

JAMAICA BAPTIST UNION

YOUTH DEPARTMENT



HANDBOOK FOR YOUTH MINISTRIES

HANDBOOK FOR YOUTH MINISTRIES

A Publication of the Jamaica Baptist Union Youth Department
November 2006

JAMAICA BAPTIST UNION YOUTH DEPARTMENT
(JBUYD)

VISION STATEMENT

Faithful to God's Unchanging Word in Our Ever Changing World

MOTTO

Reach – Renew – Rejoice

Contact Us

2b Washington Boulevard
Kingston 20
Tel: 969-9835/969-6268
Fax: 924-6296
Email: jbuyouth@hotmail.com
Website: youth.jbu.org.jm

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PREFACE

The Ministry offered by the Youth Department is critical to the denomination as the youth are not just the men and women of tomorrow but are vital, irreplaceable components of the church today.

So you have been called, or perhaps were elected to lead or be a part of a youth ministry. It may be something new to you and the task may seem insurmountable. You may even ask yourself “What can I do to ensure that this ministry is kept alive, attracts others and becomes a meaningful part of my church?”

Do you ask these questions?

1. What is a youth ministry?
2. Why is a youth ministry necessary?
3. Who is involved in a youth ministry?
4. How do I start/maintain a youth ministry?

Well in this book we will seek to answer all these questions and more. It contains vital information that may be helpful in starting and maintaining just about any youth ministry in your church. This handbook provides practical programmes and resource material that will ensure an effective and organized youth ministry. So... READ ON!!!

2008

BACKGROUND TO THE JBUYD

The Youth Department of the Jamaica Baptist Union, like any other organization designated for and dedicated to the development of young people, has had a rich and colourful history. It is a history woven into the fabric which represents the life, work and ministry of the Union, established in 1849.

Reportedly having its genesis in the 1940s under the leadership of Rev. Walter Foster, the structured ministry to youth and the ministry of youth has been the remit of various specially set up Committees, Commissions and Departments, before eventually coming to be known by its current name: *Jamaica Baptist Union Youth Department*.

This process of change began in 1983, by the then Youth Affairs Committee, under the ambit of the Christian Education Department. The initial transition was marked by an official launch at the Union's Bicentennial Celebrations in November of that year and gave rise to a revolutionary National Youth Movement, whose main aim was to improve on efforts for strengthening relationships among Baptist youth of the island.

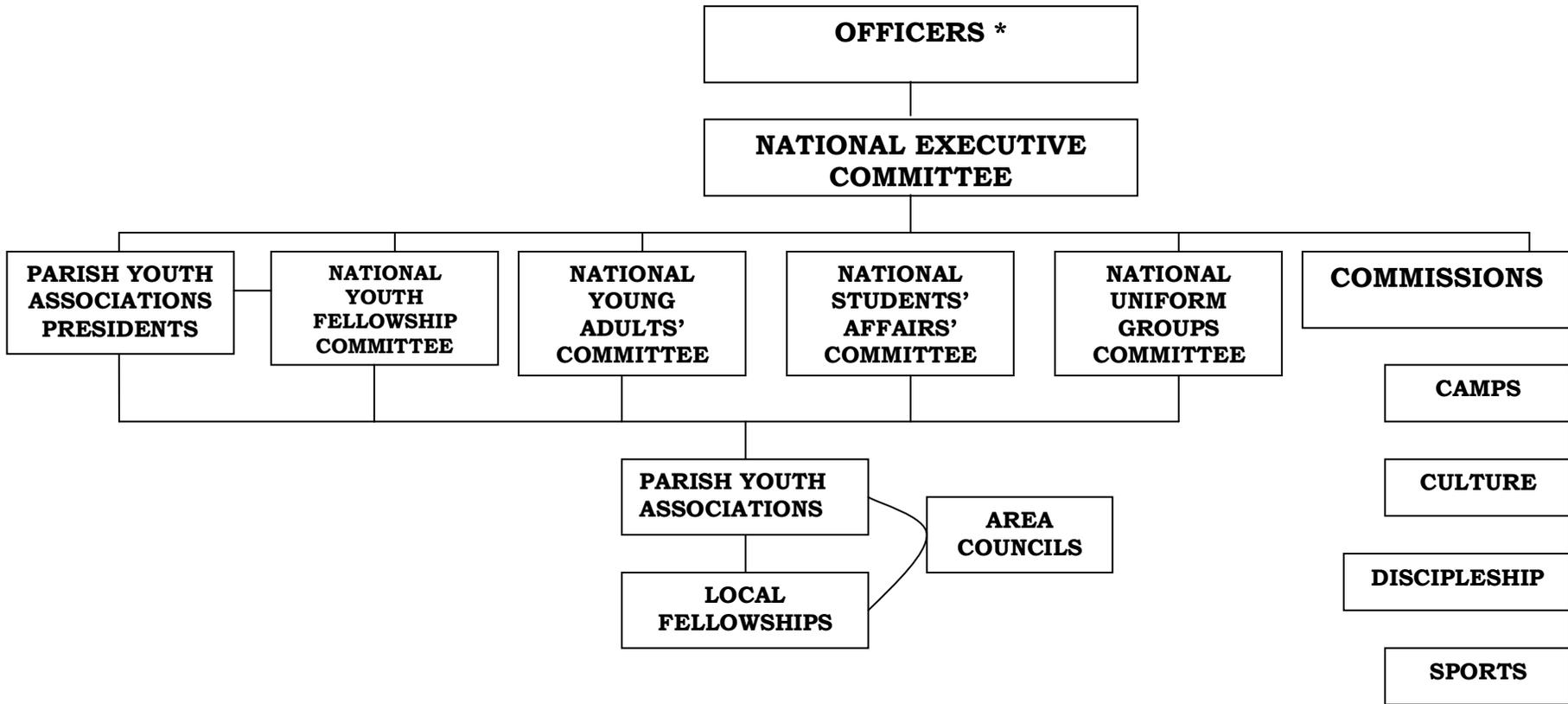
Subsequent to this, there was a merging of operations as the Youth Affairs Committee and President and Secretary of each Parish Youth Association formed the National Executive.

