

District Youth Ministry Guidelines

(Adopted by the Holston Conference Council on Youth Ministry, September 8, 2007)

I. District Youth Coordinator

The District Youth Coordinator is a position linking the local church with the resources beyond the local church. Persons considered for the job of District Youth Coordinator should be a member of a United Methodist church within the geographic bounds of the district they will represent. (Clergy, of course, are members of the Annual Conference.) By virtue of their position, they are members of the Conference Council on Youth Ministry.

Each district should have at least one adult serving as the District Youth Coordinator and may have more than one adult to serve as District Youth Co-coordinators. In the event of Co-coordinators, one Co-coordinator should be designated as the primary person to communicate with the Conference Youth Ministries office.

Responsibilities

Responsibilities of district youth coordinators can be divided into three areas: conference, district and local church.

A. Conference

1. IMPLEMENT a method of electing district youth to serve on the Conference Council on Youth Ministries/Annual Conference members (see item V below).
2. ATTEND the Conference Youth Council meetings, PROVIDE transportation for the youth members. If you cannot attend, RECRUIT a substitute to attend in your place. At least one coordinator or substitute from each district is expected to attend..
3. If a youth member cannot attend the CCYM meeting, NOTIFY the alternate. This assures that each district will have youth representation at all meetings.
4. PROMOTE the Conference Youth Program
5. SERVE on the staff of AT LEAST one conference youth event.
6. ATTEND the annual district coordinators retreat. Co-coordinators are encouraged to attend.
7. SERVES as full member of the CCYM with a vote in all matters. Only one coordinator or substitute per district may vote. Coordinator also serves as a member of a CCYM Ministry Team. CCYM Ministry Teams meet during the regularly scheduled CCYM meeting.
8. ENSURE a District Report is submitted at each CCYM meeting by the district youth representatives. The report will be sent by the conference Youth Ministries office to the appropriate District office.

B. District

1. REPRESENT youth concerns on the District Council on Ministries or its equivalent in your district.
2. PLAN, PUBLICIZE and IMPLEMENT the district youth program, including elections as stated in item V below. For example, publicity in the district newsletter and/or conference newspaper and conference youth ministries website.
3. SERVE as a link between the district and conference youth ministries.
4. COORDINATE training events and activities in cooperation with DCOM (or equivalent) and District Council on Youth Ministries.
5. SELECT a "talent offering" to represent your district at Resurrection (see item VI below).
6. INTERPRET the Youth Service Fund to the district, by providing information on:
 - a. How YSF grants are used in mission and ministry

- b. How YSF is raised and distributed
- c. Ideas on how to raise money
- d. How to make application for project funding
- e. Ways youth can be involved.
- f. Provide an offering opportunity for YSF at each district event.

C. Local Church

- 1. INTERPRET district and conference youth programs to local churches.
- 2. PROMOTE the use of United Methodist Curriculum Resources for youth ministry.
- 3. SERVE as a consultant in youth ministry.
- 4. PROVIDE local churches information on resource persons in youth ministry.
- 5. ADVOCATE for youth as full members of the church , the church of today.

II. Structure of District Council on Youth Ministries

- A. Each district youth coordinator may organize and convene a District Council on Youth Ministries in his/her district.
- B. The District Council on Youth Ministries (DCYM) should consist of two youth and one adult representative from either option below.
 - Option A. – Representatives from each local church.
 - Option B. – Representatives from each cluster or sub-district.
- C. DCYM may elect officers including, but not limited to, President, Vice-President, Secretary, Youth Service Fund/Treasurer, Chaplain, Communications Chair, CCYM/Annual Conference Representatives (if not an elected officer).

III. Meetings of the District Council on Youth Ministries

- A. DCYM should meet as needed to:
 - 1. encourage and support youth ministries in the local church
 - 2. connect local churches to the conference level
 - 3. plan and implement district youth events
 - 4. publicize conference and district youth events.
- B. Meetings should be planned well in advance and the date, time and place should be communicated with youth/coordinators/pastors in each local church.
- C. It is recommended that districts send either two elected officers of DCYM or the two CCYM representatives to District Council on Ministries meetings, Discipleship Team meetings or other equivalent programming body in the district.

IV. Programs of the District Council on Youth Ministries

- A. The DCYM shall plan a minimum of 2 district youth events: one for election of the CCYM representatives and one for the selection of talent to represent the district at Resurrection.
- B. All programs and initiatives of the DCYM shall be communicated to the District Superintendent and/or the District Council on Ministries (or its equivalent) before implementation.

