

A stylized map of Queens, New York, serves as the background. Various church locations are marked with small yellow squares and labeled: Corona, Mt Sinai, Queensboro, Linden, Lebanon, Springfield, Village, South Ozone, Solid Rock, and Sheepshead Rock. In the top left corner, there is a small inset image of a person in a yellow shirt with their hands clasped in prayer.

Queens Adventist Youth Federation Handbook

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THE HISTORY OF YOUTH MINISTRIES

- 1852** Well before we were officially an organized church, our pioneers realized the need of providing our youth with materials and programs that would meet their specific needs, hence the publication of a special magazine tuned into youth who wished to follow God's plans for their lives. This is when The Youth Instructor was born. It has been published from 1852 - 1970. His first editor was James White.
- 1879** First Young People's Society in Hazelton, Michigan Begun by teenagers Luther Warren and Harry Fenner.
- 1891** Young People's Society begun in Antigo, Wisconsin by Meade MacGuire. An interesting discovery has been the fact that a very young Henry Elliot, born and raised in Antigo, came under the influence of Meade's little society and eventually became the World Youth Director in 1930
- 1892** Ellen G. White wrote a declaration that became a visionary statement in Youth Ministries: "We have an army of youth today who can do much if they are properly directed and encouraged..." (EGW 1892)
- Mrs. White wrote a testimony calling for the definite work for youth in Dec. 1892 at Melbourne, Australia. It was read and then incorporated into the General Conference bulletin for the GC Council in January 1893.
- Junior Young People's Society begun in Adelaide, South Australia by A.G. Daniels.
- 1893** Young People's Society of Christian Service started in College View, Nebraska by M. E. Kern. Professor Milton Kern was teaching history at Union College in Nebraska when he felt a burden for some of the young men in the school who seemed to need an outlet for sharing their faith in new ways sparking the idea of a Young People's Society of Christian Service.
- 1894** Sunshine Bands begun by Luther Warren in South Dakota.
- 1901** By the turn of the century, the leadership of the church witnessed many local efforts at establishing some kind of organized youth work. Where it was supported by leadership it flourished, where not it struggled. The church was facing a need to restructure much of its organization to better meet the needs of all aspects of the growing church. For the time being, youth ministry was placed under the International Sabbath School Association which became a department following year. Luther Warren was asked to head a committee to study the formation of a society for youth following Ellen G. White's advice.
- 1903** Young People's Society was started in Germany.

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- 1904** The Manual on the Young People's Work was published. The first concerted effort at systematizing and giving body, shape, and global focus to youth ministry was through the production of a small 32 page manual. It included sample reporting forms, activity ideas, reason for having local societies, and other useful information.
- 1905** Young People's Societies began in England, Cook Island, Trinidad, Africa and in the French Latin field, Jamaica, West Indies and Canada.
- 1907** The General Conference Session met in Gland, Switzerland (for the first time outside of the United States). Among its most important decisions was the formation of a department exclusively devoted to provided leadership to the youth in all their endeavors. Named: Seventh-day Adventist Young People's Society of Missionary Volunteers. Professor Kern was chosen to head the new department and Matilda Erickson was appointed as his assistant and served from (1907 – 1920). Further, a convention was voted which would meet later that same year in Mt. Vernon, Ohio where the Sabbath School Department and the new Youth Department would meet and delineate the new parameters for the new department. More than 100 persons attended this convention. The Standard of Attainment became the forerunner and basis for the Progressive /AY Classes. Senior Standard of Attainment Certificate/Pamphlet was one of the first items on the agenda of the new Youth Department. They were to produce a curriculum that would provide our youth with a foundation in the Bible and in our history. (Remember that most of our youths did not have access to church schools.) The Morning Watch – The Central Union, in the United States introduced a daily devotional study called The Morning Watch.
- 1908** First Missionary Volunteer Day (MV) – January 26, Missionary Volunteer Day (MV Day): to focus the church on the new department and what it had to offer the youth of the local church, another of the first actions taken was to vote a youth day into the annual church calendar –today we have Pathfinder Sabbath as a result of this early action.
- 1909** Now with at least a few resources in hand, leadership realized that Juniors needed a different type of attention than older youth and so began Junior Missionary Volunteers Societies –the forerunners of Pathfinders and Adventurers. By 1909, MV Societies were being formed, reporting from, and involved in outreach from Pitcairn Island to the Society Islands (today called French Polynesia and Tahiti).
- 1911** MV Leaflet Series began.
- 1912** Missionary Volunteers Societies organized in the Philippine Islands, South America and Central America.
- 1913** First Spanish Morning Watch Calendar and Reading Course Books were published.

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- 1914** Junior Society Lessons began.
Missionary Volunteer Convention in China.
- 1915** Junior Standard of Attainment.
English Senior Bible Year.
- 1916** The first Missionary Volunteers census in the history of Seventh-day Adventist Youth was launched.
Union MV Departments were made administrative units.
- 1917** Education Department voted 8-hour course on MV work for summer school.
Junior Societies with 24,638 members was reported in 1918.
- 1923** As the World Seventh-day Adventist Education and Youth Convention in Colorado Springs, Colorado, June 5-19, Harriet Holt presented the first report on the success of the new JMV Progressive class and Comrade Band concept.
- 1926** The first SDA Youth Congress was held July 17-22 in Chemnitz, Germany. It was attended by 3000 delegates.
- 1930** The White Estate published Message to Young People by Ellen G. White.
- 1945** First MV devotional book entitled "Mysteries" was written by L. H. Wood.
- 1946** First North American Division Youth Congress, September 3-7, San Francisco, California.
- 1949** The MV Council in Lincoln Nebraska voted the first official uniform for Conference MV Secretaries (Directors). The uniform consisted of two items; the slacks of lightweight wool in forest green with matching "semi-military" coat. A green or tan shirt was included for most events with a white shirt and black tie appropriate for Sabbath. The coat carried only the MV World on the left sleeve with no other emblems shown.
- 1951** Paris Youth Congress, France. A great summer event MV Program Kit, introduced by Mildred Lee Johnson, editor.
- 1976** MV Handbook changed to Youth Leader's Handbook.
- 1977** Youth Ministry Accent launched.
- 1979** MV was changed to AY - Missionary Volunteers to Adventist Youth.
JMV (Junior Missionary Volunteers) became AJY (Adventist Junior Youth).
Youth Congress of the Northern Europe Wes-Africa Division on July 23 in Tormoy, Norway.

