student's termly pastoral meeting (organised by the Placement Manager).
 - Ensure Placement Churches are fulfilling their responsibilities regarding mentoring, supervision, and pastoral care.
 - Support Placement Leaders in resolving any issues that arise.
 - Liaise with the Ministry Lead to manage conduct issues and, if necessary, recommend suspension or withdrawal of a student.

Safeguarding

- The Hub Church must ensure the Hub Leader:
 - Follows all safeguarding procedures.
 - Notifies New Wine of any worship/safeguarding agreements relevant to student participation.
 - Works directly with the New Wine DSL on any safeguarding referrals.

Programme Delivery

- The Hub Church is responsible for ensuring the successful delivery of the local curriculum. This includes:
 - Developing a curriculum in line with national standards and the five agreed hallmarks (see Appendix A).
 - Submitting the curriculum to the Ministry Lead for approval.
 - Ensuring teaching includes spiritual formation, leadership, mission, and prayer.
 - Encouraging all students to complete New Wine Prayer Ministry training.
 - Supporting a culture of prayer throughout the Hub.
 - Ensuring the Hub Leader attends national residentials and key events.

Training & Communication

- The Hub Church will ensure the Hub Leader:
 - Attends monthly meetings for updates, training, and connection.
 - Participates in recruitment webinars and leadership development sessions.
 - Engages in initial onboarding and ongoing training provided by New Wine.
 - Attends both the residentials.
 - Is actively supported by the senior leadership team of the hub church to make connections with other churches in the area who could be placement churches.

Personal Data

- The Placement Church is responsible for ensuring all information about DY students is always kept safe and confidential. It should not be shared, downloaded or disclosed with anyone other than those authorised, only when required to carry out their duties. Should you become aware that personal data has been lost or may have been shared unauthorisedly, you must inform a member of the New Wine staff immediately. Full details of New Wine's data protection policies can be found on our website.
- New Wine and the Hub/Placement Church act as Joint Controllers in respect of personal data processed in connection with the delivery, administration, safeguarding, and oversight of the New Wine Discipleship Year. As Joint Controllers, New Wine and the Hub Church each determine the purposes and means of processing personal data relating to participants, staff, and volunteers involved in the programme, and each commits to processing such data lawfully, fairly, and transparently.

Volunteer Email and Internet Use Guidelines

- As a volunteer with New Wine, you may use our email, internet, or other online systems to help with your role. These tools are here to support you in carrying out your responsibilities safely and effectively. We ask everyone to use these systems with care, respect, and in line with the values of New Wine.
- You're welcome to use New Wine's email and internet systems for tasks related to your volunteer role.
- Please take care when handling any sensitive or personal information. This means:
 - Keeping passwords private and secure
 - Avoiding saving login details on shared devices
 - Letting us know quickly if anything seems unusual or if you think data might be at risk
- To keep things safe and appropriate for everyone, please don't:
 - Access or share anything illegal, offensive, or discriminatory
 - Download software or apps unless checked with a New Wine contact
 - Use systems for personal business, political campaigning, or gambling
 - Pretend to speak on behalf of New Wine unless asked to do so
- When using your own phone, laptop, or tablet to access New Wine systems, we just ask that you follow the same principles and keep those devices secure.
- New Wine may check how its systems are used — like email and internet access — but only when necessary, and always with respect for privacy and data protection laws. If someone misuses New Wine's systems, they may be asked to pause or step back from their volunteer role. If anything unlawful happens, we may need to report it to the right authorities.

Support from New Wine

New Wine provides comprehensive support to Hub Churches and their appointed Hub Leaders, including:

- Recruitment and pastoral guidance.
- Curriculum development and consultation.
- Communication tools and national marketing resources.
- Safeguarding advice and access to the New Wine DSL.
- Training and development for new and existing Hub Leaders.

Financial Management

From this Academic Year, New Wine will implement a financial model to reduce the administrative burden on Hub Churches in collecting fees and to increase transparency in financial arrangements.

Under this model, New Wine will collect the full programme fees centrally:

- **£550 per student** from each Placement Church
- **£1,575 per student** from each student (for students making 10 instalment payments, this will start in August)²

New Wine will then make a grant payment of £1,337.50 per student to the Hub Church to support the delivery of the responsibilities outlined in this Agreement.

These grant payments will be made termly as follows:

- **£450 in October**
- **£450 in February**
- **£437.50 in June**

In the case of a Hub running in collaboration with the MES scheme, the MES scheme will pay £787.50 to New Wine but will receive no grant allocation.

