

YOUTH@REGION (Y@R) Roles & Responsibilities
Fundy St. Lawrence Dawning Waters Region

SAFETY STANDARDS & UNIVERSAL RESPONSIBILITIES

Safety & Conduct: All Y@R leadership team members must:

- Follow the Creating Safe and Respectful Environments Policy (CSREP)
- Uphold all United Church of Canada youth safety policies
- Maintain safe physical, emotional, and spiritual environments
- Model respectful, inclusive, and supportive behaviour at all times

Criminal Record Check (CRC) & Vulnerable Sector Check (VSC) Requirements

- All team members (only exception is the Participant Representative) must submit a valid clear CRC/VSC from within the last 3 years.
- Ministry Personnel only require a letter of good standing from the Office of Vocation
- Must be submitted 1 month before the event to the Regional Minister for Children, Youth and Young Adults (CYAYA)

Group Responsibilities: All Y@R leadership team members must:

- Be in full attendance at the Y@R event
- Be in full attendance at training prior to the event for orientation, safety review, team building, and program planning
- Not hold multiple positions simultaneously at Regional Council Annual Meeting and Y@R event
- Adhere to the group covenant
- Engage with youth as much as possible during large group and other Y@R activities

General Remarks:

- When your term is complete you need to take a year off from the planning team (other than if applying to be Director) but are free to apply to facilitate.

PLANNING TEAM ROLES

Team Lead (Chair / Registrar / Communications) - 2 year term

- Before Y@R event:
 - Chairs Planning Team meetings
 - Communicates meeting logistics (date, time, location) to team members
 - Calls for agenda items, creates & distributes meeting agendas
 - Organizes items arising and all correspondence prior to meetings
 - Facilitates team building/centering activities during meetings
 - Ensures meeting decisions are reached using the Consensus Model
 - Coordinates ending of member terms and appropriate gifts of gratitude
 - Coordinates the application process for new team members when positions become available
 - Offers positions on team to new members following the advice/decision of the current planning team members
 - Actively supports planning team members during and between Y@R events to ensure comfort with role & responsibilities and coordinate assistance as needed
 - Attends Regional Meeting Planning Committee (RMPC) meetings - Must notify Regional Minister for CYAYA if unable to attend and send a report/update that can be shared with RMPC members
 - Records and submits meeting minutes to the Planning Team, Executive Minister, & Regional Archivist
 - Communicates process for obtaining and submitting CRCs and VSCs, obtains and distributes supporting letter from Regional Office, and sends submission reminders to team as deadline approaches
 - Maintains correspondence throughout the year - acts as central communication point for participants, parents, ministers, leaders, planning team members, etc.
 - Develops and updates participant application form and covenant in collaboration with Regional Office and forwards to Regional Office for distribution
 - Receives, reviews, and processes applications
 - Maintains up-to-date applicant database
 - Communicates receipt of application to participants
 - Sends acceptance letters as to the timeline
 - Arranges name tags, table group assignments for Regional Annual Meeting
 - Fills out host location room assignments for youth and leaders and provides list to Regional Office
- During Y@R event:
 - Helps with PowerPoint and presentations for Y@R, if requested
 - Oversees the registration process for all participants and leaders
 - Welcomes and checks in participants and leaders upon arrival
 - Confirms participant information, emergency contacts, covenants, etc.

- Updates the participant list to reflect arrivals, absences, or changes in information
- Provides participants and leaders with necessary registration materials and event information
- Responds to registration-related questions from participants, parents/guardians, leaders, and planning team members
- Maintains an up-to-date attendance list throughout the event
- Communicates participant or leader changes to the appropriate planning team members and Regional Office as needed
- Coordinates registration for late arrivals and manages documentation for participants who leave the event early
- Ensures registration information is kept confidential and securely stored
- Serves as the primary point of contact for registration-related issues
- Supports the Planning Team with participant information and logistical needs as they arise
- Assists with PowerPoint and presentations for Y@R, if requested
- After Y@R event:
 - Holds Y@R archives (paper & electronic) and sends to the Regional Office for archives when ready
 - Uploads all files to the Regional SharePoint Y@R folder
 - Ensures copies of Y@R program manuals are submitted to archives
 - Maintains Roles & Responsibilities documentation
 - Maintains archives of Hymns and Worship songs used for Y@R group worship in the Regional SharePoint folder with direction from the Music Representative

