

# YOUTH@REGION

## ROLES AND RESPONSIBILITIES

### **Group Responsibility:**

- Be fully present to the Youth@Region (Y@R) weekend.
- Team members should not hold concomitant positions at Regional Council weekend.
- Adhere to the covenant.
- First time members will take part in an orientation videocall.
- All members will attend training weekend.
- All members must provide a valid Criminal Record Check (CRC) and Vulnerable Sector Check (VSC) at least one month prior to the event.
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- Engage with youth during large group and other activities.

## **PLANNING TEAM ROLES**

### **Directors**

- Co-director model used
- 2-year term, preferably staggered
- Preferably differently gendered
- Non-facilitating role
- Share roles of Chair and Secretary

### **Duties Before Y@R weekend:**

- Coordinate with Annual Meeting Planning Committee (AMPC) to allow interaction between Y@R and the Regional Council (it has been found beneficial for at least one Director to be involved with AMPC meetings if possible).
- Report to CYAYA.
- Use individual skills and gifts with the help of the Planning team to develop a unique theme for the event. Then, go on to develop the entire program for the weekend – large group, home group times, Regional Council presentation, worship, workshops, etc.
- Work within budget prepared by the Regional Council Office.
- Work with the Regional Council Office to design a facilitator application form and distribute.
- Responsible for calling references for all facilitator applicants along with Facilitator Rep and Office Rep.
  - Use reference check letter as a guide when calling references.

- Summarize information from reference calls to present at next planning team meeting to help with facilitator selection discussions.
- Co-ordinate with Regional Council Office to obtain a letter, explaining the nature of the volunteer position at Y@R. This letter is to be forwarded to ALL Y@R planning, facilitating, and music team to help when applying for a CRC and VSC. If anyone has an issue with this letter and their CRC and VSC, direct them to the Regional Council Office.
- Plan and deliver training weekend in late April / early May with the goal to engage and empower the other staff members.
- Organize training weekend location with Regional Council Office.
- Produce staff agendas, mini-agendas, and all resource material.
- Prepare Powerpoints (large group time, Regional Council presentations, etc.).
- Gather materials required for home groups, special events, snacks, crafts, sports, worship, etc.
- Liaise with Regional Council Office regarding spaces required for Y@R program planning.
- Work with Chaplains to be a support for Facilitators, Music Team and Youth should an issue arise.
- Ensure safety of all events and adhere to the policies of the UCC.

#### Duties during Y@R weekend:

- Role of Leader around “Creating Safe and Respectful Environments Policy”(CSREP) and dealing with people in this role. (can be downloaded [here](#))
- Enforce roles and expectations; deal with infractions.
- Responsible for delivering programming and keeping on schedule.
- Orientation of what Regional Council weekend is when welcoming Youth.
- Announcements.
- Organize participants for Regional Council presentations.
- Collate and sort workshop signups; produce lists for workshops.
- Change program as needed as the weekend evolves.
- Lead staff meetings / check-ins and help staff with problems / issues as they arise.
- Ensure safety of all events and adhere to the policies of the UCC.
- Co-ordinate with Chaplains and Office Rep to accompany youth who need medical attention.
- Available to be the representative of Y@R when a participant, parent, guardian, Clergy member has a concern or feedback.
- Maintained conversations with Regional Council staff to ensure timings are correct.
- Participant Feedback Questionnaire: to be distributed Saturday to participants, and then collected Sunday before Ordination Service, then summarizing for the follow-up meeting in June.

#### Duties after Y@R weekend:

- Produce an evaluation report for future Directors.

- Provide feedback from the evaluations of the Y@R event to the music team at the June follow-up meeting.
- Participate in June follow-up meeting.

