



Presbytery of Eastern Virginia

2005-2006

Youth Ministry Team
Policy



**Policy of
The Presbytery of Eastern Virginia
Youth Ministry Team**

PURPOSE

The Presbytery Youth Ministry Team is charged with the responsibility for planning and implementation of programs for youth in the Presbytery of Eastern Virginia. The Youth Team will provide a forum in which youth may address issues related to youth as they arise in churches or in the denomination. The team experience will help its members learn to respect the opinions of others, help them to learn to work together as adults and youth, guide them to be responsible and follow through on their commitments, and also give them opportunities to develop leadership skills. The team will help supply information about the Presbyterian Youth Connection to churches in the Presbytery.

STRUCTURE OF THE TEAM

- A. Up to two youth representatives (grades 9-12) from any church in the Presbytery of Eastern Virginia
- B. Three classes of 4 adults on a 3-year annual rotation, elected by the Presbytery
- C. The Camp Director or Representative and Chairperson of the Congregational Resourcing Ministry Team will be ex-officio members

MEMBERSHIP AND REPRESENTATION

- A. Youth representatives must be in grades 9-12, and must be an active participant in their local church and youth group, if applicable, and be willing to serve a 2-year term. Youth entering the 12th grade may be accepted to a term of one year.
- B. Youth who wish to serve must complete an application package, which includes a copy of the policy, a student application, a parental consent form, a medical permission slip, and a reference form to be filled out by the applicant's youth leader or pastor, and signed by the pastor. In the event that more than two students from one church wish to serve on the committee, the church will make a decision as to who will represent them.
- C. Applications will be reviewed in May and November. Applicants will be notified of their acceptance as soon as possible, and will be invited to join the committee at its next meeting in June or December.
- D. Churches with more than two representatives will retain that number until those serving rotate off.
- E. Each church in the Presbytery of Eastern Virginia will have at least one youth representative.

- F. Local churches not represented on the team may send up to two representatives to a stated meeting of the committee as observers. Such individuals may be granted the privilege of the floor, but may not vote on issues before the team.
- G. For voting purposes, each representative will have one vote.
- H. Team members who are put on probation will remain on probation for one year and may not hold office during that time.
- I. Youth will serve a two-year term. At the end of their term, they may reapply for the position

RESPONSIBILITIES OF TEAM MEMBERS

- A. Those serving on the team are asked to make it a priority in their schedules.
- B. Attend and fully participate in monthly meeting (approximately 10 per year)
- C. Plan, publicize, participate and provide input for youth events within the Presbytery of Eastern Virginia.
- D. Be willing to complete assigned responsibilities as a member of the team.
- E. Serve as a liaison between their church and churches in their cluster and the Presbytery on issues related to youth and the Presbytery Youth Connection
- F. Members may be asked to plan and lead cluster events. Such an event would allow local churches to voice ideas and concerns of youth, while providing fellowship and an introduction to the Presbyterian Youth Connection.
- G. Youth and adult leaders will be expected to attend a leadership retreat each year. This is mandatory for all youth and adult leaders.
- H. Representatives from the committee will be encouraged to attend all denomination-sponsored events and report to the Presbytery.
- I. Team members must agree to abide by all rules and guidelines when attending any and all denominational events. As representatives on the Presbyterian Youth Connection, they must become models of Christian love and leadership for others.
- J. Members must agree to abide by all policies.

POLICIES

- I. Attendance Policy

- A. Members are allowed three excused absences from regular meetings per year. Exceeding this number will be grounds for review by the Leader Core and may result in dismissal from the Team.
- B. An “Excused” absence is when the Youth Ministry Team Chair is notified more than 36 hours prior to the meeting or event. No-notification or last minute notice other than an emergency will be “unexcused.”
- C. Members must participate in a majority of major events held during the year, and one of the two mission weekends. Major events include _____ . It is the job of the member to see that any commitment he or she has made with regard to an event is covered by someone else in his or her absence. Request for excused absence due to emergencies will be considered by the Leader Core as needed.
- D. Attendance at the Fall Leadership Retreat is mandatory. Failure to attend meetings and events will result in probationary status for 6 months unless the Leader Core recommends and the committee approves exception. Personal emergencies will be considered by the Leader Core, with recommendations for action to the committee.

II. Substance Use Policy

- A. Smoking is not permitted at Presbytery of Eastern Virginia Youth Events.
- B. Alcohol, illegal drugs and firearms are not permitted at Presbytery of Eastern Virginia Youth Events.
- C. All youth attending an event are required to abide by this policy. Each church will be notified, in advance, of this policy. Youth who do not abide by the policy will be asked to leave the event. Advisors attending a function are asked to abide by the policy as well.