Co-Director - 2 positions, 2 year terms (staggered)

- Terms staggered with one new director and one in their second year.
- Ensure safety of all events and adherence to the policies of the United Church of Canada.
- Gather materials required for the event, including snacks, crafts, game supplies, worship materials, etc.
- Before Y@R event:
 - Reports to Regional Office Representative (Regional Minister for CYAYA)
 - Uses individual skills and gifts with the assistance of the planning team to develop a unique theme for the event
 - Develops the curriculum/program for the entire Y@R event including large group and home group times, presentation to Regional Annual Meeting, worship planning, workshops/outreach activities, etc.
 - Plans and delivers activities for leadership training event approximately one month prior to the event
 - Coordinates with Regional Office for training event date and location
 - Engages with all facilitators and team members
 - Works within budget prepared by the Regional Office

- Creates and provides program manual, event schedule, and all resource material
- Prepares PowerPoint presentations as needed for large group time, Regional Meeting presentations, etc.
- Liaises with Regional Office regarding spaces needed for program planning
- Collaborates with planning team to design logo for event
- Coordinates order of t-shirts with event logo for all participants, leadership team, etc.
- Coordinates room assignments, home group assignments, and facilitator information
- Leads team meetings and adjusts schedule as needed
- Works with Chaplains to support Facilitators, Music Team and Youth should an issue arise
- Inform facilitators of home groups, residence rooming assignments, late arrivals, and of any youth with medical conditions, etc.
- During Y@R event:
 - Takes the lead if issues arise related to the “Creating Safe and Respectful Environments Policy” (CSREP) in consultation with the Regional Minister for Children, Youth & Young Adults.
 - Enforces roles and expectations
 - Delivers programming with adjustments to schedule if needed
 - Provides orientation to what Regional Council is when welcoming Youth
 - Delivers announcements throughout the event as needed related to program changes, housekeeping items, etc.
 - Organizes participants for Regional Council presentations.
 - Leads team meetings to support and assist leaders with issues as they arise
 - Coordinates with Regional Minister for Children, Youth and Young Adults to accompany youth who need medical attention
 - Maintains communication with Regional Council staff to ensure timing between events is correct
 - Distributes Participant Feedback forms during the event and collects before participants depart
- After Y@R event:
 - Provides a summary of the collected participant feedback forms for follow-up at the June planning team meeting
 - Participates in June follow-up meeting

Accessibility/Facilitator Representative - 2 year term (staggered with Team Lead)

- Before Y@R event:
 - Coordinates facilitator applications
 - Develops and updates facilitator application form in collaboration with Regional Office and forwards to Regional Office for distribution
 - Conducts reference checks for facilitator applications, in collaboration with Regional Office Representative, and uses reference check letter as a guide

- Summarizes information from reference checks and shares with planning team to aid in facilitator selection
- Presents draft facilitator pairings to Planning Team
- Provides an overview of the roles and responsibilities of a facilitator during the training event, with interactive activities/discussion based on scenarios.
- Represents facilitators' voices during planning team meetings
- Consult with regional Affirm Committee for resources/support
- Collaborates and consults with Regional Council Office staff regarding host location physical spaces and accessibility prior to event
- Collaborates with Team Lead to gather accessibility information from youth, facilitators, and leadership team (mobility needs, sensory sensitivities, dietary restrictions, medical conditions, communication needs, neurodivergent supports, etc.)
- Maintains a confidential accessibility log for youth and staff needs (shared only with Directors, Chaplains, and Regional Office Rep)
- Creates individualized accessibility plans for participants and/or facilitators who require accommodations (quiet spaces, mobility routes, sensory tools, flexible participation options)
- Coordinates with host location to ensure accessible rooms, elevators, ramps, washrooms, and meal spaces are available and clearly communicated
- Coordinates the availability of accessibility resources such as earplugs, fidget tools, sensory kits, quiet-room signage, and alternative seating options as needed
- Ensures printed materials (maps, schedules, covenants) are available in accessible formats (large print, simplified language, digital copies)
- Works with Directors to ensure programming includes accessibility considerations (breaks, sensory-friendly options, alternative participation methods)
- Helps with decisions related to accommodation needs for meal planning (if outside of cafeteria) and events as requested (i.e. tables, chairs for coffee house, etc.).
- Provides training for facilitators on accessibility awareness, inclusive language, trauma-informed approaches, and how to support youth with diverse needs
- Provide accessibility updates at Planning Team meetings
- During Y@R event:
 - Assign and inform facilitators of their designated home group spaces.
 - Maintain knowledge of where each youth, facilitator, and leadership team member are located in residences.
 - Provides ongoing support to facilitators and checks in with each facilitator throughout the Y@R event
 - Offer support for any facilitating-specific issues that may arise in facilitator pairings or in home groups