## **Chair**

- Ensure AMPC knows contact information for Chair, Directors, Secretary.
- Chair Planning Team meetings which includes:
  - Organizing items arising and all correspondence prior to meetings;
  - Creating and distributing agenda for meetings;
  - Team building and centering; and
  - Ensuring meeting decisions are reached using the Consensus Model.
- Educate regarding the process of collection of CRCs and VSCs. Remind facilitators of this as deadline approaches and with the Facilitator Rep ensure all are collected at the training weekend.
- Coordinate the ending of member terms.
- Coordinate process, applications, and the offering of positions to new members (on the advice of the current planning team).
- Co-ordinate with the Planning Team to find an appropriate gift for those leaving the Planning Team.
- Actively check-in with Planning Team members during and between Y@R events to be sure they are comfortable with their roles and responsibilities. Offer assistance where needed.

## **Secretary**

- Holds Y@R archives (paper and electronic). These items should be sent to the Regional Office for archives when ready.
- Attends/participates in Y@R Planning team meetings.
- Transcribes minutes from planning meetings and circulates minutes post-meetings (ensuring to send a copy of the minutes to the Executive Minister, as well as the Archivist).
- Upload all files to the Regional SharePoint Y@R folder.
- Maintains job description documentation.
- Keeps track of correspondence throughout the year.
- Circulates group communication if required by another planning team member.
- Helps with Powerpoint and presentations for Y@R if requested.
- Maintains archive of Hymns and Worship songs used for Y@R group worship in the Regional SharePoint folder.
- Keep copies of the programs from the Y@R Events in the archives.

## **Incoming Director**

- 1-year term
- Is to be held in conjunction with another planning team role
- Non-facilitator role
- Feeds into Director role following year.
- Provides a third person for responsibilities such as:
  - Dealing with lockouts;
  - Rotating through meals; and
  - Attending external meetings such as AMPC.
- Work with Regional Council Office to update and design participant application and covenant for current year and forward to Regional Council Office for distribution.
- Write and send acceptance letters as to the timeline.
- Coordinate with the Regional Council office to facilitate Y@R registration (issue keys, meal cards, etc.).
- Be on call for the entirety of the weekend for any residence, room or key issues. Liaise with host location staff about these issues.
- Call home for any and all emergencies and/or discipline issues should a youth require to leave Y@R.
- Should an emergency or discipline issue arise, and the youth in question require and/or request their home minister be present, search out for said minister on the floor of Regional Council.

## **Registrar**

- Update participant applications, application guidelines and regulations along with Regional Council Office.
- Distribute participant application and covenant.
- Receive, review and process applications.
- Maintain an up-to-date applicant database.
- Write and send application received emails to applicants following receipt of an application.
- Order sufficient t-shirts.
- Arrange name tags, table group assignments etc. for Y@R weekend.
- Fill out host location room assignments for youth and leaders, and provide list to Regional Council Office.
- Pick up Y@R keys and meal cards from host location.
- Facilitate Y@R registration and issue keys, meal cards, etc.
- Collect keys and name tag holders following the event. Return keys to host location.
- Ensure all keys issued have been returned. Note any missing keys.
- Liaise with participants, parents, and ministers up to, during and following the event to field any questions, concerns, late arrivals, etc.
- Make home groups and room assignments.

- Inform facilitators of home groups, residence rooming assignments, late arrivals, and of any youth with medical conditions, etc.
- Call all 'no shows' who were expected following registration to confirm attendance and participation.
- Ensure a knowledge of where each youth and facilitator, as well as non-facilitating staff, are located in residences.
- Liaise with Chaplains and/or Directors to facilitate and agree on overseeing, facilitating and finalizing a decision on any and all discipline issues.
- Provide all archival materials to the Regional Council Office for archives.
- Help with decisions for meal planning (if outside of the cafeteria) and events (i.e. tables, chairs for coffee house, etc.).
- Arrange for screen and power point projector.
- Collect expenses for planning team members (mileage, meals, tolls, supplies, etc.) and submit to Regional Council Office for reimbursement.

## **Office Representative**

- Typically held by Regional Minister for Children, Youth and Young Adults.
- Attend all Planning Team meetings and distribute a report on progress of registration and other Regional Council Office responsibilities for each meeting.
- Aids Regional Council Office in their tasks.
- On call for emergencies.