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- 1980** MV Honors became known as AY Honors.
New Adventist Youth Leader Logo accepted.
- North American Division Master Guide program was divided into 2 separate Leadership classes: Master Guider (Leadership for Pathfinders); Adventist Youth (Leader of Senior Youth); MV Camp Directory changed to World Adventist Youth Camp Directory.
- 1982** MV World Emblem was replaced by the Pathfinder World Emblem
- 1995** Youth Department was re-organized as a General Conference Department.
- 2001** International Youth Leadership Conference, Aguas de Lindoia, Brazil, August 9-13.
John Hancock, 2nd World Pathfinder Director and 6th World Youth Director, died February 22.
- 2002** 3rd South American Division Youth Congress, Chile, January 7-12.
Satellite Youth Evangelism used in Inter-American Division with over 60,000 baptisms reported.
- 1st Youth Leadership Certification for Southern Asia Division, October 15 -21, Kolkata, India.
- 2003** 1st World Congress on Youth and Community Service, Bangkok, Thailand
- 2005** Youth Ministry Handbook revised.

**CONSTITUTION AND BYLAWS
FOR THE
NORTHEASTERN CONFERENCE ADVENTIST YOUTH
FEDERATION**

PREAMBLE

Whereas, the Adventist Youth Societies of the Northeastern Conference were designed to foster the development of the spiritual, mental, physical and social growth of youth,

Whereas, the Adventist Youth Societies of the Northeastern Conference were designed to train, motivate, empower and equip with resources for the development of leadership abilities,

Whereas, the Adventist Youth Societies of the Northeastern Conference recognizing the awesome task that rest upon the shoulder of our youth to spread the everlasting gospel of our Lord and Savior Jesus Christ to this generation and generations to come,

We hereby declare our willingness to abide by the articles as set forth in this constitution and by laws.

MISSION STATEMENT

The Youth Ministries Department serves the eleven regional entities that make up the Northeastern Conference Adventist Youth, Pathfinder and Adventurer Federations. We are committed to the task of providing training and support to youth leaders as they work to prepare children, youth and young adults for the second coming of Jesus Christ. Toward this mission, our goals are:

1. To foster the growth and vitality of all children, youth, and young Adults.
2. To keep youth leaders informed about the progress of youth ministries in the federations.
3. To coordinate leadership training workshops
4. To facilitate conference-wide youth interaction through spiritual convocations, and recreational activities
5. To disseminate information about resources geared to the changing needs of children, youth and young adult leaders
6. To gather, record, maintain and report statistical data regarding youth societies
7. To encourage the development of innovative methods and strategies in the AY Societies.

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ARTICLE I --- NAME

The organization shall be known as the Northeastern Conference Federation of Adventist Youth Societies.

The Federated areas are:

- Bronx/Manhattan
- Brooklyn/Staten Island
- Franco-Haitian
- Hispanic Hudson Valley/Capital City
- Long Island
- New England - North
- New England - South
- Queens
- Rockland/Westchester Counties
- Western New York

ARTICLE II --- PURPOSE

The purpose of this organization shall be to:

- (a) promote and help maintain the high spiritual standards of its members;
- (b) furnish additional motivation to the Adventist Youth membership;
- (c) provide opportunity for spiritual enrichment and broader social fellowship;
- (d) promote united support for greater interest in Christian Education. Eg. establishing scholarships;
- (e) give coordinated assistance for the full support of all phases of Adventist Youth Societies;
- (f) promote and encourage its members to engage in well planned outreach activities;
- (g) set soul winning goals each year, and provide means of reaching these goals, and make annual reports to the Northeastern Conference Youth Ministries department;
- (h) promote and encourage the effective use of the information "Super Highway" in order to accomplish the holistic needs of our youth.

ARTICLE III --- MEMBERSHIP

SECTION 1

Members of the Northeastern Conference Federation of Adventist Youth shall consist of:

- (a) All baptized members
- (b) All regular and active associate members (non-baptized)

SECTION 2

Members must uphold the standards expressed in the Adventist Youth Pledge and Law.

SECTION 3

Admission to the social activities of any area Federation of Adventist Youth Societies shall be limited to the members, other friends and guests.

SECTION 4

The Northeastern Conference Youth Director and Associate Youth Director shall be ex-officio members of all area Federations. They may have voice but no vote.

ARTICLE IV - MEETINGS

General meetings of the Federation shall be held at least twice a year; and upon dates which can be adopted as a regular annual schedule, where possible, at a time which can be established as a regular schedule, and at a place which can be secured and arranged for by the host church, with each member church of the federation being given an opportunity to host according to an adopted rotation plan.

The Local Federation - Part A

ARTICLE V - OFFICERS

SECTION 1

The Officers of this organization shall be the President, the First Vice - President, a Second vice President, the Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer, the Chaplain, the Parliamentarian, the Social Director, the Public Relations Director, The Sport Coordinator, the Pathfinder Area Coordinator, The Adventurer Area Coordinator, the Olympic Coordinator, and any other appointed person the Federation deems necessary for the execution of its plans.

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SECTION 2

The Northeastern Conference Youth Director and the Associate Youth Director shall be the general supervisor and sponsor.

SECTION 3

- A. Each federation officer is expected to harmoniously carry out his or her designated responsibilities in the organization. Anyone who finds it inconsistent with his/her time and availability to provide active cooperation in the performance of his or her responsibilities, shall be relieved of his or her office and replacement made upon recommendation of two/three vote (2/3) of the Federation's Executive Committee (see section 6A of By-Laws) and a majority vote of the federation members present.
- B. Each federation officer must complete the Youth Leader's Training Course, its equivalent, or related experience in youth ministries.
- C. Federation Officers must have served in the Youth Ministries department of the local church.
- D. Federation officers must be knowledgeable of and practice the doctrines and fundamental beliefs of the Seventh-day Adventist Church.