Then in 1994, the ministry to youth evolved even further as a full time Assistant General Secretary was appointed with special responsibility for Youth and Training. Later that same year plans were fast-tracked for the development of a proposal by the Youth Affairs Committee for the establishment of a Youth Department.

By 1995, the proposal was presented to the JBU Executive for ratification and later that same year, at the annual Youth Conference in November, the delegates accepted the proposal, leading to the first election of Officers. From humble and small beginnings as the Young People's Department to an established organization with various arms of specialized ministry, the Jamaica Baptist Union Youth Department has indeed come a long way.

Today, the Youth Department represents the almost 12,000 strong youth constituency of the Union's population, scattered across the length and breadth of the island - children, youth, young adults and youth workers, whose very purpose for being is embodied in the Department's motto: Reach – Renew – Rejoice.

STRUCTURE OF THE JBUYD



THE NATIONAL EXECUTIVE COMMITTEE

Chairman *
 Vice Chairmen (4) *
 Secretary *
 Asst. Secretary
 Treasurer *
 Immediate Past Chairman*

Chairman-Elect*
 Commission Chairmen (4)
 Parish Presidents (12)
 Members at large (4)
 JBU Ex-Officio (2) *
 JBU Executive Representatives (2)

SECTION ONE

WHAT IS YOUTH MINISTRY?



By now you are probably wondering where all this is heading and perhaps you are even more confused than ever as to what we mean by **youth ministry**. But, not to worry...this chapter will guide you to a basic understanding of Youth Ministry, particularly in our Caribbean context.

We are aware for example, that youth ministry cannot simply be thought of only in terms of Sunday School or Youth Fellowship, but instead must include all the other activities in which young people are involved and through which they impact others for Christ.

There are various definitions for youth ministry. Some include;

1. It is the Church's efforts to help each and every young person grow personally and spiritually, enabling them to reach their full God created potential
2. It is a means of fostering the total, personal and spiritual growth of each young person seeking to draw them into responsible participation in the life, mission and ministry of the Church
3. It seeks to help youth develop spiritually, discover and share their gifts, as well as experience the kind of formation that will equip them for life.

Youth ministry is one of the most vital and dynamic, creative and exciting, tiring and confusing, fun and freeing, caring and demanding, liberating and uniting ministries one can ever be involved in. Just ask any youth or youth worker you know. Yet it is still so much more.

We must think of youth ministry as both internal and external...it "reaches in" to impact everyone involved and it "reaches out" to those who need to be taught and led into a relationship with Christ. Put another way, it is youth reaching other youth, first within their congregation so that all are enlivened and empowered, and second so that the empowered can be empowered to reach out in turn to those outside of that congregation. Now that's youth ministry; which is the reason our activities and programs, events and opportunities have got to be so varied, so different, so many.

The ministry we will provide for youth must respond to their immediate needs and must be relevant. There is no need to establish ministries for the simple reason that we can do so. They must be in response to the needs of the youth both inside and outside of our congregations. Just think about it... would a ministry to couples be needed if your church youth population consisted mainly of teenagers? Or how about wanting

to start a dance ministry when there is neither the physical space nor human interest in such a ministry?

Here's a list to help you get started in thinking about which ministry may be right for you, your youth, your church and your community.

- Children's (Junior) Fellowship
- Teen Fellowship
- Youth Fellowship
- Young Adult Fellowship
- Dance Ministry
- Music Ministry
 - ✓ Choir
 - ✓ Ensemble
 - ✓ Band
- Drama Ministry
- Speech Ministry
- Sign Language Ministry
- Singles Ministry
- Couples Ministry
- Sports Ministry
- Uniform Groups Ministry
 - ✓ Girls'/Boys' Brigade
 - ✓ Scouts
- Students' Ministry

SECTION TWO

WHY A YOUTH MINISTRY?

Having looked at what we mean by youth ministry perhaps the next question is “Why do we need to have youth ministry? Why is it so important? What makes it so different?” We ponder these questions so that we are kept from having just another youth organization. Surely you have also asked these questions, and have even begun to realize that we have youth ministry not just because we want to get together and have a good time, or because we want to operate independently of the rest of the church. Neither do we have it simply for the sake of having a ministry or because we must ‘give the young people something to do and keep them out of trouble’.

Certainly there is some deeper, more fundamental reason for organizing and being involved in a youth ministry. This chapter will help us focus on why we do what we do.

The first principle to remember is that we are establishing, building, engaging in a youth ministry within the context of a church. That fact alone makes us stand out from any other youth club or youth group. It is safe to say then, that youth ministry cannot exist separate and apart from the church, the community of faith. Because of that, we share the same goal: for all members to be challenged by the gospel of Christ and having been changed, to become involved in the total life of the church. We are the church, **now**, not the future church, as some would have us believe. Youth ministry is a commitment, not to any particular church, or cause, theology or belief, but a commitment to Christ himself. As such, our youth ministry should seek to do the following –

- respond to specific needs of youth
- support its young people
- offer a context, a ‘safe’ place in which youth can meet their peers
- offer youth opportunities to explore, question and grow through various stages of development (moral, spiritual, social etc)

SECTION THREE

WHO IS INVOLVED IN YOUTH MINISTRY?