Where a Hub Church is also the Placement Church (and therefore no Placement Church fee is collected), the grant payment will be split into three payments of £275, in October, £275 in February and £237.50 in June.

Where a participant withdraws from the programme and the Break Clause is enacted, the programme grant payable to the Hub Church will be apportioned accordingly, reflecting the participant's duration on the programme.

In some cases, fees may be adjusted to accommodate local need, subject to agreement with New Wine.

The Hub Church is responsible for:

- Creating an annual budget to cover costs such as room hire, speakers, teaching delivery, and administration
- Administering the budget in line with New Wine's financial procedures

² For the 2027/28 academic year, the Placement Church fee per student will be £575 and the Student fee will be £1,650.

- Contributing to the costs of the first Hub Leader attending the UK residential in November and the European residential in April. These are heavily subsidised but does incur additional cost. Where there is more than one Hub Leader, subsequent leaders pay the full price to attend the residentials.

Programme Commitment

The New Wine Discipleship Year is designed and delivered as a full academic year programme. Participation is entered into on the basis of commitment for the duration of the academic year, ordinarily from September to conclusion at the New Wine Festival in August.

Early Withdrawal and Break Clause

The New Wine Discipleship Year is designed and delivered as a full academic year programme, ordinarily running from September to August.

A financial break point applies on 15 January of the academic year (“the Break Date”).

a) Where a participant withdraws from the programme on or before 15 January, the Placement Church and/or student remain liable only for programme fees accrued up to that date.

b) Where a participant withdraws after 15 January, the Placement Church and/or student remain liable for the full annual programme fees, regardless of the date of withdrawal.

This applies whether withdrawal is initiated by the participant, the Placement Church, the Hub Church, or New Wine, unless otherwise agreed in writing under the Extenuating Circumstances clause.

Following the Break Date, financial commitments are treated as fixed for the remainder of the academic year. The February grant payment to Hub Churches reflects this position, ensuring that funding is only distributed in respect of participants who continue beyond the Break Date.

Where a participant withdraws from the programme and the Break Clause is enacted, any programme grant payable to the Hub Church will be apportioned accordingly, reflecting the participant’s duration on the programme.

New Wine reserves the right to withhold or adjust final (June) grant payments where associated student fees—particularly those on instalment plans—remain outstanding.

Extenuating Circumstances

For the purposes of this Agreement, “extenuating circumstances” are limited to serious, unforeseen events that prevent continued participation in the Discipleship Year and were not reasonably foreseeable at the point of enrolment. Extenuating circumstances may include, but are not limited to:

- Serious physical or mental illness or injury, supported by appropriate medical evidence;
- Significant safeguarding concerns substantiated through appropriate investigation;
- Bereavement of an immediate family member;

- Material changes in immigration or legal status preventing lawful participation;
- Other exceptional circumstances expressly agreed in writing by New Wine.

All claims of extenuating circumstances must:

- a) Be submitted in writing;
- b) Be supported by appropriate documentary evidence;
- c) Be reviewed and determined at the discretion of New Wine.

Any modification of financial obligations agreed under this clause must be confirmed in writing by New Wine and shall not constitute a precedent for other cases.

Dispute Resolution

In the event of any dispute, concern, or disagreement arising out of, or in connection with, this Agreement or the delivery of the New Wine Discipleship Year, the parties agree to seek to resolve the matter promptly and in good faith.

In the first instance, the dispute should be raised in writing with the named contact at New Wine, setting out the nature of the concern and the desired outcome. New Wine will acknowledge receipt and seek to resolve the matter through dialogue with the Hub Church and, where appropriate, the Placement Church.

Where a dispute cannot be resolved informally, it will be reviewed in accordance with New Wine's internal dispute resolution and complaints procedures, which may include escalation to senior leadership or trustees as appropriate.

The parties agree to cooperate fully with this process and not to pursue formal legal proceedings unless and until the internal dispute resolution process has been exhausted, except where urgent action is required to protect a party's rights or safeguard individuals.

Agreement Signatures

Signed on behalf of the Hub Church:

Signature: _____

Name: _____

Role/Position: _____

Date: _____

Signed on behalf of New Wine Trust:

Signature: _____

Name: _____

Role/Position: _____

Date: _____

Appendix A – Example Role Description of Hub Leader

Role Title:	Discipleship Year Hub Leader
Hours:	15 hours per week (average)
Responsible to:	Discipleship Year Ministry Leader
Responsible for:	Discipleship Year Placement Manager(s)

Purpose of the Role

The Hub Leader is the local representative and coordinator for the New Wine Discipleship Year within a regional Hub. They work closely with Placement Churches to deliver a high-quality discipleship experience, ensuring that each student is supported, safeguarded, and growing in their leadership and calling. Their role is both overseeing the hub for the current year and expanding the hub for the next year.

