

District Youth Ministry Guidelines

(Adopted by the Conference Council on Youth Ministries 9/11/04)

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.
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 in the Fall.
7. SERVES as full member of the CCYM with a vote in all matters. Coordinator also serves as a member of a CCYM Ministry Team. CCYM Ministry Teams meet during the regularly scheduled CCYM meeting.

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 is raised and spent
 - b. Ideas on how to raise money
 - c. How to make application for project funding
 - d. Ways youth can be involved.

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 shall organize and convene a District Council on Youth Ministries in his/her district.
- B. The District Council on Youth Ministries (DCYM) shall 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 shall 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 youth events.
- B. Meetings shall 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 2 elected officers of DCYM or the 2 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 presented to the District Council on Ministries for approval/endorsement 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 must have membership in different UM churches in the district. It is preferred that the alternate has a different UM church membership in the district. The CCYM representatives shall represent the district as member at large to the Annual Conference Session. The Conference Youth Representative term of office runs from August to August.
- B. Any 7th-12th grade youth may participate in the election.
- C. The election of representatives shall be held at the Winter/Spring event. This event **must** be publicized across the churches of the district a minimum of 6 weeks in advance. Before the election, the District Youth Coordinator should make attempts to educate the youth on what CCYM is, for example, provide a copy of the CCYM calendar and Covenant.
- D. Elections must be held and names of elected youth submitted to the conference office no later than **June 1** each year.
- E. The process begins with a standardized application for nomination to be completed by youth. This form shall include a copy of the CCYM Covenant and dates of events and meetings for the next year. It is due to be returned to the District Coordinator at least 1 week before the election. This process does not preclude taking nominations from the floor.
- F. The application form shall be mailed to as many local church youth contacts as possible.
- G. At the event where the election is held, nominees will be introduced and will present brief remarks of self-introduction.

- H. Each local church shall have 3 votes. The group will discuss its vote allotment and jointly cast their votes.
- I. In case of a tie, a run off election shall be held.
- J. 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.
- K. ***Immediately*** following the election, the District 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. Each DCYM has the responsibility of selecting one talent offering to represent the district at the Resurrection event in January.
- B. This talent offering must be chosen and the name and other pertinent information must be submitted to the conference youth coordinator by **December 1** each year. Notification to the conference youth coordinator is to be done by completion of the Resurrection Talent Form.
- C. The recommended format is the District Festival of Gifts and Talents.
- D. Whatever format is used the talent offering must be selected by the youth of the district.
- E. Guidelines for the selection shall be determined by the DCYM.
- F. Talent offerings are to be the offerings of youth. Adult participation, including college students, is in the discretion of the DCYM.
- G. 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.

Recommended format:

- 1. Notify churches of Festival date, time and location two months or more in advance.
- 2. Each church represented at the festival is allotted 2 or 3 total votes. (Depending on total number of groups participating).
- 3. Invite a small group to tabulate the vote totals.
- 4. Please make every effort to down play any competitive aspect of the Festival. This is intended to be a time of celebration of gifts and talents given to us by God. It is suggested that at the end of the event a hymn or song of celebration/thanksgiving be sung, giving thanks for all of God's blessings and the opportunity to serve God using gifts we have been given.

VII. Neglect of Responsibilities

In the event a district youth coordinator neglects his/her responsibilities, the district youth representatives of that district 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 they feel 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 you plan in advance, so that transition will be made smoothly.

In addition to planning in advance, an orientation session, led by you, would be helpful for the newly appointed district youth coordinator. During that session, you could share pertinent information and give a history of the district's youth ministry. All concerned will appreciate your cooperation and assistance.

COORDINATOR'S COVENANT

I, _____, have read the CCYM guidelines and District Youth Ministry Guidelines. I am willing to serve as the Youth Coordinator for the _____ District for the calendar year _____.

I understand that if I am unable to participate in activities as prescribed above I may submit my resignation to the District Superintendent. Also, I understand that I may be replaced if I fail to fulfill my obligation as coordinator.

Signed,

_____ Coordinator, Date _____

_____ District Supt., Date _____