So, you may already know what type of youth ministry you wish to begin; you should also have some idea of what need(s) this ministry is to meet. Now you need to know for sure the persons who can be members of this ministry.

But... it has to be youth, right?! A youth ministry must have youth! Well, yes. Anyone between ages 5 and 40 years who is a member or regular visitor of the church, or who simply wants to be a part of the ministry may be able to do so.

Of course, each ministry may have some differences in their membership requirements as, for example, while the dance or drama group may be open to all persons between 5 and 40 years old, a youth fellowship may be only be for persons up to 35 years old and the young adult fellowship may be limited to persons between 21 and 40 years old.

Now, hold a minute! Just before we begin inviting people to become members of the ministry or group, we must note one important thing. Every church (congregation) is different. You **MUST** speak with your pastor/moderator and or other church leaders to find out who the church's rules will allow to become members of the particular youth ministry. For example, in some congregations, only young people who are members of the church can become members of say, the youth choir, while at another church the non-member would be allowed to join the youth choir.

Depending upon the type of ministry, it may be necessary to include other people regardless of their age. These other persons may include a dance or choir director, a youth deacon, overseer or some other advisor.

Okay. That wasn't bad now, was it? Wasn't too much for you? And see, you've learned one more thing you'll need to properly start and effectively maintain the youth ministry. Now that you know who can be involved, Go get them!!!

SECTION FOUR

HOW TO..... START A YOUTH MINISTRY

- Pray for direction and guidance prior to starting
- Talk to your pastor /or church leaders and get their approval
- Identify objectives/mission statement of the ministry
- Identify and involve other resource persons who can serve as advisors etc.
- Become acquainted with JBU Youth Department By Laws and Youth Ministries Handbook
- Meet with prospective youth and sell the idea, get them on board, allow them to share their ideas as well
- Identify/Elect Youth Ministry Officers
- Inform Church by hosting an official launch of the ministry (eg. in a morning service). Officially inform other bodies such as Circuit/Parish Association/Youth Department etc.
- Delegate responsibilities and formulate programmes
- Execute the programmes

HOW TO..... MAINTAIN A YOUTH MINISTRY



CHOOSING LEADERS

We have been learning a lot about how we can start a youth ministry in our churches. Now, let's take it a step further; let's look at leadership! In the same way that the church itself has a pastor and deacons or officers to help to keep things organized, youth ministries will do much better if persons are chosen to do specific jobs and keep the ministry alive.

Let us be honest with ourselves; think about this fact: We all want to enjoy being a part of certain ministries and take part in the activities which are planned. But, tell the truth, we don't all want to be the one(s) actually planning the activities, nor are we all experts at planning. Some of us really are better at eating the cake than we are at baking it.

So, we need people who can bake that cake- people to organise the set of activities for a day or a whole year, people to advertise the event and call everyone to come, people to write letters and keep and spend money properly. Can you tell where I'm going with this? The people we speak about are our leaders! These are the people who will have special responsibilities to plan, lead, organise and motivate the group and keep it active - they will bake the cake for everyone to enjoy!

Hey! Stay with me! Stop thinking about cake for a while. This really is a serious matter!

Every group or ministry needs good leaders, persons with the ability to plan events for the benefit of the whole group. Every member of the Ministry can't be the leader. That would cause chaos, which we must avoid. Every group needs a person or persons to help maintain control and give guidance.

Some ministries may have a single leader who comes into that position because of their skill in a particular area (eg. the choir director or band instructor). At times therefore, the leader or facilitator may not necessarily be a member of the group. However, groups like these may also choose to select a smaller group of young people from within the ministry to form an 'Executive'. Groups like youth and young adult fellowships and other groups which require more formal structures are expected to have executive bodies for leadership. If your group is one of those that need an executive, here is an idea of the posts which will need to be filled:

- President

- Vice-president(s)
- Secretary
- Assistant secretary
- Treasurer

The posts listed above are very important and, if an executive is being formed, must be a part of the executive body. Here are some other posts which could be included as need arise:

- Assistant Treasurer
- Missions and Evangelism Coordinator
- Spiritual Coordinator
- Sports Coordinator
- Public Relations Officer
- Band leader/Choir director
- Drama Director
- Dance Director
- Youth Deacon/Director/Overseer
- Any other post which would be considered necessary or helpful for the particular group.

Don't worry if you don't have some of these posts in the executive of your youth ministry, or if the list written above is as large as the number of persons in your Ministry/Group. The size and structure of the executive will be different in almost every case, depending upon the type, size and general level of activity of the group.

Let's be real though, you don't need an executive of 10 persons just for the sake of numbers if an executive of 5 persons will do the job properly.

The very first executive body may be chosen at one of the earliest meetings held. After this, a new executive body should be elected for the following year at the Annual General Meeting of the group.

The persons on the executive should be chosen through a democratic process. That means that they are first nominated (suggested) for a post and then the general membership votes for the person they think is best for each post.

Care should be taken to ensure that you choose persons to be leaders for the right reasons. The person you choose should have the ability to lead, in addition to his or her commitment to Christ.

The leader WILL face challenges and experience difficulties. This makes it important that he/she recognize his/her responsibilities as a form of ministry, that is 'as unto the Lord', not as a routine church duty. The leadership should therefore be committed to properly continuing and completing the responsibilities that comes with leadership.