III. Appeal Policy

- A. Any infraction of attendance policy leading to probation will result in 6-month probationary status. See B & D of “Attendance Policy.”
- B. If for any reason, while attending a denominational event, disciplinary action is necessary for a member of the Presbytery Youth Team, that person has the opportunity to appeal their probation by writing to the team chair and explaining their actions and views on their behavior. The team chair will review the letter and make a recommendation to the Leader Core. The member involved may be asked to step down from the team, or remain on the team, on probation, for a period of one year.
- C. While on probation, any member having an unexcused absence will be asked to step down from the team.
- D. Members on probation may not serve as officers.

COMMITTEE LEADERSHIP

The Leader Core will consist of Youth Chairperson, Adult Chairperson, Youth Vice-Chairperson, Adult Vice-Chairperson, Youth Recorder, Adult Recorder, Youth Historian, Adult Historian, 4 Youth Members and 4 Adult Leaders. One member of the Leader Core will be a Minister of Word and Sacrament in the Presbyterian Church (USA). The Leader Core will meet monthly, and the whole Youth Ministry Team will meet quarterly. The function of the Leader Core is to make recommendations to the team on matters of discipline, polity, and concerns brought to its attention by others. These include, but are not limited to: review of applications for new members, consideration of matters requiring disciplinary action and annual review of the by-laws and budget. All are expected to assume leadership in the planning of Presbytery Youth Team events. Members of the Leader Core will attend one Presbytery meeting per year. Two Youth Members will attend quarterly Congregational Resourcing Ministry Team meetings.

Responsibilities

A. Chairs and Vice-Chairs

1. The Chairperson will moderate the meetings of the team and maintain order.
2. It is the Chairperson's responsibility to prepare the agenda for each meeting.
3. The Chairs and the Vice-Chairs will represent the committee at Congregational Resourcing Ministry Team meetings.
4. The Vice-Chairs will collate and analyze the evaluations of events and present them to the Chairpersons.
5. The Vice-Chairs will present the Leader Core report to the team.

B. Recorders

1. The Recorders shall record the minutes of the team and the Leader Core meetings. The recorders shall send the minutes to Presbytery of Eastern Virginia staff for typing and distribution within 7 days of each meeting.
2. The Recorders shall keep accurate attendance records for all meetings and events.
3. The Recorders shall write thank-you notes to all volunteers and presenters at Presbytery Youth Team events.

C. Historians

1. The Historians are to take pictures at all Presbytery Youth Committee events for inclusion in a scrapbook.

D. Members at Large (4 Youth & 4 Adults)

1. The Members at Large will assume the responsibilities of any absent officers at meetings and events.
2. The Members at Large will contact new or prospective Youth Ministry Team members and invite them to the next meeting.
3. A Youth Member will attend Congregational Resourcing Ministry Team meetings

**YOUTH MINISTRY TEAM
JOB DESCRIPTION
PRESBYTERY OF EASTERN VIRGINIA**

Serving on the Presbytery's Youth Ministry Team is a unique way for Adults and High School Youth to gain valuable leadership skills, learn more about the Presbyterian Church (USA), make new & lasting friendships with other people from around the presbytery, and serve the church in an important and challenging way. The Team is composed of up to two youth representatives from churches in the presbytery. Youth serving on the committee throughout the Presbytery of Eastern Virginia are nominated by their churches through an application process. Adult and youth serve on the Committee in a 1:5 ratio, typically.

The Youth Ministry Team of the Presbytery of Eastern Virginia has primary responsibilities for:

1. Planning and implementing Presbytery wide youth retreats and events
2. Providing a balance of quality programming that offers opportunities for fellowship, study, service and worship
3. Promoting Presbytery, Synod and General Assembly opportunities for youth participation
4. Serving as liaisons between local congregations and the Presbytery Youth Team for promotion and communication of Presbytery events, and to share information about the Presbyterian Youth Connection.

Youth and Adults who serve on the Youth Ministry Team must meet the following criteria:

1. Be an active participant in their local church and youth group
2. Be at least a rising 9th grader
3. Be an exemplary role model for other youth and adults
4. Be willing to make Youth Ministry Team a priority in their schedules and be regular in attendance at meetings and events. Usually 1 meeting or event per month
5. Be willing to abide by all Presbytery Youth Team policies

Terms of Service

Youth will normally serve a two-year term. At the end of two years, they may reapply for committee membership. The term will begin August 31, and end May 31 the second year.

Attendance Policy:

Members are allowed three excused absences per year. Excused absence is when the Chairs of the Youth Ministry Team are notified more than 36 hours prior to a meeting. Exceeding this number will result in review by the Leader Core. Unexcused absences result in 6-month probation.

