

Ohio District UPCI

Sectional Youth Leaders Manual

Qualifications

National & Ohio UPCI Manual Inserts

Roles & Responsibilities

I. Sectional Leader Role:

- a. To endeavor to keep the unity of the faith among the churches and young people in the section.
- b. To lead dynamic events that facilitate spiritual growth & fellowship among the young people of the section
- c. To motivate the churches and their young people in the effort of raising money for Move the Mission.
- d. To promote the events and initiatives of the UPCI Youth Ministries and Ohio District Youth within the section.

II. Sectional Leader Responsibilities to the Section:

- a. Schedule/Oversee/Organize Events each Year (Must be approved by Presbyter)
 - i. 4 – Sectional Youth Events/Gatherings (P7 Rally, CMI Rally, Fellowship event, Youth Service, Student-led service, etc)
 - ii. 1 – Youth Leader Meeting (Review dates, event plans, volunteers, etc)
 - iii. At Presbyter's discretion, cover details and dates of upcoming year for Sectional Youth events.

***DO NOT schedule Sectional events over District dates
(Youth, Children's, Ladies, Men, etc)***

For any questions contact ODY President

b. Youth Rally Responsibility

- i. **Select Host Church (Approved by Presbyter)**
 1. **Consideration for selecting for Host Church**
 - a. **Seating Capacity**
 - b. **Church participates in other Rallies**
 - c. **Church participation in MTM**
 - d. **Church's capability for hosting after-event (on or off-site)**
- ii. **Oversee Speaker Selection**
 1. **IF Host Church prefers the Oversight:**
 - a. **Speaker will be selected by Host Pastor**
 - b. **Approved by Presbyter & Sectional Youth Leader**
 - c. **If there is a disagreement between the Sectional Youth Leader and Host Pastor regarding speaker selection, the Sectional Youth Leader must discuss with Presbyter for resolution. Presbyter will then communicate with Host Pastor.**
 2. **IF Sectional Youth Leader has Oversight:**
 - a. **Speaker selected by Sectional Youth Leader**
 - b. **Approved by Presbyter & Host Church Pastor**
 3. **Qualifications for Speaker**
 - a. **Licensed with UPCI (*any exception must have Presbyter approval*)**
 - b. **Invitation to speaker can only come AFTER request made to speakers pastor**
- iii. **Coordinate Service Elements that incorporate different churches in the section**
 1. **Music, Specials, Exhortation, etc (*all participants must have approval from their Pastor*)**
 2. **All Service Participants should wear appropriate attire consistent with District Policy for Platform Attire. **Also be mindful of any local platform guidelines of the church where the Rally is being hosted.***
- iv. **Create Service Order for the rally**
- v. **Oversee financial obligations to speaker and host church (see "Rally Financial Obligations" under "Financial Policy and Procedure")**

c. Promotional Responsibility

- i. **Promote Sectional Events:**
 1. **MUST send printed and/or digital notice of all Sectional Youth Events for the upcoming year to each church by January 1.**
 2. **MUST give Pastors, Youth Leaders and Churches a 60-day printed and/or digital notice for all sectional events.**
- ii. **Promote MTM**
 1. **Make sure the section is always aware of the importance MTM plays in the lives of so many around the world**
 2. **Promote District MTM Kickoff Rally and offering**
 3. **Promote MTM fundraising during MTM campaign**
 4. **Promote MTM offering date**
 5. **Gather MTM final offering pledge amount from Pastors**
 6. **Remind Pastors to send in their MTM final offering by October 31st**
- iii. **Promote District Youth Events**

1. Forward communication that is given about District and National Youth Events
2. Promote during Rallies/Youth Leader Meetings/Sectional Events

III. Ohio Youth Committee Member Responsibilities to the District:

- a. Attend ODY Committee Meetings
 - i. Spring
 - ii. Fall – 2 Day Meeting (Friday-Saturday)
- b. Participate in at least ONE of the following
 - i. Youth Camp Work Day
 - ii. Youth Camp Setup (before Camp)
 - iii. Youth Camp Cleanup (after Camp)
 - iv. Youth Camp Staff (one week)
- c. Attend:
 - i. Mid-Winter Youth Retreat
- d. Attend: as able
 - i. ODY and UPCI Youth Ministries events
 - ii. Ohio District events