### **Duties after Y@R weekend**

- Return name tag holders, music equipment (if used Y@R equipment from office) and supplies to Regional Council Office.

## **Chaplain Representative**

- Liaises between Y@R planning team and chaplain team.
- Chaplain Role.
- Can be shared between the chaplain team.
- Prepare an update in advance to be circulated to planning team members before each meeting/conference call.

### **Duties before Y@R weekend**

- In conversation with the Directors and music team, plan worship and presentation at the event.

### **Duties after Y@R weekend**

- Provide feedback on Y@R weekend.
- Follow up on any incidents as needed.

## **Music Team Representative**

- Member of the music team, non-facilitating role.
- Can be shared between music team.
- Liaises between music team and planning team.
- Coordinates with directors if approached by AMPC to perform.

### **Duties before Y@R weekend**

- Prepare an update in advance to be circulated to planning team members before each meeting/conference call.
- In conversation with the Directors and music team, select music for times of worship and presentation at the event.

### **Duties after Y@R weekend**

- Submit a list of songs used to the Regional Council Office Manager within 2 days after Y@R events, with a copy to the Y@R Secretary.
- Provide a report for the follow up meeting in June after the Y@R event.

## **Facilitator Representative**

- 1-year term
- Facilitator at Y@R event
- Update the Facilitator's Manual.
- Responsible for calling references for all facilitator applicants along with Directors and Office Rep:
  - Use reference check letter as a guide when calling references.
  - Summarize information from reference calls to present at next planning team meeting to help with facilitator selection discussions.
- Communicate to selected and non-selected facilitators the results of their application.
  - Letters will be individually based (situational).
- Present draft facilitator pairings to Planning Team Meeting.
- Be given 15-30 minutes at training weekend to go through the roles and responsibilities of a facilitator during the Y@R event (give scenarios) - then be present for the training weekend with your co-facilitator.
- Assign and inform facilitators of home group spaces.
- Voice for the facilitators at planning team meetings and checkins during Y@R event.
- Offer support for any facilitating specific issues that may arise in facilitator pairings or in home groups.
- Responsible for creating, distributing, collecting, summarizing and presenting Facilitator Feedback Questionnaire.
  - Include place on the feedback form for evaluation of the music team.

## **Participant Representative**

- 1-year term
- Participant at Y@R event!
- Attend planning team meetings.
- Be the voice for Y@R participants.
- Actively seek out thoughts/feelings of participants during the Y@R weekend.
- Network with current Y@R participants and potential Y@R participants through FaceBook, Twitter, YouTube, Instagram and any other social media platforms embraced by Y@R.
- Message/email youth participants from previous Y@R events to introduce themselves and inquire as to whether there are any concerns from the youth to be brought forward and planning meetings.
- Be involved in documenting Y@R weekend (videography, photography).
- Will help planning team to seek out interest of Youth participants to fill the Youth Rep roles for the following year's planning team and report any names to the Chair for the June Follow Up meeting.

## **NON-PLANNING TEAM ROLES**

### **Regional Council Office**

- Update participant applications, application guidelines and regulations along with Registrar.
- Set and approve application deadlines and confirm registration fee for the current year in conjunction with the advice of the Y@R planning team.
- Approve Cancellation and Refund Policy for current year.
- Arrange and coordinate room bookings and meal plan options with the Y@R Planning Team.
- Provide Registrar with host location rooming list blank for Registrar to fill in with youth and leader names.
- Liaise with host location to provide rooming assignments, and co-ordinate key and meal-card pick-up and drop-off.
- Archive all applications for seven (7) years as per the United Church Camps Guidelines. Following seven years, the applications are destroyed by way of paper shredder, as they contain personal information.

#### Finances:

- Distribute a report on the budget and finances to date for each meeting/conference call.

- Create and maintain budget.
- Answer any finance questions and report back if needed.
- Receive participant payments.