Vacancies/Absences

Where a post becomes vacant for any reason, the vacancy should be filled immediately by the Assistant (if such a post exists) until a new person can be elected to the post. This is important because we want to make sure that no work is forgotten, for even a short time. The rest of the leadership should hold an extraordinary general meeting (general business meeting other than the AGM) as soon as possible so the group can elect a new person to fill the vacant post for the remainder of the term.

MAINTAINING THE FELLOWSHIP

WHEN DO WE MEET/GATHER?

Meetings are held as a means of maintaining the fellowship, and to also give an account of what is happening within the ministry. These are important because this is one of the ways in which the ministry you are apart of, sustains itself. There are various types of meetings/gatherings, depending on the nature of your youth ministry. **Since there are several types of ministries, your style of meeting/gathering may differ.** For example, a dance meeting may differ from a Youth Fellowship meeting. Meetings are one of the ways that your ministry tell its members that, "You are a member."

Meeting Interval (How often)

Depending on the nature or type of ministry, you should decide when and how often you will meet. It is encouraged that you have these meetings/gatherings at least twice per month on a suitable day of the week. However, dance groups, uniform groups, Youth Fellowships and some other groups, are recommended to meet weekly.

Annual General Meetings (AGM)

Here is a meeting that you have probably heard about before, the Annual General Meeting. As the name suggest, this should be held annually (once per year) with the president/chairman presiding over the meeting. This meeting, should amongst other issues, discuss what the ministry did over the past year and give plans for the future. In most cases, the executive/officers are elected at these meetings. However, an Extraordinary General Meeting could also be called to elect officers.

Business/Executive Meetings

Your ministry might also want to have business meetings. These meetings may be held every quarter (3 months apart), or as seen fit by your youth ministry, in order to review or evaluate what has already been done and/or to plan for the future. Your business meetings should have an agenda. The agenda should be guided by the needs of the participants and what they need to know to effectively participate in the meeting. Meetings should be conducted by the president/chairman or

his/her designate. Bear in mind though that you need not have a business meeting every time you meet.

Note

You should note that not all youth ministries ‘have to’ keep an AGM or a Business Meeting. For example drama groups, dance groups, choirs and sign language groups may be exempted.

KEY DIFFERENCES IN TYPES OF MEETINGS

Elements	Information Meeting (Sharing) eg. A.G.M	Action Meeting (Problem-solving, decision-making, planning) eg. Business
Number of attendees	Any number	Small size (12 or fewer)
Who should attend	Those who need to know.	Those responsible and those who can contribute
Communication Process	One-way from leader to participants w/opportunities for questions.	Interactive discussion among all attending.
Meeting-room setup	Participants facing speaker	Participants facing each other
Most effective style of leadership	Authoritative	Participative
Emphasis should be on	Content	Interaction and problem solving
Key to success	Planning and preparation of information presented.	Creating a climate that supports open, free expression.

Meeting Norms/Ground Rules

Meeting norms or ground rules are regulations the entire group agrees to abide by while working with a work group, attending a retreat or meeting. They often include what we will do, and how we will interact

with one another. Ground rules should be generated by the group, posted for all to see, and reviewed periodically. These could include;

1. Come on time and be prepared with assignments and agreements.
2. Listen respectfully, acknowledge other viewpoints as valid.
3. One person speaks at a time.
4. Be brief, say what is essential.
5. Be honest. (No disfavour or penalty or reprisal will occur for honesty.)
6. Place greater emphasis on the good of the group than on personal preference or need, speak to the big picture.
7. Remember that others really do see the world differently from you.
8. Focus on behaviours and problems, not on personalities.
9. Consider conflict as a necessary stage along the path of progress.
10. Maintain team/group integrity and confidentiality.
11. Give the meeting leader/facilitator the power to interrupt, maintain order and keep the group focused on the stated goals.
12. Hold group accountable.

KEEPING RECORDS



WHAT IS RECORD KEEPING?

This may be defined as managing the life cycle of the record by reviewing the records values and setting the standards by which records are kept and disposed of. In any form of ministry or organization, we need to keep records. This is important because records provide proof or evidence of an activity that has taken place. Records support decision making as well as the delivery of programs and services and are eventually, used to show the accountability of your ministry. Some documents relevant to record keeping in various youth ministries are as follows:

- **MINUTES OF A MEETING** - *This may be defined as a written account of discussions held and decisions made (what transpired) at a meeting.* The minutes of a meeting are usually taken by the secretary or the assistant.

Being a youth secretary is not a job to take lightly. This responsibility should not be assigned/delegated to just anyone. It is therefore important that a few things be considered when electing a secretary. Think about these responsibilities when you are considering who will best fulfill this role:

- Is this person well organized and reliable; does s/he complete her/his tasks in a timely way?

- Is this person a good listener; is s/he able to be objective and hear both sides of an issue?
- Is this person on top of what is going on; is s/he able to weed out the unimportant information and record the key facts for the record?

It is critical that the secretary attend all meetings. If your ministry has a structure that includes committees - be they unplanned or permanent - there should be someone present to correctly record what happened.

Recording the Minutes: Minutes can be recorded manually or on tape. If you choose to tape the minutes, you can tape the entire proceedings word-for-word then later listen to them, pulling out the important information following the guidelines outlined earlier. A second, more useful option is to record a summary of discussion, agreements and disagreements with enough explanation of the nature of each. A third option is to record action minutes where only actual motions or resolutions are recorded, along with the individuals offering the action. Delegated assignments should also be recorded.

During the Meeting: It is not necessary to take down everything unless someone requests that their remarks be entered for the record. Motions and resolutions do need to be taken word for word and should be read back during the meeting to make sure they have been accurately recorded.

