

PRESBYTERY YOUTH COUNCIL POLICY MANUAL
COMMITTEE ON EDUCATION, WORSHIP AND NURTURE
PRESBYTERY OF ST. ANDREW
(last approved and updated by CEWN in 2014)

MISSION OF YOUTH COUNCIL

- Plan, promote, and lead programs which will meet identified needs of youth, youth leaders, and their churches.
- Promote and coordinate youth programs sponsored by the Presbytery of St Andrew, Synod of Living Waters, and General Assembly.
- Provide a forum through which youth can express their faith concerns and needs to the Presbytery.
- Empower youth for faithful Christian witness to their peers and others.
- Provide a network of youth and youth leaders through whom information for and about youth can be distributed.
- Provide leadership development for youth council members and advisors.

YOUTH COUNCIL OF ST ANDREW PRESBYTERY

1. Will be made up of at least 12 youth, with at least three each from the four areas of Presbytery (when possible).
2. Youth shall be active members of a Presbyterian Church (USA) in The Presbytery of St. Andrew and in the tenth through twelfth grades.
3. Normally, selected youth will serve on the PYC until they graduate from high school, upon annual evaluation.
4. Four or more adult advisors shall serve: at least one from the Committee on Education, Worship and Nurture and three at large.
5. If any PYC member (Youth or Adult) misses three meetings/retreats within their term, the PYC advisors with consultation of EWN can vote to dismiss this member.

KEY RESPONSIBILITIES OF PYC

- Develop leadership skills in self and others
- Set example of a wholesome Christian life
- Work cooperatively with other youth and youth leaders
- Plan event(s) for youth to teach and promote Christian faith, values and actions.
(Normally at least 1 retreat for Jr. and Sr. Highs each year.)

PYC SELECTION PROCESS

1. Youth members shall have been: nominated by a "Nominating Committee" made up of the church's youth, youth advisors and the Session. In churches who do not have designated youth leaders, a teacher or other adult familiar with the youth may serve. All nominees should be endorsed by the session of their church.
2. All nominees shall be accepted as potential Youth Council members.

3. Nominees will be divided by district and selected by the PYC Advisors. Three youth from each district may be selected.

4. Selections will take place by April or May with selected youth being received and commissioned at the October meeting of Presbytery. Work of PYC members will begin with a summer training and planning retreat.

PYC OFFICERS

The officers shall include: •Moderator •Vice Moderator•Recorder •Reporter and will be elected by the Youth Council during the annual planning retreat.

TERM OF OFFICE

The term of office for all PYC Officers is one year. From Summer or Fall retreat election until new elections are held the next year.

PYC OFFICERS' RESPONSIBILITIES

Moderator: A Senior in High School

- Attend all meetings of Youth Council
- Work in cooperation with Youth Sub-Committee and Staff
- Plan and prepare agenda for Youth Council Meetings
- Lead the business meetings of the Youth Council
- Check up on assignments made to PYC members
- Assist with evaluation of meetings, events, and the PYC
- Create an oral or written report to Presbytery at the Oct. meeting.

Vice Moderator: A Junior or Senior in High School

- Attend all meetings of the Youth Council
- Fill in for Moderator whenever the Moderator is not able to be present
- Assist with the planning of meetings
- Assist with evaluation of meetings, events, and the PYC

Recorder:

- Attend all meetings of the Youth Council
- Keep accurate records of the actions and decisions of the PYC
- Prepare minutes for distribution to PYC, Sub-Committee & CEWN
- Create and assist with evaluation of meetings, events, and the PYC

Reporter:

- Attend all meetings of the Youth Council
- Promote PYC activities, plans, and events to churches.
- Assist with evaluation of meetings, events, and the PYC

NOMINATION and ELECTION OF OFFICERS:

The Youth Advisors and younger PYC members serve as the Nominating Committee. One or two names may be nominated for each office. Only the youth members vote. A simple majority of the votes cast for each position shall elect the new officers.

YOUTH COUNCIL ADVISORS

The adult advisors shall be approved by the CEWN to serve as the Youth Ministry Sub-Committee. The Youth Council Advisors shall coordinate plans with Hopewell Committee on Camps and Conferences and oversee all Presbytery sponsored youth ministries programs not sponsored through Hopewell. This Sub Committee shall serve as the CEWN representatives on the youth council. Youth Council Advisors serve for a three year term and are eligible to serve a second consecutive term. After two consecutive terms, advisors must rotate off for at least one year before being reelected for service.

PROGRAM LEADERSHIP

Event leaders may be selected by the the Youth Council and Advisors, subject to review by CEWN. As a general rule, any minister member of St. Andrew Presbytery is already approved and names need not be submitted to CEWN for approval. However, all leadership for youth events shall be listed in the PYC reports and entered in the minutes of CEWN as a matter of record.

EVALUATIONS

All Presbytery sponsored events shall be evaluated with input from youth participants, and the event leaders and staff. The structure and mission of the youth council shall also be evaluated annually and needed changes recommended to CEWN.

BUDGET

An annual budget will be presented and approved by the CEWN in the fall meeting.

EVENT FEES MUST COVER COSTS

All program costs, other than those covered above and those already being subsidized through Hopewell's budget, are to be paid for through event fees.

Normally these costs are only for program, room and board, but supplies to be used and/or given to participants should also be covered by fees. Occasionally, there will be expenses not provided for in the budget, such as hiring a band for a dance—these costs will also normally be reflected in the event fee.

Expenses must be monitored so as not to exceed the budget.

EVENT PLANNING:

Basic Guidelines:

- Everything included in the PYC events should be Christian: affirm Christian beliefs and values, affirm the inherent value of all human life, demonstrate compassion toward others, demonstrate care for the environment, etc.

- Should seek to meet identified needs of participants.

- Adults and youth will share leadership as assigned in advance.
- Leaders, speakers, singers, bands, or others who are not members of St. Andrew Presbytery must be approved by CEWN Committee.
- Event dates should be reported to CEWN as early as possible.
- Events shall be priced so that all direct costs, not otherwise budgeted, are covered by participant fees.

The plan steps:

- State goal or purpose of the event.
- Identify the needs to be addressed or met.
- Select the key leadership for the event. (Keynote speaker, etc.)
- Set dates in consultation with the host site and key leaders.
- Define theme to be carried out or the subject to be studied.
- Identify the key things that need to happen to meet the goal.
 - How will you insure quality in these things?
- Identify the things that you do not want to happen.
 - How will you try to prevent these things from happening?
- Select the full leadership needed for the event and give them their assignments.
- Set the schedule of activities during the event.
- Determine the fee for the event.
- Plan the flyer/brochure and other strategies for promoting the event.
- Work hard to get good participation.