Local Federation - Part B

SECTION 1- THE PRESIDENTS' PRESIDENT

Shall:

- (a) Serve as a resource person to the AY Federation Presidents
- (b) Serve as a member of the Youth Advisory Council
- (c) Be available to the Youth Ministries Department for consultation in the planning of all events directed by the department
- (d) Be elected for a term of three years at the Annual Adventist Youth Leaders' Workshop. The name of the candidate shall be recommended and submitted by the AY Federation Presidents and ratified by the General body.

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SECTION 2 - PRESIDENT

Shall:

- (a) Serve as the chairperson of the executive committee and preside at all general meetings of the federation.
- (b) Be responsible for the smooth operation of the federation.
- (c) Direct the coordination of all committees.
- (d) Be responsible to the Northeastern Conference Youth Ministries Department and furnish written monthly reports of federated area.
- (e) Review all correspondence sent from the federation to officers, and/or other societies and committees.
- (f) Visit all churches during terms of office or designate a representative from the federated area to do so.
- (g) Be an ex-officio member of all committees of the federation.
- (h) Be granted the privilege of appointing special committees as deem necessary.

SECTION 3 - THE VICE PRESIDENT

Shall:

- (a) Assume the duties of the President in his/her absence or when designated by the president to do so.
- (b) Serve as chairperson of special committees.

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SECTION 4 - THE SECRETARY

Shall:

- (a) Serve as secretary of the Federation executive committee.
- (b) Serve as chairperson of the Federation in the absence of the President or Vice President.
- (c) Keep a permanent record of all executive and general meetings and is responsible for presenting recommendations and actions to the regular Federation meeting. A copy of all actions should be sent to the Northeastern Conference Youth Ministries department.
- (d) Be responsible for all correspondence of the Federation.
- (e) Furnish a report of all actions taken at general Federation meetings to the Youth Leaders in the Federation.

SECTION 4 - THE ASSISTANT SECRETARY

Shall:

- (a) Serve as recording secretary in the absence of the secretary and when the secretary is the chairperson.
- (b) Perform such functions and assignments as delegated by the Secretary and the President.

SECTION 5 - THE TREASURER

Shall:

- (a) Be knowledgeable of basic bookkeeping skills.
- (b) Be the custodian of all Federation funds and shall disburse such fund on the authorization of the executive committee.
- (c) Provide monthly financial report to the executive committee.
- (d) Present a financial report of all Federation funds at least bi-annually; once at the regular federation meeting, at the last executive meeting and at whatever times deem necessary by the Federation's executive committee.
- (e) Forward a copy of the financial report to the Northeastern Youth Ministries Department on a quarterly basis.
- (f) Present books and records for annual audit review the Northeastern Conference auditor.

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SECTION 6 - ASSISTANT TREASURER

- (a) Shall assume all duties of the treasurer in his or her absence or when required by the President or the Treasurer to do so.

SECTION 7 - CHAPLAIN

Shall:

- (a) Coordinate all spiritual activities pertaining to the Federation.
- (b) Serve as a consultant in the selection of speakers for special Federation meetings.
- (c) Provide an atmosphere for spiritual growth in the Federation.

SECTION 8 - PARLIAMENTARIAN

Shall:

- (a) Possess a thorough knowledge of the rules and regulations of parliamentary procedure.
- (b) Furnish information concerning Parliamentary procedure to any member at any called meeting of the Federation.
- (c) Guide the chairperson presiding at any meeting of the Federation to ensure the safe, fair and proper conduct of business.
- (d) Have a copy of the constitution in his/her possession at all Federation meetings.

SECTION 9 - SOCIAL DIRECTOR

Shall:

- (a) Coordinate the social and recreational activities of the Federation.
- (b) Be available to the Youth Societies in the Federation to offer input when needed in the planning of recreational activities, etc.

SECTION 10 - PUBLIC RELATIONS DIRECTOR

- (a) Shall be responsible for promoting and advertising all activities of the Federation.

SECTION 11- SPORTS COORDINATOR

Shall:

- (a) Be knowledgeable of Physical Education and health and wellness
- (b) Be responsible to coordinate all sports activities of the Federation, e.g. basketball, volleyball, etc.

SECTION 12 - OLYMPIC COORDINATOR

Shall:

- (a) Be knowledgeable in the areas of Physical Education, health and wellness
- (b) Plan, prepare and execute all events connected to the Olympics
- (c) Report to the Northeastern Conference Olympic Commissioner

SECTION 13 - HEALTH & WELLNESS COORDINATOR

Shall:

- (a) Be a professional in a health related field
- (b) Conduct periodic health and wellness seminars for the youth in the federated area
- (c) Be available for Federation events to provide and designate a professional team to take care of health needs.

BY-LAWS

FINANCE

SECTION 1

Each area Federation should submit an annual detailed budget to the Northeastern Conference Youth Ministries department for approval by the Youth Advisory Committee.

SECTION 2

The Federation shall be financed primarily by the dues paid by the member Youth Societies, and by special federation offering. Each Youth department shall pay annual dues appropriated by the membership of the local church. These dues shall be as follows: membership of 1-150 pays \$120; 151-300 pays \$145; 301-400 pays \$170; 401-500 pays \$200; 500 and above pays \$225. All dues must be paid by March 30th of each year. The Olympic dues is included in the Federation Dues and shall be as follows: membership of 1-99 pays \$20; 100-199 pays \$25; 200-399 pays \$30; 400-599 pays \$35; 600-799 pays \$40; 800-999 pays \$45 and 1000+ pays \$50. Each federation must forward all Olympic dues to the Northeastern Conference Youth Department by March 30th of each year.

SECTION 3

A checking account shall be opened and maintained at a local bank in the name of the federation. The bank must be approved by the Federation Executive Committee. Three (3) signatures shall be maintained with two (2) being necessary to effect a withdrawal. The required signatures for a withdrawal must be that of the President and either of the two Treasurers or the Vice-President.

OFFICERS

SECTION 4 - TERM OF OFFICE

The officers of this organization shall be elected for a period of 3 years and no more than two consecutive terms.

SECTION 5 - ELECTION OF OFFICERS

(a) Election of officers shall be conducted at a duly called Federation meeting at the conclusion of the term of office or at any time the Northeastern Conference Youth Ministries Director deems it necessary.

(b) Election shall be held at least three months prior to the conclusion of the term of office.