- Distributes Facilitator Feedback forms during the event and collects before facilitators depart
- Monitor accessibility needs throughout event, re-evaluating space assignments, seating, or activity locations as required
- Ensure quiet spaces/sensory options are available with clear signage as needed
- Support youth experiencing overwhelm, anxiety, sensory overload, or social fatigue by coordinating with Chaplains and Directors
- Provide mobility support, including pre-determining accessible routes between locations, assistance with navigating stairs/elevators, and ensuring pathways remain clear
- Ensures participants/facilitators are aware of how to access meals for their dietary accommodations
- Responds to accessibility-related concerns from youth, facilitators, and leadership team with urgency and care
- Checks in proactively with youth who disclosed accessibility needs to ensure needs are being met to the best of the program's ability
- Liaises with the Regional Annual Meeting Equity Monitor for any issues that arise
- Coordinates with Music Team & Directors if adjustments related to volume levels, lighting, or seating for worship and large group sessions are needed
- Supports facilitators in adapting home group activities for youth with diverse learning styles, physical limitations, or sensory needs as needed
- Document accessibility successes and challenges for future planning improvements
- Gather informal feedback from youth and facilitators about accessibility experiences during the event
- After Y@R event:
 - Provides a summary of the collected facilitator feedback forms for follow-up at the June planning team meeting

Chaplain Representative - Two Year Term

- Before Y@R event:
 - Liaises between Y@R planning team and chaplain team
 - Attends planning team meetings - attendance can be shared/alternated between the chaplain team
 - Prepares an update to be circulated to planning team members before each meeting
 - Collaborates with Directors and music team to plan worship for event
 - Leads worship/prayers during planning meetings
 - Leads worship at training event
 - Offers pastoral care to staff/leaders leading up to Y@R

- During Y@R event:
 - Remain present throughout Y@R event (without holding other positions at Regional Council)
 - Remains available to provide pastoral care, crisis support, counselling for youth/leaders
 - Collaborates with Directors and Regional Minister for CY&YA should any issues arise
 - Collaborates with Directors and music team for worship planning during Y@R and at Regional Council
 - Provides worship leadership throughout the event
 - Coordinates and prepares worship resources as needed
 - Introduces themselves to each home group
 - Coordinates the elements for Communion and presides over closing Communion worship service
 - Assists youth and leaders with theological reflection, guidance, and support during the event
 - Accompanies participants in need of medical attention
- Duties after Y@R weekend:
 - Provides feedback on Y@R event
 - Assists in selection of new planning team members
 - Follows up on any incidents as needed

Music Team Representative

- Before Y@R event:
 - Music team lead attends all planning team meetings
 - All members of music team must attend training event prior to Y@R
 - Liaises between music team and planning team
 - Coordinates with Directors if requested by RMPC to provide music leadership at Regional Annual Meeting
 - Prepares an update to be circulated to planning team members before each meeting
 - Coordinates with Regional Minister for Children, Youth and Young Adults on availability of projection slides
- During Y@R event:
 - Collaborates with Directors, Chaplains, and music team to select music for times of worship and presentation
 - Provides music leadership during large group sessions, worship, and activities as requested
- After Y@R event:
 - Submits a list of songs used to the Regional Office Manager within 2 days after Y@R event, with a copy to the Y@R Team Lead
 - Provides a report for the June follow-up meeting