IV. Transition Responsibilities:

- a. An outgoing Sectional Youth Leader is requested to give at least a 60 day advance communication *if* needing to resign from position before term is expired.
 - i. Should communicate to Presbyter and Youth President
 - ii. Should help facilitate youth rallies & promotion until New Sectional Youth Leader is in place
- b. Communicate the following information to the New Sectional Youth Leader:
 - i. Churches' Info
 - ii. Pastors' Info
 - iii. Youth Leaders' Info
 - iv. Typical Rally/Event Host Churches
 - v. Special Music and Ministries that have been used within the Section
 - vi. All Scheduled Sectional Events
- c. Work with Presbyter to transfer youth account to new Sectional Youth Leader

Financial Policy & Procedure

- I. Opening a new account (if necessary):**
 - a. Account should be opened in the Sectional name (Ohio District Youth Section 1, etc) with the district Tax ID Number.**
 - b. A cashier's check should be received from the departing Sectional Leader made payable to the section.**
 - c. A cashier's check should be taken to a bank of the sectional leader's choosing and the account opened. (Most banks will open an account for a church organization free of charge.)**

- II. Accounting Records**
 - a. All receipts should be recorded and kept in the sectional records**
 - b. A Sectional Youth Account financial report should be submitted to District Youth Secretary & Presbyter by September 30th of each year.**
 - i. Transactions should be listed by category:**
 - 1. Deposits**
 - 2. Withdrawals**
 - 3. Reimbursements, etc.**
 - 4. See attached.**
 - c. Sectional Secretary will audit the Sectional accounts and submit with report to District Board.**

- III. Reimbursements:**
 - a. Sectional leader is permitted to be reimbursed for the following expenses:**
 - i. Mileage to and from meetings, rallies and district youth events. (Please check with District Youth Secretary for current IRS mileage rates.)**
 - 1. Mileage submissions must include date, event, and total miles traveled.**
 - ii. Meals during sectional and district youth events.**
 - iii. Hotel rooms for MWYR.**
 - iv. The District Youth President and Secretary must approve any other expenses.**

IV. Rally Offerings:

- a. 2 members of the host church or participant of the event should record all offerings collected.**
 - i. Place offering in Envelope**
 - 1. The following info should be placed on the envelope**
 - a. Amount**
 - b. Two Signatures**
 - c. Date & Place of Offering**
 - ii. Offering should be given to Sectional Leader.**
- b. Any monies collected for Move the Mission should be submitted to the District Youth Secretary.**

V. Rally Financial Obligations:

- a. When the Host Church has the Oversight:**
 - i. The sectional youth leader will receive the Rally offering**
 - ii. The sectional youth leader will pay the host church half of the Rally offering, no less than \$75 from sectional account**
 - iii. The host church will pay the speaker a minimum of \$300, and any additional cost associated with the speakers travel and lodging**
- b. When the Sectional Youth Leader has the Oversight:**
 - i. The sectional youth leader will collect the service offering**
 - ii. The sectional leader is responsible for all cost associated with a rally, excluding building cost. The host church is responsible to provide a clean building, and provide the necessary utilities for the rally.**
 - iii. A speaker for an Ohio Youth Rally should receive a minimum of \$300 plus any additional cost associated with the speakers travel expenses.**

INDIVIDUAL SECTIONAL INFORMATION

Planning & Promotion

Design and disperse a Yearly Planning & Promotional Calendar

Resources

www.ohiodistrictyouth.com

www.upciyouth.com

Ideas

List of Ideas for Rallies/Events/Gatherings:

- P7-focus
- CMI-focus
- Worship Night
- Student-led service
- Fellowship Night
- “AYC local”
- Sectional Youth Workers Event
- Holy Ghost Rally

Contacts

Current List of Churches

Pastor Contact Info

Youth Leaders Contact Info

Ohio District Youth Contact Info