It is the secretary's responsibility to signal the chairperson and ask questions regarding the subject being discussed if they become lost or unsure. A secretary should not wait until the meeting has been adjourned to get clarification; individuals can lose their point of view, issues can become less important, and one's memory can change what actually occurred.

Immediately After the Meeting: The secretary must go over her/his notes while everything is still fresh in her/his mind. S/he should check their notes for the following information:

- Type of meeting (executive, committee, etc.)
- Date, time and place
- List of attendees and apologies for those absent
- Time of Call to Order
- Approval and/or amendments to previous meeting minutes
- Record of reports from standing and special committees
- General matters
- Record of proposals, resolutions, motions, seconding and final disposition, and a summary of the discussion as well as a record of the vote
- Time of adjournment

Tone of the Minutes: The Minutes are a brief and totally factual record of a meeting and should contain no viewpoint comment by the

secretary. Be objective. There should be no reference such as “heated debate,” “moving address” or “lengthy discussion.”

These minutes should be sent out to all members within 3 or 4 days of (after) the meeting. This allows members time to read the minutes for accuracy before the next meeting and while the previous meeting is still fresh in their minds.

- **REPORTS** - *A report is a type of document written by someone or a group of people. It is generally an account of events/activities that have either taken place or are to take place.*

The format will depend upon the type and purpose of the report, its intended readers, and the agreement of presentation and layout styles by the group in which you are a member.

Usually it is important to store a copy of reports prepared for the meeting. This may serve for future reference, in a decision-making process, and also for evaluation and assessment purposes. These may be filed according to subject matter in a safe area for easy access.

General format of a report

- Introduction
- The body of the report giving brief details of events/activities
- Conclusion (and recommendations if applicable)

FINANCIAL RECORDS

Your youth ministry may want to collect dues and/or offering at each meeting, for different purposes. So, it would be wise to keep financial records for your youth ministry. This task is usually done by your treasurer or his/her assistant. Financial records are kept for the following reasons:

- Good financial records provide the data that help you operate more efficiently.
- Financial records would show how much finances your ministry has available so plans can be made about future spending.
- Bills can be paid on time (if your ministry has to pay bills)

ATTENDANCE/VISITORS REGISTER

Depending on your youth ministry, you may want to keep an attendance/visitors' register. This register would show a record of all those who were present on a particular meeting day.

Here are some other possible uses for your attendance/visitors' register:

- It can be used to keep a record of those unbelievers who visit your meeting on a particular day so that follow-up can be done.

- It may also be used as a record of guest and other speakers on various topics for future use, and also for reporting purposes.

This information may be kept as a log in a log book or in electronic format on a computer database. Some important information to be recorded in this log / database may be as follows:

- Date
- Name
- Visitor information: Type of visitor (Speaker/Attendee: Believer/unbeliever)
- Type of event
- Contact information

Storing the Records of your Youth Ministry

Usually it is important to store a copy of all the records of your youth ministry.

Here are some tips on maintaining and storing the records of your youth ministry.

- You should find a central location for all the records of your youth ministry. They should be easy for you to reach so that you're able to maintain and update them on a regular basis.
- You should try to prepare a listing of all important documents and their location.
- Try to avoid storing your records in a place where they can be stolen or damaged by natural disasters.
- Records stored on a computer should be backed up with blank diskettes, CDs and/or DVDs.

PROGRAMME PLANNING

When planning your programmes here are some helpful tips you should always remember.

1. Choose programmes that will meet the needs and interests of your youth group
2. Aim to have a variety of programmes that are interesting, educational and have spiritual content.
3. Avoid clashing with other programmes in your church and major activities in the Parish association or the National Youth Department.
4. Give yourselves enough time to organize the programme effectively

5. Determine the objectives for your programme
6. Identify the resources needed, for example film, invited speaker(s), tables etc.
7. Determine how best to present the programme i.e. using panel discussions, role-play etc.
8. Involve the members of your own youth group
9. Contact presenters/speakers early
10. Explain clearly the type and purpose of the programme planned
11. Tell your presenter the possible number of persons expected to be in attendance
12. Check if your presenter will require any instrument such as microphone, projector or any special set up.
13. Check with speaker prior to the event to confirm the time, place or to discuss any changes.
14. Ensure the venue to be used is available and prepared before the event
15. Invite others outside your youth group when appropriate
16. Publicize and promote your programme using flyers, posters, letters and any other media available to you
17. Greet your guest. First impressions last; be sure a responsible person is there to greet your guest. This person should have full knowledge of the programme.
18. Acknowledge those persons who helped with the programme, sending thank you notes where necessary
19. Evaluate the programme, include the response from your membership, what was learned or accomplished. Also look at the finances used and the overall attendance.

SECTION FIVE

FRATERNAL RELATIONS

CONNECTING WITH THE PARISH YOUTH ASSOCIATION

Since you are a part of your youth ministry, it therefore means that you are a part of your church/circuit and also a part of your Parish Youth Association. It is now your duty to find out where and how often your Parish Youth Association will meet. Then finally, you need to join.

CONNECTING WITH THE JAMAICA BAPTIST UNION YOUTH DEPARTMENT (JBUYD)

Now that you know that you are a part of the Parish Youth Association, you must also note that you are a part of the JBUYD. You connect to the JBUYD through your area representatives.