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- (c) Notice of such meeting should be given at least thirty days prior to the election.
- (d) Voting shall be done by secret ballot.
- (e) All officers shall be from Adventist Youth Societies that are current in the payment of dues.
- (f) Officers shall be chosen through a committee consisting of three representatives from each member society.
- (g) The Northeastern Conference Youth director shall serve as the chairperson of the election committee.
- (h) A report of the results of the election shall be sent to all societies of the Federation.
- (i) A transition period of thirty days shall be established to mentor all newly elected officers

COMMITTEES

SECTION 6

- (a) The Executive Committee shall be the President, the Vice Presidents, the Secretary, the Assistant Secretary, the Treasurer, the Assistant Treasurer, the Chaplain, the Social Director, the Parliamentarian, the Public Relations Director, the Sport Coordinator, Olympic Coordinator, the Pathfinder area coordinator, the Adventurer Area Coordinator and any other appointed person the Federation deems necessary for the execution of it plans.
- (b) The Executive Committee shall meet at least once per month to plan the work and activities of the Federation.
- (c) The Executive committee shall appoint other committees that are deemed necessary to effect and reflect the desires of the Federation.
- (d) Standing committees of the Federation shall be as follows: Devotional and Outreach, Educational, Music, Communication, and Recreational. The Members of these committee shall be appointed by the Federation executive committee in counsel with the Northeastern Conference Youth Ministries Director.
- (e) Pastors and first Elders shall be Ex-officio members of the Federation Executive. They may have voice, but no vote.

QUORUM

SECTION 7

Two-thirds of the Executive Committee constitutes a quorum of the committee, and one-fourth of the Federation constitutes a quorum for Federation Meetings. In the absence of a quorum, actions taken by the Federation executive committee or at general meetings these actions should be ratified at the next meeting.

RESIGNATION

SECTION 8

Resignations of officers shall be presented in writing to the Executive Committee. Upon the acceptance of the resignation, the executive committee shall appoint a successor, subject to approval of the general body.

MEETINGS

SECTION 9

The Federated area shall meet at least twice per year.

YOUTH ADVISORY COUNCIL

SECTION 10

- (a) The Youth Advisory Council is the elected body of the Northeastern Conference Youth Ministry Department that oversees the entire operation of the Federations. The members of this committee shall be the Youth Director, Associate Youth Director, Youth Department Secretary, all Federation Presidents, AY Presidents' President, Bible Bowl Commissioner, Olympic Commissioner, Chairperson of the Sports Commission, The Senior Basketball Commissioner, The Junior Basketball Commissioner, The Head Pathfinder Coordinator of each area, and one Adventurer Coordinator recommended by the Adventurer federation to the Youth Advisory Council. In addition, three floor members shall be chosen at the annual Adventist Youth Officers' Workshop. There shall be one Junior Youth (10-15), one Senior Youth (16-23) and one Young Adult (23-35) who will serve for one year on a federation rotational basis. The Youth Advisory Council may choose any other persons deemed necessary who will serve the interests of the youth of the Northeastern Conference.
- (b) The Youth Ministry Director or the Associate Youth Director shall serve as Chairperson of the Youth Advisory Council.
- (c) The Youth Advisory Council shall meet at least once per month.
- (d) The Youth Advisory Council may occasionally accept observers to the Youth Advisory Council, only if the Youth Director or the Associate Youth Director is given prior notice and such permission is granted.

PARLIAMENTARY AUTHORITY

SECTION 11

The meetings of this Federation shall be governed by parliamentary law as set forth in Robert's Rules of Order and the General Conference Rules of Order.

AMENDMENTS

SECTION 12

The constitution and the by-laws may be amended by a two-third (2/3) vote of the Membership present at a specially called meeting of the Federation. All amendments must be put in writing for circulation to all members thirty (30) days prior to the called meeting.

DISSOLUTION

SECTION 13

In the event that this Federation can no longer function as described in this constitution And by-laws, its dissolution must be effected by a three-quarter (3/4) vote of those Present at a specially called session of the Federation. Notice of the meeting for dissolution must be submitted to all members at least thirty (30) days prior to the meeting.

HOLDINGS OF THE FEDERATION

SECTION 14

In the event of dissolution, the holdings of the Federation shall be transferred to the Northeastern Conference Youth Ministries Department after all debts have been settled.

Creative Leadership

The ability to affect human behavior so as to accomplish a mission

The Psychology of Leadership:

One of the differentiating factors between Management and Leadership is the ability or even necessity to inspire. A Leader, one who can still passion and direction to an individual or group of individuals, will be using psychology to affect that group either consciously or unconsciously.

Those who seem to be “Natural Leaders” and effectively inspire groups without really knowing the strategies or tactics used are considered Charismatic Leaders. The conscious Leader on the other hand applies a variety of psychological tactics that affect the “reactions” of a group to the environment they exist in.

Creativity

(or “creativity”) is a mental process involving the generation of new ideas or concepts, or new associations between existing ideas or concepts.

From a scientific point of view, the products of creative thought (sometimes referred to as divergent thought, in other words the creative generation of multiple answers to a set problem) are usually considered to have both originality and appropriateness. An alternative, more everyday conception of creativity is that it is simply the act of making something new.

Colloquial definitions of creativity are typically descriptive of activity that results:

- in producing or bringing about something partly or wholly new;
- in investing an existing object with new properties or characteristics;
- in imagining new possibilities that were not conceived of before;
- and in seeing or performing something in a manner different from what was thought possible or normal previously.

(Adapted from Wikipedia)

Creative Leadership in the 21st Century, 4 Real Seminars

Requirements for Leadership in the 21st Century

1. Vision
2. Passion and self-sacrifice
3. Confidence, determination, and persistence
4. Lead by example
5. External representation
6. Inspirational communication
7. Expectations of and confidence in followers
8. Choose relevance
9. New paradigms
10. Collaborative networking relationships
11. Global-civic and community-minded
12. Personal faith

(Creative Leadership in the 21st Century, 4 Real Seminars)

Responsibilities of A.Y. Officers

The Leader

1. Familiarize him/herself with the plans of the local conference Youth Ministries Department and the Adventist Youth Federation.
2. Stay in touch with the conference youth director and federation president.
3. Plan the regular meetings of the Youth Council and, in counsel with the associate leaders, prepare an agenda for the committee.
4. Have some specific plans and present them to the committee. Present the recommendations of the committee to the A.Y. Society for action.
5. Assign necessary leadership functions to others as is necessary for carrying out the plans and achieving the goals of the society.
6. Be knowledgeable of the duties of each officer of the society and make certain that each officer understands what is required of him/her.
7. Chair the A.Y. Council meetings, except when definite arrangements have been made for an associate leader to take charge.
8. Serve as ex-officio member of all A.Y. bands and committees.
9. Stay in touch with the Youth Sponsor.
10. Serve as member of the Church Board.
11. Attend QAYF meetings regularly.