## **Chaplains**

- 2 Differently Gendered members
- 2-year term, preferable staggered between the 2 Chaplains
- Non-facilitating roles
- Present throughout Y@R Event (without holding other positions at Regional Council).
- Participate in reflection of the event and in selection of new Planning Committee members.

### **Duties before Y@R weekend**

- Lead worship at planning team meetings.
- Lead worship at training weekend.
- Offer pastoral care to staff and volunteers leading up to event weekend.

### **Duties during Y@R weekend**

- Liaise with directors in leading worship at the Y@R event.
- Work with Directors to plan Saturday night worship at Regional Council.
- Introduce themselves to each home group.
- Responsible for elements for Communion service on Saturday.
- Prepare (in conversation with directors) and preside over closing Communion worship service.
- Assist youth and facilitators with theological reflection, guidance, and support during the weekend.
- Accompany participant to the hospital in need of medical attention.
- Always be available to aid in crisis or counselling roles.

## **Music Team**

- Non-facilitating role.
- The music team will be required to adhere to all rules and policies regarding Sexual Abuse Training.
- The music team will provide CRC and VSC by the training weekend.
- If the music team is unable to return to lead music for the following year they must notify the planning team by March 31<sup>st</sup>.
- If the music team will be unable to lead music the current year, notice must be given at least 2 months prior.
- The music team must be represented at training weekend.

### Duties during Y@R weekend:

- Adhere to the covenant.
- Provide and set up sound gear.
- Coordinate music presentation at large group sessions and possibly at Regional Council.
- Coordinate delivery of music in home groups (i.e. teaching facilitators, members of music team rotate to home groups).
- Coordinate with home group leaders for music involvement in skits/presentations.
- Lead workshops upon request.

### Communications Coordinator

- Prepare a report in advance to be circulated to planning team members before each meeting/conference call.
- Coordinate with the Regional Council Office to maintain and update the Y@R webpage.
- Manage the social media for Y@R – FaceBook, Twitter, YouTube, Instagram and any other platforms embraced by Y@R. Regular consultation with the Participant Reps is encouraged.
- Prepare posters and other communication as required for Regional Council correspondence.
- Secure t-shirt design and event logo.
- Manage photographs and video from Y@R for sharing on the website and social media.
- Prepare or assist media creation as requested for facilitating the event.

### Facilitator

- 1-year term.
- To be held by adults over the age of 19.
- Must not have been a participant the previous year.
- Will lead home groups in teams of 2.
- Help lead prayer stations.
- Stay up late for night watch (on volunteer basis).
- Organize an outreach project with their home group.
- First-time facilitators must attend an orientation session.
- Take part in training events before Y@R weekend.
- Provide support to youth within home group as they explore their faith and participate in the weekend's program.
- Ensure all youth are actively participating and abiding by Y@R covenant.
- Effort must be made to attend the entire Y@R weekend, including preparation time and debrief time afterwards.

### Facilitator In Training

- 1-year term.
- To be held by a young adult in their gap year period.
- Attend training weekend.
- Members 18 years or older will provide CRC and VSC by the training weekend.
- Members 18 years or older will be required to adhere to all rules and policies regarding Sexual Abuse Training.

#### Duties during Y@R weekend:

- Offer support to home groups.
- Purchase last minute supplies.
- Responsible for printing any last minute documents.
- Contribute to leading large groups.
- Contribute to worship.
- Run large group games.
- Lead a prayer station.

#### Duties After Y@R weekend

- Provide feedback to directors on experience as part of the program.

## **Quorum**

A meeting has reached its quorum if at least 4 members are in attendance, one of which must be a director, and another must be the Office Rep. This applies for any “Emergency Meetings”.

## **General Remarks:**

- Non-renewable positions can be extended as needed.
- When your term is over you may reapply for that position or any other position on the Planning Team. For all positions (except Youth Representative) there is an opportunity to offer to renew for a year at a time up to 2 years in the same position at the discretion of the committee.

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Revised: (N/A)

October 2025 version: James O’Connell, Alicia Cox, Co-Directors