Roles and Responsibilities:

Recruitment & Setup

- Nominate and support the recruitment of Placement Leaders in line with New Wine's Safeguarding Policy.
- Maintain the Central Register, tracking safer recruitment stages and onboarding for all students via the DY Hub Churchsuite site.
- Participate in application interviews alongside Placement Leaders.
- Confirm that placements only commence once all recruitment and safeguarding checks are fully completed.

Pastoral Oversight & Placement Support

- Maintain termly contact with each Discipleship Year (DY) student.
- Ensure that Placement Churches meet their commitments, including mentoring, supervision, pastoral support, and rest.
- Serve as a key support to Placement Leaders, especially when challenges arise.
- Oversee conduct matters, working collaboratively with the Placement Manager and Ministry Lead.
- Where necessary, recommend the suspension or withdrawal of a student's participation, in consultation with appropriate parties.

Safeguarding

- Ensure all Placement Churches and Leaders comply fully with safeguarding procedures.
- Share any known worship/safeguarding agreements with the Ministry Lead before the student participates in any DY activity.
- Work alongside the New Wine Designated Safeguarding Lead (DSL) regarding any safeguarding referrals.

Programme Delivery

- Help develop and deliver a localised Hub curriculum in line with national guidelines.
- Ensure that curriculum content includes spiritual formation, leadership development, mission, and a culture of prayer.
- Support a culture of prayer.
- Ensure all students complete the New Wine Prayer Ministry training.

- Attend all national residentials and key events alongside students.

Training & Meetings

- Attend monthly Hub Leader meetings for updates, training, and connection with New Wine staff and fellow leaders.
- Receive initial onboarding training and ongoing support from the Ministry Lead.
- Participate in recruitment webinars and leadership development sessions.

Pastoral Contact Framework

Pastoral meetings with each student will take place as follows:

- Hub Leader - once per term
- Placement Leader - once per month, formally or informally
- Mentor - once every six to eight weeks, or more frequently if agreed by both parties

Expanding the Hub

- Working alongside the Senior Church Leader, the Hub Leader will build strong relationships with churches from the same and other denominations that could serve as Placement Churches.

The Hub Leader's compulsory presence at the monthly meeting provides an important opportunity to review the student's progress, offer support, and ensure the Placement Church fulfils its commitments.

Appendix B – Process for Recruitment

(incl. Hub Leader, Placement Manager and DY student)

The process outlined below can be used in the case of safely recruiting all volunteers.

Specific to Placement Manager

1. Preparation

- a. Acknowledge.
- b. Conversation with the individual responsible for the role (Ministry Lead or Hub Leader).

2. What we are looking for

- a. Agreeing on the needs of the volunteer role from the role outline.

3. Engagement

- a. Conducting informal discussions (in person or virtually) to clarify role expectations.
- b. Offering accessibility support to candidates as needed.

4. What happens next

- a. Application read alongside the role outline.
- b. An informal conversation for candidates with a member of the Network Team, or the Ministry Lead.

5. Assessment and offers

- a. If appropriate and available, offer a role to the successful person or an alternative role.
- b. Providing feedback to unsuccessful people upon request.

6. Safe Recruitment

- a. Checking references (2 references; one from a church leader and one from a previous line manager). Advised to have known the individual for longer than 2 years.
- b. Completing a DBS check.

7. Induction and Training:

- a. Providing relevant training and induction, including mandatory pre-event training for New Wine Festivals & Regional events, as organised by the New Wine Staff Team and Venue Team Leaders.
- b. Assigning annual or role-specific training as necessary.
- c. Settling in; reading any documents from the previous person in the post if applicable.

Appendix C - Hub Curriculum Framework

The Hub Church will ensure that the curriculum delivered meets the five nationally agreed hallmarks, answering the following questions:

1. How has God uniquely revealed Himself in Scripture?
2. How is God experienced today through the Spirit?
3. How is God calling us to a life of joyfulness and holiness?
4. How does God meet us through the spiritual disciplines?
5. How does God work in and through His Church to build His kingdom?

The curriculum must be submitted for approval to the Ministry Lead before the start of the academic year.

Support is available from the Ministry Lead or experienced Hub Leaders to help build or strengthen curriculum plans.