The Associate Leader

1. Serve as a regular member of the A.Y. Council.
2. Carry out all leadership responsibilities assigned by the A.Y. Leader and the A.Y. Council.
3. Chair the A.Y. Council meeting in absence of the leader.
4. Be informed and knowledgeable in the work of the A.Y. Society and share the goals and privileges as listed for the leader.
5. Chair the regular weekly A.Y. meeting as scheduled.

The Secretary-Treasurer

1. Serve as member of the A.Y. Council, serve as its Recording Secretary, and keep record of all minutes and actions of the committee in a book devoted to the purpose.
2. Keep record of the names and addresses of all members of the A.Y. Society.
3. Record any and all actions of the A.Y. Society as a whole and keep them in permanent form.
4. Educate the youth on how to report their missionary work during the regular weekly A.Y. meeting.
5. Gather weekly reports of the missionary work done by the youth.
6. Prepare monthly reports of the missionary activities of the society and forward to the conference youth director.
7. Make a report to the society at least once a quarter summarizing the missionary work done during the quarter.

8. Receive funds of the A.Y. Society, and deposit the same with the church treasurer. Note that the church treasurer is the custodian of all church funds.
9. Keep an accurate record of all moneys received and all expenditure of funds. Retain receipts from church treasurer for a permanent record.
10. Disburse funds only as authorized by the A.Y. Council.
11. Obtain a receipt from the church treasurer for all funds deposited with him/her on behalf of the A.Y. Society.
12. Submit a financial statement to the A.Y. Council at the close of each month.
13. Be alert to see things a secretary can do to assist the A.Y. leader.
14. Order all A.Y. supplies.
15. Bring all records up to date at the end of the year, and turn over all the books and records to the incoming secretary-treasurer.

The Assistant Secretary

1. Serve as a member of the A.Y. Council.
2. Carry out all the responsibilities assigned by the secretary-treasurer and the A.Y. Council.
3. Assist the secretary-treasurer in carrying out all responsibilities.
4. Perform all duties in the absence of the secretary-treasurer.

The Chorister or Accompanist

1. Serve as a regular member of the A.Y. Council.
2. Be primarily responsible for the music of all A.Y. functions.
3. Cooperate with the leaders by seeing to it that all musical selections are in keeping with the topic of the evening.
4. Assist in planning the music for the annual week of prayer.
5. Counsel with the A.Y. Council in regards to musical programs that may be scheduled during the year in the society's meeting.
6. Cooperate and assist in providing music for the society's social functions.

The Devotional Secretary

1. Serve as a regular member of the A.Y. Council.
2. Encourage society members to follow a daily personal devotion plan such as Bible reading, Morning Watch, or Encounter Series.
3. Assist the leader of the officer's prayer band.
4. Keep a record of all who are systematically following the Bible Reading Plan.
5. Assist the leaders in planning for the prayer and scripture of the weekly society meetings.
6. Assist the leader and the A.Y. Council in planning and executing the annual youth week of prayer.
7. Monthly, give the A.Y. Secretary the names of those who have completed the Bible Reading Plan or Encounter Series, so that he include it in the report to the conference youth director.
8. Foster and encourage the youth to participate in the Bible Bowl.

9. Chair meetings of the Devotional Committee.

The Social Secretary

1. Serve as a regular member of the A.Y. Council.
2. Counsel with the A.Y. Council regarding the social events calendar.
3. Be primarily responsible for planning social events and counsel with the A.Y. Council regarding all plans.
4. Welcome visitors and other guests attending the society meetings.
5. Cooperate with the youth sponsor in promoting and producing special programs.
6. Chair the meetings of the Social Committee.

The Sports Committee

1. Serve as a regular member of the A.Y. Council.
2. Counsel with the A.Y. Council regarding the sports events calendar.
3. Be primarily responsible for planning and coordinating sports events and counsel with the A.Y. Council regarding all plans.
4. Know the conference and federation plans for sports activities and assist in preparing society members for participation.
5. Chair the meetings of the Sports Committee.

The Communications Secretary

1. Serve as a regular member of the A.Y. Council.
2. Know the plans for each society meeting and activity well in advance, and advertise every society meeting and activity via posters, bulletin boards, church bulletin, and announcements.
3. Cooperate with the church communications secretary as the need arises.
4. Plan the announcement for each society program, making it available to the secretary on duty.
5. Chair the meetings of the newsletter committee.

The Band Leader

1. Serve as a regular member of the A.Y. Council.
2. Motivate and encourage members of his/her band to participate in sharing their faith, devotion, A.Y. programs, and socials.
3. Counsel with the A.Y. Council regarding making the bands more effective.
4. Have the band secretary keep a record of the band's work.
5. Promote band spirit and pride.
6. Report from time to time on the progress and activities to the council and society.

The Usher

1. Make certain that sufficient chairs are in place on the platform.
2. See that the room is orderly before the start of the meeting.
3. Distribute song books before the start of the meeting.
4. Check offering plates or baskets and have them in readiness for receiving the offering.
5. Greet people as they enter the sanctuary and show them to a seat.
6. Collect the offering.

The Programming Team

1. Assume total responsibility for the weekly programming on Sabbath afternoons.
2. Present the weekly program to the A.Y. Council.
3. Enlist society members in planning and participating in A.Y. programs and activities.
4. Promote the programs set forth by the A.Y. Council within their circle of influence.