**Youth Ministry Team
Application
Presbytery of Eastern Virginia**

Name _____ Phone _____

Address _____ City _____ Zip _____

Church _____ Birthday _____ Grade _____

Email _____ Today's Date _____

Please answer the following questions on this form, using the space provided. Return this application along with the Parental/Guardian Consent Form to:

PEVA, Youth Ministry Team, 801 Loudoun Avenue, Portsmouth, Virginia 23707

1. Why do you want to serve on the Presbytery Youth Ministry Team?

2. What skills and gifts do you feel you have to contribute to Youth Ministry Team?

3. In what ways do you participate in your local church?

4. In what Presbytery Youth events and activities have you participated?

5. In what extra-curricular activities are you involved: the church, school, and community?

6. What are your goals and dreams for the future?

7. What does your Christian faith mean to you and how do you express it in your daily life?

Will you agree to abide by the No Smoking and Illegal Substance Policy?

**Presbytery of Eastern Virginia
Youth Ministry Team
Parent / Guardian Support Form**

The Presbytery Youth Ministry Team offers its members the opportunity to serve the church and their peers as they plan and implement Presbytery-wide Youth Events. It is challenging and makes demands on busy schedules. The experience is very rewarding and educational. Youth Ministry Team Members will develop leadership and planning skills, experience many unique events and opportunities, and make lasting friendships with other youth from around the Presbytery.

An important component of an effective Presbytery Youth Team is the support of the parents. Parents who support the responsibilities that their youth has taken on and are willing to encourage their active participation on the Team are greatly appreciated. If your youth is selected to serve on the Team, we need to know that it meets with your approval. Also, your help will be needed to see that your youth has transportation to and from events and meetings.

By the action of the Youth Ministry Team, all Youth Ministry Team events are non-smoking. In signing this form we want you to be aware of this policy and understand that Youth Ministry Team members who do not abide by the rule and decide to smoke will be asked to leave the Committee.

I am aware that _____ is applying for a position on the Presbytery of Eastern Virginia Youth Ministry Team and I have read the job description for Youth Ministry Team members. I will support their participation on Youth Ministry Team, if they are selected to serve.

Parent/Guardian's Name

Home Phone Number

If parent/guardian not available, call

Phone Number

Medical Insurance Carrier

Policy Number

I hereby give permission to the physician selected by the Youth Ministry Team Chairs or their designate to hospitalize, secure proper treatment, or order injections, anesthesia or surgery for this youth as named above.

Signature of Parent or Guardian

Date

**Youth Ministry Team
Reference Form
Presbytery of Eastern Virginia**

The youth listed below is applying for a two-year term on the Presbytery of Eastern Virginia Youth Ministry Team. The position involves planning and implementing presbytery-wide youth events for middle and high school youth, participation in all events and planning meetings, a willingness to learn new skills, and eventually provide leadership.

We would appreciate your comments regarding this youth's application for the position. Your comments will be kept strictly confidential.

Name of Youth Applicant _____

Do you feel this youth has the skills, abilities, and leadership potential to enable him/her to be an effective member of the Youth Ministry Team? Would you recommend them and why?

What are the strengths of the applicant?

In what areas does the applicant need further growth and maturity? How could the Youth Ministry Team nurture this individual in these areas?

Do you perceive that the applicant's family will be supportive of their participation on Youth Ministry Team, if they are selected?

Is the applicant active in the life of your congregation? In what ways?

Would this youth make a good role model and example for other youth? In what ways

Signature of Pastor

Today's Date

Signature of Reference

Position in Church

Today's Date

Please send reference to:

PEVA, Youth Ministry Team, 801 Loudoun Avenue, Portsmouth, Virginia 23707

**Youth Ministry Team
Reference Form
Presbytery of Eastern Virginia**

The youth listed below is applying for a two-year term on the Presbytery of Eastern Virginia Youth Ministry Team. The position involves planning and implementing presbytery-wide youth events for middle and high school youth, participation in all events and planning meetings, a willingness to learn new skills, and eventually provide leadership.

We would appreciate your comments regarding this youth's application for the position. Your comments will be kept strictly confidential.

Name of Youth Applicant _____

Do you feel this youth has the skills, abilities, and leadership potential to enable him/her to be an effective member of the Youth Ministry Team? Would you recommend them and why?

What are the strengths of the applicant?

In what areas does the applicant need further growth and maturity? How could the Youth Ministry Team nurture this individual in these areas?

Do you perceive that the applicant's family will be supportive of their participation on Youth Ministry Team, if they are selected?

Is the applicant active in the life of your congregation? In what ways?

Would this youth make a good role model and example for other youth? In what ways

Signature of Pastor

Today's Date

Signature of Reference

Position in Church

Today's Date

Please send reference to:

PEVA, Youth Ministry Team, 801 Loudoun Avenue, Portsmouth, Virginia 23707