V. Election of Conference Council on Youth Ministries (CCYM)/Annual Conference Representatives

- A. Each district shall elect two representatives to CCYM and one alternate. CCYM representatives and alternates must be a member of a UM church in the district they serve. CCYM representatives should have membership in different UM churches in the district. It is preferred that the alternate has a different UM church membership in the district.
- B. The CCYM representatives shall represent the district as member at large to the Annual Conference Session.
- C. The Conference Youth Representative term of office runs from August to August.
- D. Any 7th-12th grade youth may be candidates in the election.
- E. The election of representatives shall be held at the Winter/Spring event.
- F. This event must be publicized a minimum of 6 weeks in advance to the churches of the district.
- G. Before the election, the District Youth Coordinator(s) and CCYM representatives should provide information to educate the youth on what CCYM is. For example, provide a copy of the CCYM calendar and Covenant.
- H. The standardized nomination form shall be mailed to as many local church youth ministry contacts as possible. This form, when given to a potential candidate, shall be accompanied by a copy of the CCYM Covenant and CCYM calendar for the current and next year.

- I. A candidate should complete the standardized nomination form, which is due to be returned to the District Youth Coordinator at least 1 week before the election. This nomination process does not preclude taking nominations from the floor.
- J. At the event where the election is held, nominees will be introduced and may present brief remarks of self-introduction.
- K. Each local church youth group represented shall have 3 votes. The group will discuss its vote allotment and jointly cast its votes.
- L. The youth with the two highest numbers of votes will serve as the CCYM representatives. The youth with the third highest number of votes will serve as alternate, who will participate at CCYM meetings with vote in the absence of one of the representatives. Alternates are welcome at all CCYM meetings and encouraged to share their ideas.
- M. In case of a tie, a run off election shall be held.
- N. Elections must be completed and the names of elected youth submitted to the conference Youth Ministries office no later than **June 1** each year. The District Youth Coordinator shall inform the District Superintendent and the Conference Youth Coordinator of the election results using the New Personnel Submission Form provided in the CCYM Manual. Please be sure that all information requested is provided and is complete

VI. Selection of Resurrection Talent Offering

- A. Before the talent offering is performed at Resurrection, the District Youth Coordinator(s) should remind the youth talent that the talent offering is part of *worship of God* and is not, for example, a rock concert. Encourage the youth to understand this talent offering is not about them, but is about God and helping lead God's people in worship.
- B. Each DCYM has the responsibility of selecting one talent offering to represent the district at the Resurrection event in January.
- C. Notify churches of Festival date, time and location two months or more in advance.
- D. Guidelines for the selection of the talent shall be determined by the DCYM.
- E. Talent offerings are to be the offerings of youth. Adult participation, including college students as necessary support, is in the discretion of the DCYM, or in the absence of an active DCYM, the District Youth Coordinator(s) in consultation with the CCYM members from the district.
- F. **Recommended format:**
 - 1. Please make every effort to downplay any competitive aspect of the Festival. This is intended to be a time of celebration of gifts and talents given to us by God. At the end of the event a hymn or song of celebration/thanksgiving should be sung, giving thanks for all of God's blessings and the opportunity to serve God using gifts we have been given.
 - 2. Each church or charge youth group represented at the festival is allotted 3 votes. How these votes are cast should come from the youth without influence from the youth mentors.
 - 3. Invite a small group to tabulate the vote totals.
- G. This talent offering must be chosen and the name and other pertinent information must be submitted to the conference youth coordinator by **November 15** each year. Notification to the conference youth coordinator is to be done by completion of the Resurrection Talent Form, available from the Youth Ministries office.
- H. The talent offering that is chosen will perform at both A and B sessions of one Resurrection weekend, to be determined by the Resurrection Design Team.
- I. The talent presentation performed at Resurrection must be the same talent presentation as performed at the district.

VII. Neglect of Responsibilities by District Youth Coordinator

In the event a district youth coordinator neglects his/her responsibilities, the district youth representatives of that district or the conference Coordinator of Youth Ministries may bring it to the attention of the CCYM. The CCYM may then, after close evaluation, advise the District Superintendent of the situation and recommend what action it believes should be taken.

VIII. Transition to a New District Youth Coordinator

Youth ministry often suffers during transitional times between district youth coordinators. It is important that the previous District Youth Coordinator (DYC) plans in advance, so that transition will be made smoothly. In addition to planning in advance, an orientation session, led by the previous DYC, would be helpful for the newly appointed district youth coordinator. During that session, the previous DYC could share pertinent information and give a history of the district's youth ministry. All concerned will appreciate such cooperation and assistance.

MAKE IT SO!