Styles of Adventist Youth Leaders

- Autocratic Leader
- Paternalistic Leader
- Laissez-Faire Leader
- Developmental Leader

Autocratic Leader

- One who believes in absolute obedience and control
- Stays at the center of all youth activities and must have complete control.
- One who views youth as people who do not want to work and who have little ambition or ability.
- A youth leader who thinks he/she knows it all! What a pity. Especially for youth and young adults who must interact with the leader.
- **Note to Leader... RULES WITHOUT RELATIONSHIP LEADS TO REBELLION!**

Paternalistic Leader

- Uses the Mother Hen or Father Rooster approach to youth
- Make's youth dependent in the leaders rather than upon themselves
- Refuses to let the youth mature or develop
- Figures 'youth will always be youth....'
- **Note to Leader....LET 'EM GROW UP!**

Laissez-Faire Leader

- Exhibit's leadership without control, directive or goals
- Remains uninvolved
- Delegates everything, including personal responsibility
- Let's everything go-absolutely no rules!
- **Note to Leader.... RELATIONSHIPS WITHOUT RULES LEAD TO REBELLION!**

Developmental Leader

- Believes in growing, maturing process of youth ministries
- Life's philosophy proves that people are most productive when included
- Is willing to let youth take responsibility and will not oppress them
- **Note to Leader....LEAD AND LET GO!**

Traits of a Successful Adventist Youth Leader

- ❖ A Successful Leader:
- ❖ Depends upon prayer and the power of God
- ❖ Knows how to focus his/her energy and talents on the relevant aspects of the challenge or problem
- ❖ Has the ability to understand a situation or problem before making a judgment
- ❖ Observes and keenly discerns the gist of youth situations, rather than act upon appearance (Be proactive-not reactive)
- ❖ Welcomes new and stimulating ideas from youths, even concepts that question or conflict with his/her point of view.
- ❖ Encourages others to offer diverse opinions on topics or situations
- ❖ Plans the use of time wisely and skillfully-is open sensitive, supportive and responsive to the needs of youth
- ❖ Considers the youth most important
- ❖ Listens to youth and is open to change
- ❖ Stays abreast with trends and issues that are relevant to youth and young adults
- ❖ Accepts disappointments and failures as learning experiences
- ❖ Takes note and jots down thoughts for future youth ministries
- ❖ Is a positive Mentor
- ❖ Provides Motivation
- ❖ Is a Visionary

The Adventist Youth Leader as Church Board Member

Welcome to the World of Adventist religious politics!

How to get your youth ministry agenda approved....

- **Preparation** (Do your homework!)
- **Communication** (The art of lobbying)
- **Presentation** (Selling your ministry)

Making your presentation to the board

Planned Activity or Ministry:

Date:

Time:

*Purpose of Activity:

Venue:

Chairperson:

Equipment Needed:

Special Feature or Guest(s)

Transportation:

**Cost:

Other:

*Every program should have a purpose that can be any of the following:

To teach or instruct

To reinforce

To inspire

To inform

To motivate

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Service is a by product of successful Youth Ministry

******The cost of a program should include all identifiable expenses. If the purpose of the activity is to raise additional funding, inform the board of the amount you project to reach as a goal

The Bottom Line:

The youth leader, who fails to plan, plans to fail.

ITEMS NEEDED FOR AN A.Y.S. BUDGET

Line Item

Special days

Social Activities

Workshop & Seminars

Federation Dues

Guest Speakers

Outreach

Retreat

Bible Bowl

AJY Program Supplies

AJY Social Activities

Other (Awards, Program Supplies, Books, Tapes, etc...)

Federation Dues

Total

QUEENS ADVENTIST YOUTH FEDERATION
Fiscal Year 2008 Operating Budget

OPERATING INCOME

| | |
|--|---------------|
| Offerings and Contributions | |
| Federation Rally Day | 9,000 |
| Officers Cash Contributions | 1,000 |
| Other Cash Contributions | 1,250 |
| Harriett Smith Scholarship Concert | 1,000 |
| Total Offerings and Contributions | <u>12,250</u> |
| Federation Dues | |
| Agape | 120 |
| Corona | 225 |
| Jamaica | 225 |
| Lebanon | 200 |
| Linden | 225 |
| Mt. Sinai | 225 |
| Queensboro Temple | 200 |
| Solid Rock | 145 |
| So Ozone Park | 145 |
| Springfield Gardens | 170 |
| Village | 145 |
| Total Federation Dues | <u>2,025</u> |
| Fundraising Sales | |
| Gospel Skates | 4,800 |
| Amusement Park Trip | 3,500 |
| Total Fundraising Sales | <u>8,300</u> |
| Value of Contributed Items | |
| Mother's & Father's Day Gift Cards Program | 300 |
| Christmas Care Gift Giving Program | 500 |
| Thanksgiving Basket Distribution Program | 300 |
| Total Value of Contributed Items | <u>1,100</u> |

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| | |
|---|----------------------|
| Value of Specialized Contributed Services | |
| Community Outreach/Health Fair | 3,800 |
| TOTAL OPERATING INCOME | <u><u>27,475</u></u> |

OPERATING EXPENSE

Programs and Services

| | |
|--------------------------------|------------------|
| Federation Rally Day | |
| Property Rental and Lease | 4,000 |
| Meetings and Workshops | 300 |
| Guest Speaker Honorarium | 300 |
| Musicians Stipend | 700 |
| Materials and Supplies | 200 |
| Security Services | 1,500 |
| Gifts and Awards | 500 |
| Meals and Fellowship | 500 |
| Total Federation Rally Day | <u>8,000</u> |

| | |
|---|------------------|
| NECYM Olympics | |
| Olympics Dues | 380 |
| Olympics Journal | 200 |
| Travel and Accommodations | 1,050 |
| Materials and Supplies | 170 |
| Inventory: Track Uniforms and Equipment | 300 |
| Payoff of Balance brought forward | 400 |
| Total NECYM Olympics | <u>2,500</u> |

| | |
|----------------------|-------|
| Scholarships Awarded | 2,000 |
|----------------------|-------|

| | |
|--|-------|
| Other Programs and Services | |
| Mother's & Father's Day Gift Cards Program | 300 |
| Christmas Care Gift Giving Program | 500 |
| Thanksgiving Basket Distribution Program | 300 |
| Community Outreach/Health Fair | 4,000 |