All Youth related ministries of the Jamaica Baptist Union should support the activities of the following Committees and Commissions of the JBUYD:

Committees

- A. National Youth Fellowships Committee – responsible for overseeing the Baptist Youth Fellowships and Parish Associations of the island, through parish presidents and area council representatives. This also includes planning various meetings and events.
- B. National Young Adults Committee – responsible for overseeing the various Baptist Young Adult Groups of the island as well as planning meetings and other events for Young Adults.
- C. National Student Affairs Committee – responsible for overseeing Baptist Tertiary Students and planning suitable meetings and/or events for them.
- D. National Uniform Groups Committee – responsible for overseeing the different Uniformed Groups in our island's Baptist Churches and plan suitable events and/or meetings for them.

Commissions

- A. Camps Commission – responsible for the planning and constant review of Summer camps for Junior, Intermediate, Youth and Young Adult.
- B. Cultural Commission – responsible for the planning and implementation of Cultural activities especially Area Eliminations and the National Youth Rally.
- C. Discipleship Commission – responsible for evangelism and prayer programmes including the planning and implementation of the annual Baptist World Youth Day of Prayer.
- D. Sports Commission – responsible for the Sports and Healthy Lifestyle Ministry of the Youth Department and the planning and implementation of annual sports competitions.

You are strongly encouraged to support the activities of your Parish Youth Association and the JBUYD, remember, YOU are the JBUYD.

CONNECTING WITH THE REGION AND THE WORLD

The Jamaica Baptist Union is represented on, and a member of several regional and international bodies namely;

- Caribbean Baptist Fellowship (CBF) – Baptist Unions and Conventions in the Caribbean. By extension there exists the Caribbean Baptist Youth Department.
- Caribbean Conference of Churches (CCC) – Churches within the Caribbean
- Baptist World Alliance (BWA) – Baptist Churches across the world
- World Council of Churches (WCC) – Churches across the world

From time to time these bodies provide opportunities for us to attend and participate in their various activities. We (JBUYD) relate directly to the CBF Youth and BWA Youth. However our affiliation to CCC and WCC is mainly through JBU General Secretary and President.

Websites

BWA – www.bwanet.org

WCC - www.wcc-coe.org

CCC - www.wcc-coe.org

CBF - www.carbapfell.org

JBU – www.jbu.org.jm

SECTION SIX

APPENDICES

APPENDIX I - PROGRAMMING IDEAS

The following are some programming ideas that can be used in your youth fellowship/young adults group or any other ministry that may find them useful.

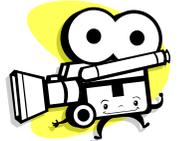
MYSTERY TRIPS - Don't know where you are going? Always get parents permission.

TREASURE HUNTS - Can be done on the church grounds or on a mystery trip or any other outing etc.

BON FIRES - Sing fire songs, tell fire stories, read fire scriptures, roast food items and concludes with some biblical truth with regards to fire.



FILM SHOWS - Surround sound, creating a theatre effect, comfortable setting and follow up discussions or simply go to the theatres as a group.



VISITATIONS - Visit other youth groups within and without your denomination. Visit the aged and others who may have been visibly absent for a while.

OUTREACH - Children homes, homes for the aged, hospitals, shut-ins

ADOPTION - Of a children home, home for the aged, basic school etc

COMMUNITY PROJECTS - Painting the pedestrian crossings in your community, volunteer to wash the police vehicles at a nearby station. Play games with community members eg. basketball, football, netball.

CAN DRIVE - Take in stuff for a college student or a needy individual.

BIBLE STORIES - Can be done in pairs, small groups, by gender groups

MOTIVATIONAL SPEAKERS - Relevant issues, speakers within your local church or otherwise. You can utilize both known and unknown persons.

GENDER TALKS - Speak about gender issues

FAMILY ISSUES - Other family members are invited and involve them in the planned activities.

ROLE PLAYING OF BIBLE STORIES/CHARACTERS

QUIZ - Both Bible and general information about church with prizes for winners.

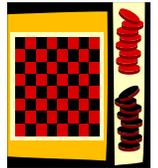
MISSION TRIPS - Local and abroad

DISPLAYS OF TALENTS – Displaying of various talents

ONE DAY OR WEEKEND RETREATS

PRAYER RETREATS/VIGILS

GAMES NIGHT – this may include table games (dominoes, ludy, cards, Chess, checkers etc), bible based games (guess the character, swords in hand) or even outdoor games.



JAMAICA NIGHTS – May include various forms of cultural expressions and wearing national colours



CULINARY SKILLS NIGHT – May include cooking or baking.

CAREER EXPOSITIONS - Have people within the church come and share.

PLANNED FUNCTIONS FOR CHILDREN/AGED WITHIN THE CHURCH

BIRTHDAY CLUB

YOUTH LEADERSHIP TRAINING

PRAYER PARTNER PROGRAMMES

PRAYER BREAKFAST - Dedicated to placing youth as vessels for Christ.

PANEL DISCUSSIONS AND DEBATES

SOLO WALKS AND SMALL GROUP DEVOTIONS

BIG BROTHER/SISTER MENTOR PROGRAMMES

MUSICAL EVENINGS - Exploration of different forms of music etc

SERMONETTES – Doing short sermons



GROUPS PRESENTATIONS – where 4 – 6 youths come together and present different items.

AN OLDIES EVENING - Costume songs, stories etc.

WALKATHON /HIKE

SINGATHON - Divide into groups or houses and see which groups can come up with the most songs on a particular theme or with a particular word.

MINISTRY NIGHT - Minister to the needs of the group

TESTIMONY NIGHT – a night of sharing personal experiences of God’s Goodness.

A NIGHT ON THE STREETS - Young people go out on the streets for an hour, make observations, return and discuss.