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| | |
|---|---------------|
| Total Other Programs and Services | <u>5,100</u> |
| Total Programs and Services | <u>17,600</u> |
| General & Administrative Expenses | |
| Bank Service Charge | 200 |
| Advertising | 150 |
| Communications | 500 |
| Meals and Fellowship | 150 |
| Gifts and Awards | 100 |
| Meetings and Workshops | 100 |
| Materials and Supplies | 100 |
| Total General & Administrative Expenses | <u>1,300</u> |
| Fundraising | |
| Gospel Skates | 4,000 |
| Amusement Park Trip | 3,000 |
| Total Fundraising | <u>7,000</u> |
| TOTAL OPERATING EXPENSE | <u>25,900</u> |
| OPERATING INCREASE (DECREASE) | 1,575 |

Notes:

- (a) The Harriett Smith Scholarship Fund a restricted fund
- (b) Specialized medical services provided by MDs and RN/LPNs
- (c) Replacement cost for Track Uniforms
- (d) Payoff of balances owed to Track coach from FY 2007
- (e) Scholarships are funded from the General Fund and the Harriett Smith Fund
- (f) Medical supplies are paid from the General Funds

BASIC NEEDS OF ALL YOUTH

1. Be accepted, belong to something
2. Feel secure/safe
3. Have intimate, caring relationships
4. Be loved and know they're loved
5. Develop self-control and emotional stability
6. Be challenged
7. Be active
8. Know the Bible and its teachings
9. Achieve new and more mature relations
10. Achieve a masculine or feminine social role
11. Accept their physique
12. Select and prepare for a vocation
13. Desire and achieve socially responsible behavior
14. Develop a gospel of sacrifice and servant hood

The Do's and Don'ts of Urban Youth Ministry

by Ginger Sinsabaugh

Why should you care about the challenges city youth leaders face? We'll give you 9 reasons.

The urban ministry ecosystem is ground zero for youth culture trends—and city youth leaders are in the first wave to hit the beach in the battle for kids' hearts. They're making it up as they go. And we can learn a lot about effective youth ministry from them.

But city ministry likely isn't what you think it is. In Los Angeles County alone, people speak more than 80 languages. Urban ministry is all ages, all colors, and a world of issues.

Because the typical budget for an inner city ministry is funded by the money found under the driver's seat of the church van, this article might be the only advice an urban youth leader can afford. So here are some quick dos and don'ts for those who dare to do.

THE DON'TS

- DON'T think you can't make a difference just because of your ethnicity.

That's as stupid as telling teenagers they can't make a difference in the world because of their ethnicity. While indigenous leaders (that's a fancy word for leaders who are native to the community) are the best, anyone can love kids in the strength of Christ.

I'm as pale as a plucked chicken and couldn't shoot a basket if my salvation depended on it. Yet I'm making a difference in an inner city sports ministry in Chicago. The trick is, if you're white and working with Latinos, don't pretend you're Ricky Martin. Be yourself. You might not know what it's like to be a teenager living in the projects with a crack addict who plays loud music all night. But you do know if that teenager doesn't stop making excuses for not doing his homework, life in the projects is the best his life will ever be.

- DON'T make teenagers feel like charity cases.

The only thing worse than wearing second-hand clothes is having your youth leader hand you a sack of them in front of everyone else. If you know young people in dire need, be sensitive about how you help meet their needs. For example, give teenagers hand-me-ups instead of hand-me-downs. In other words, give your kids clothing you really like instead of stuff that's outdated and missing a button. When you offer the clothes, say, "I want you to have one of my favorite sweaters" instead of "I think you need these clothes."

- DON'T rely on phones for follow-up.

Even though it's common to hear beepers and cell phones going off during your get-togethers, disconnected home phones are quite common in inner city ministry. Teenagers who are embarrassed by this will make up a phony number on those forms you hand out, or they'll leave it blank. Don't wait until you're away on a trip or at a camp to try the phone numbers kids give you. And make sure you get a secondary number for emergencies.

Try keeping in touch with your teenagers using postcards or other mailings. You can design a standard-size postcard for your youth group on any basic computer program. Just print it on heavy card stock paper (postage for standard-size postcards is cheaper than for letters). Be sure to include

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a personal note on the card as well as youth group updates. Kids will never discard anything that affirms them—so be lavish in what you write.

- DON'T assume these kids have never heard of Jesus.

You're not doing ministry in the Amazon jungle—you work in the most heavily evangelized square mileage on this planet. The problem is, many inner city ministries fail to make the gospel message relevant to today's teenagers. They've heard all the stories about Jesus but have never really known Jesus. So when you share Christ's promise of new life, bridge the cross to the crossfire. I mean, start with something that's vitally important to your kids (with mine, it's the threat of violence), and make your way toward the hope we have in Christ. Remind them that Christ's return will be like a drive-by. They don't know when either will happen, so they'd better be ready.

- DON'T take gang strongholds lightly.

Gangs are the Boy Scout troops of the inner city, offering structure and a sense of belonging to urban male young people. Boy Scouts are proud of their merit badges; gang members are proud of their semiautomatic weapons (and many 12-year-olds know how to use them). If you're new to a gang-infested neighborhood, find a trusted urban ministry veteran to advise you about gang wars, turfs, and other cultural imperatives.

It often takes years to break the stranglehold a gang has on a teenager. To successfully “jump out” of a gang, a teenager might have to move to a different state to find safety. I don't mean to be callous, but you might want to focus on helping teenagers who've resisted “officially” joining a gang and are just “affiliated” with one (as if a bullet can tell the difference).

THE DO'S

- DO watch how you use the word “parents” in your vocabulary. There are few “traditional” families in urban ministry, so make sure your language is sensitive to this issue. An overwhelming number of urban teenagers live with single moms and have never met their fathers. Still others live with aunts or grandmothers. So make sure you reword permission slips to ask for a “legal guardian's signature” instead of a “parent's signature.”

One more thing to keep in mind—when you ask your kids about family issues, don't forget to ask about other brothers and sisters. Take time to discover each teenager's unique family story.

- DO what you say you'll do.

Urban teenagers experience inconsistency in every area of their lives—from no-show fathers to youth pastors who enter and exit through a revolving door. Many have lost trust in adults. Others feel as if their lives simply don't matter. Don't be the next person in line to let them down. Don't cancel plans that you have with a teenager unless a piano falls out of the sky and lands on you (even that's debatable). Break the broken pattern with these teenagers.

- DO push educational goals as well as spiritual ones.

Lack of education is the #1 perpetuator of the poverty cycle. Reward teenagers for doing their homework, and encourage them to work on it at your after-school youth center. Start a tutoring program or homework club. It's a no-brainer way to make them big-brainers. At the same time, be sensitive to kids who can't read but can cover it up. Never simply pick someone to read a difficult Bible passage. Always ask for volunteers.

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- DO remember that they're still kids.

In urban ministry, you'll be dealing with tough issues such as violence, drugs, and broken homes. You'll find the front pages of your phone book are a great resource for government agencies that can assist you with hard-core problems. But don't lose sight that these tough-looking teenagers are still kids. They love pizza, they get bored easily, and they'll even laugh at your dumb jokes. But most of all, they need the hope of Jesus Christ. So whatever you do, don't give up. After all, the kids you'll be working with can't afford to give up.

Ginger Sinsabaugh splits her time between advertising and urban youth ministry with Slam! Sunshine Gospel Ministries in Chicago

HOW TO GET YOUNG PEOPLE TO ATTEND AYS

1. Plan according to their need not what you desire or feel is best for them.
2. Involve them in the planning of the AYS program.
3. Let youth be participants rather than spectators during AYS.
4. Vary the AYS program. Get out of the rut!
5. Do not talk “down to” but rather “talk to” youth during AYS presentation or in giving timely advice.
6. Programs must be relevant-utilize videos, guest lectures, panel discussion as they relate to issues and concerns of youth today.
7. Express appreciation to youth during AY and at other times for their support and participation.
8. Visit young people in their homes. Get to know them and their families.
9. Become socially involved with youth at church sponsored activities and school functions.
10. Be friendly, approachable, kind, understanding, patient, forbearing, non-condemning and yet firm in relating to youth what is proper and none accepting as it relates to doing the will of God.
11. The presence of pastors at AY meetings and verbal support during the morning worship hours is a great motivator for parents and youth to attend AY.
12. In all your planning, lean not to your own understanding, but lean heavily upon the wisdom of God and He will direct your path.

Outline for Programs

The Adventist Youth Leader and the Program

‘Raised in a society with cut-throat competition, today’s youth have come to expect excellence from church. They are quality drive, unwilling to accept mediocrity.’

George Barna, User Friendly Church

Longer

Song Service (Chorister begins with prayer)

Processional (Congregation stands)

Chorister leads out in theme song, while officers take places in front

Opening Ceremony

Prayer, Aim, Motto, Pledge, AYS Song

Secretary’s Corner

Welcome, Announcements, Report

Devotional Emphasis

Special Music

Offering

Special Music

Introduction

Program

Vespers

Shorter

Song Service

Opening Song

Opening Prayer

Aim, Motto, Pledge. AYS Song

Welcome, Announcements and Purpose

Secretary’s Report

Special Music

Offering

Introduction

Program

Vespers

Every AYS program should have

Two special musical pieces

Interesting announcements

Interesting offering emphasis

Interesting devotional emphasis

Special features (skits, did you knows, etc)

A short AYS Program is one hour (60mins)

A long AYS Program is two hours (120 mins)

A typical AYS Program is one hour and half (90mins)

A very long AYS Program is no good!

Also, in the winter months when most AYS programs begin at sunset, pause to acknowledge the end of the Sabbath, with creativity and timeliness.

Ideas for Socials

Black History Musicals

Board Game Tournament

Karaoke

Gospel Café

Poetry Café

Bowling

Picnic

Dress Down Social

Dominoes Tournament

Food Games

International Social

Lock-In (Rap Session)

Love Social

Miniature Golf

Talent Show

TV Game Show

Ring Games

Movie Night

Roller Skating

Ice Skating

Theme Park Trips

Pageant

Ideas for Outreach

Audio Tape Ministry

Video Tape Ministry

DVD Ministry

Bible Class

Bible Correspondence Course

Caroling for Christmas

Operation Clean Street

Coat Drive

Mothers Day Flowers Distribution

Guest Registry Ministry

Ingathering

Senior Youth Leadership Course

Magazine Distribution

Nursing Homes

Partnership for the Homeless

Exercise Class

Performing Arts Ministry

Promoting Abstinence as the Only Safe Sex

(ATM) Abstinence till Marriage

Stop Smoking Clinic

Toys for Tots – Christmas

Health Fairs

Youth Resources

Local

NEC Youth Department
(718)291-8006
www.necyouthministries.org

Union

Atlantic Union Ministries Department
www.atlantic-union.org/youth.html

North American Division Youth Ministries Department
www.adventistyouthministries.org

General Conference of Seventh-day Adventist Youth Ministries Department
Website: <http://youth.gc.adventist.org>

Ministry Helps

Cornerstone Youth Resource Magazine
Available at www.adventistbookcenter.com

Free Youth Ministries

Youth Specialities

www.youthspecialities.com

Center for Creative Ministry

www.creativeministry.org

God Encounters

www.GODencounter.org

The Center for Youth Evangelism

www.adventistyouth.org

Advent Source

www.adventistsource.org

Adventist Volunteer Ministries Network

www.hesaidgo.net

Adventist Youth Radio

www.ayradio.org

The National Youth Crisis Hotline

The National Youth Crisis Hotline offers a national referral service providing crisis intervention for runaways and parents of runaways, rape and abuse victims, drug and alcohol addiction, etc. Assistance with shelters, teen centers and transportation is available for callers under the age of 18. Call 24 hours a day, 7 days a week. Crisis intervention is also available for the hearing impaired. Monday thru Friday, 9-5 PST.

Recommended Resources Books

Youth Ministry Handbook-General Conference Youth Department 2000

7 Principles for Youth Ministry Excellence-Center for Youth Evangelism 1999

Purpose Driven Youth Ministry-Zondervan 1998

The ABZ's of Adventist Youth Ministry-Advent Source 2000

Practical Youth Ministry Handbook-Group 1993

The Family and Youth Ministry-Advent Source 1996

52 Sabbath Activities for Teen Groups-Review and Herald 1995

Who cares? A-Zillion Ways to Meet the Needs of People around You
Advent Source 1996

So, You Want to Be an AYS Leader.... Sandra Ziglor Zechariah McClain

Calendar of Events