A NIGHT/EVENING OF DOOR TO DOOR EVANGELISM - invite non - Christians to your church.

SHARING OF BREAD - Throughout the course of a particular week each person is responsible for evangelizing to 3 or 4 youth through scriptures.

PICK A PAL - raffle names and the one you select is the one you are responsible for.



GYM FIT

PENNY CONCERT

WELCOME CELEBRATION FOR NEW MEMBERS

CURRENT AFFAIRS NIGHT

SCRIPTIONARY – Pictionary bible characters and verses

SOCIAL GRACES NIGHT
DRAMA PRESENTATION

INDOOR CRUSADE

HOUSE PARTIES

PRAYER CHAINS



HIGH SCHOOL UNIFORM EVENING / NIGHT

PANEL DISCUSSIONS

BIRTHDAY SOCIALS

SPORTS DAY

APPENDIX II - BUSINESS MEETING AGENDA – SAMPLE

**LOVE BAPTIST CHURCH
YOUTH FELLOWSHIP EXECUTIVE MEETING
SATURDAY 7TH January 2006
6:00 pm
Agenda**

- 1. Call To Order** – (Normally done by the Chairman or his/her designate)
- 2. Worship**
- 3. Welcome/Courtesies** – (Normally done by Secretary or is/her assistant)
 - Congratulations (Graduations, Marriages, new job etc.)
 - Sympathy (Death, accident etc)
 - Apologies (For absence or lateness)
- 4. Adoption of Agenda** (Members read through for any corrections, queries, amendments)
- 5. Minutes of last meeting** (should be circulated days before meeting)
 - Reading
 - Amendments / Confirmation
- 6. Matters for Attention/Discussion** (Current issues to be discussed in meeting)
 - **Reports**
 - President
 - Treasurer
 - P.R.O
 - **Programme Schedule: January – April 2006**
 -
- 7. New Business** (New matters to be discussed)
 - **Visit to shut-in members**
 - **Purchasing a computer**
- 8. Any other Business** (Anything else that needs to be discussed)
- 8. Date of next meeting – April 07, 2006**
- 9. Adjournment** (End of meeting)

APPENDIX III - PARLIAMENTARY PROCEDURES

No, you're not leading this great country nor a huge cooperate industry but there's nothing to prevent you from using these procedures.

Parliamentary procedures are simply the means by which an organization make decisions and are necessary to move business along while maintaining order.

Though you may never use them all here are some guidelines that you can adapt and modify to best fit your youth ministry.

1. Only one subject may claim the attention of the meeting at any one time
2. Each proposition presented for consideration is entitled to full and free debate.
3. Every member has equal rights.
4. The will of the majority must be carried out and the rights of the minority preserved.

Motions are the means by which the group take action and states what is to be done and how it is to be done. They should be carefully worded to prevent any misunderstanding and channel discussion to the important aspects of the proposal.

Here are some motions you might make, how to make them and what to expect of the rules.

No.	To do this	Say this	May you interrupt the speaker	Do you need a second?	Is it debatable	Can it be amended	What vote is needed	Can it be reconsidered
1.	Adjourn a meeting	<i>I move that we adjourn</i>	No	Yes	No	No	Majority	No
2	Call an intermission	<i>I move that we recess for</i>	No	Yes	No	No	Majority	No
3	Complain about noise or need to leave	<i>I rise to a question of privilege</i>	Yes	No	No	No	No vote	No
4	Suspend a issue for further consideration	<i>I move to table the motion</i>	No	Yes	No	No	Majority	No
5	End debate and amendments	<i>I move that the previous question</i>	No	Yes	No	No	2/3	No (1)
6	Postpone discussion for a certain time	<i>I move to postpone the discussion until</i>	No	Yes	Yes	Yes	Majority	Yes

7	Give a closer study of something	<i>I move to refer the matter to committee</i>	No	Yes	Yes	Yes	Majority	Yes (2)
8	Amend a motion	<i>I move to amend the motion ... by</i>	No	Yes	Yes (3)	Yes	Majority	Yes
9	Introduce business	<i>I move that</i>	No	Yes	Yes	Yes	Majority	Yes
10	Protect breach of rules or conduct	<i>I rise to a point of order</i>	Yes	No	No	No	No vote (4)	No
11	Vote on a ruling of the chairman	<i>I appeal the chair's decision</i>	Yes	Yes	Yes	No	Majority	Yes
12	Suspend rule temporarily	<i>I move to suspend the rules so that</i>	No	Yes	No	No	2/3	No
13	Avoid considering an improper matter	<i>I object to the consideration of this motion</i>	Yes	No	No	No	2/3(5)	_(6)
14	Verify a voice vote	<i>I call for a division</i>	Yes	No	No	No	No vote (7)	No
15	Request information	<i>Point of information</i>	Yes	No	No	No	No vote	No
16	Retract your motion	<i>I wish to withdraw my motion</i>	No	No	No	No	No vote	_(8)
17	Take up a matter previously tabled	<i>I move to take from the table</i>	No	Yes	No	No	Majority	No
18	<i>Reconsider a hasty motion</i>	<i>I move to reconsider the vote on</i>	Yes	Yes	_(9)	No	Majority	No

- Notes:**
1. Unless vote on question is not yet taken
 2. Unless the committee has already taken up the subject
 3. Only if the motion to amend is debatable
 4. Except in doubtful cases
 5. A 2/3 vote in negative needed to prevent consideration of the main motion
 6. Only if the main question or motion was not, in fact, considered
 7. Unless someone objects
 8. Only if the vote is no
 9. Only if the motion to be considered is debatable

Parliamentary Terminology

Agenda - A list of items of business to be dealt with during a meeting (sitting)

Casting vote - The deciding vote accorded to the chairman in the event of a tie. The chairman may vote in order to avoid a deadlock.

Division of the House - A vote; dividing the members into two groups (the yeas and Nays) in order to reach a decision.

Ex officio member - Generally taken to be a person who, by virtue of an office or position held or because of an expertise, is unofficially attached to a committee in a capacity separate from the research staff or consultant.

Point of order - A question raised by a member with respect to any departure from the Standing Orders or customary procedures, either in debate or in the conduct of business or committee meetings.

Quorum - The number of members necessary to start a meeting. The minimum number must be present at the meeting to make the business valid.

APPENDIX IV - FINANCIAL REPORT – SAMPLE

Financial Report October 1, 200X - September 31, 200x

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>
<u>Income</u>			
Dues/Offering	\$ 1,000	\$ 1,200	\$ (200)
Fundraising Events	\$ 1,000	\$ 1,500	\$ (500)
Evangelism & Mission	\$ 500	\$ 400	\$ 100
Sponsorship/Donation	\$ 500	\$ 700	\$ (200)
Total Income	\$ 3,000	\$ 3,800	\$ (800)
<u>Expenses</u>			
Outreach	\$ 300	\$ 400	\$ 100
Travelling	\$ 200	\$ 100	\$ (100)
Social	\$ 400	\$ 300	\$ (100)
Stationary	\$ 100	\$ 100	\$ -
Telephone / Postage	\$ 100	\$ 100	\$ -
Evangelism	\$ 300	\$ 500	\$ 200
Refreshment	\$ 200	\$ 100	\$ (100)
Sports	\$ 300	\$ 300	\$ -
Training	\$ 300	\$ 300	\$ -
Music Ministry	\$ 300	\$ 200	\$ (100)
Total Expenditure	\$ 2,500	\$ 2,400	\$ (100)
Surplus/(Deficit)	\$ 500	\$ 1,400	\$ (900)

APPENDIX V -Tips in Preparing Financial Statements

Proper financial reporting must begin with proper record keeping.

- Books and records must be properly kept
- All income and expenditure must be properly recorded & supported by proper documentation
- All expenditure must be properly authorized before being made (usually by the President &/or Treasurer)

There are different levels of details depending on the type of report being presented.

- Reporting on an event, such as a fun-day, will involve a detailed report of all income and expenditure
- When presenting the treasurer's report however, this fun-day will be one line indicating a surplus or a deficit

Before any event is undertaken, a list of expected revenue and expenditure is prepared. This is referred to as the budget. This will be used as a guideline to compare the actual results of the event to what you expected. In reporting, you will make comparisons between the actual and the budget, which will give you either a positive or negative variance.

Presentation

- The financial report must be properly presented (preferably typed), indicating the period for which it represents.
- Items of income and expenditure must be clearly labelled, showing the actual amount, budget and any variance

APPENDIX VI - Tips for Effective Communication in Meetings

1. Before the start of the meeting, be organized and prepared. Make sure you have planned carefully and are ready to interact with the members.
2. Organize the physical environment so people are attentive to the meeting content. No one should sit behind or to the side of your speakers. Make sure there are seats for all attendees.
3. Before the start of the meeting meet the people informally, introduce those that may be new so that everyone can feel comfortable to share their ideas and give of themselves wholeheartedly.
4. Start on time and keep it moving.
5. Use parliamentary procedures to help you run a smooth meeting, but keep it as simple as possible. **Roberts Rules of Order** is a comprehensive resource for this, and is available for purchase at good book stores. An online version is available at www.rulesonline.com.
6. Make a summary including the motion and rationale, before decision-making is formalized,
7. Allow everyone who has an important idea or contribution to express it.
8. Keep the meeting on track.
9. During the meeting encourage questions to stimulate the discussion.
10. Use language, terms, and concepts that make sense to your members, even if you are more comfortable using technical jargon.
11. Acknowledge that you have heard what members are saying, whether or not you agree with it.
12. Create an environment where people can speak up without fear of mockery, reprisals or condemnation. Respect and trust each other. Have a sense of common searching, rather than wanting to 'win'. Be sensitive and open to each other's ideas and feelings, and honestly try to accommodate them. Dedicate yourself to the good of the group as well as your own needs

13. Look for the logic behind emotional outbursts, and the emotions behind logic. Focus more on what is intended than on what is seen and heard. Gently uncover underlying attitudes and goals. Be alert for and point out disrupters of healthy group processes such as interruptions, put downs, wandering off topic, dominating, side conversations, etc. Each participant 'owns' the meeting, and shares with the facilitator the privilege and responsibility of helping it run smoothly and fairly.
14. When reporting a decision taken by the officers, communicate it as a decision taken by the officers. Never let it seem as if it is an individual decision just in case it is taken personally.
15. In a call for consensus, support proposals you can accept or live with, and reserve your power to block decisions for those issues you feel most strongly about. A blocking vote should reflect your belief about what is best for the group as a whole. Reserve your power to block decisions for those issues you feel most strongly about **BECAUSE OF THEIR POTENTIAL TO DO SERIOUS HARM TO THE MISSION AND GOALS OF THE COMMUNITY.**
16. Spread the power around - If success depends on the cooperation of the people at the meeting, it's often best to let them decide, as a group, what ideas they'll use. If people have a hand in deciding policies or procedures, they have more of a stake in seeing them work. Involving people in decision-making can lower their anxiety, lower absenteeism, and raise the quality of their work.

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