



CONFERENCE YOUTH DIRECTOR'S MANUAL

Youth Department
General Conference of Seventh-day Adventists

Table of Contents

Seventh-day Adventist Youth Ministry Mission Statement	1
Introduction	2
AY Objectives	5
The Youth Director as a Spiritual Leader.	8
The Youth Director as a Missionary.	11
The Youth Director as a Planner	13
The Youth Director as a Relationship Builder	15
The Youth Director as an Office Worker	24
Youth Ministry Concepts	31
The Youth Director's Objectives	35
Uniforms/Flags	52
Youth Ministry Organization for Local Churches	56
Special Meetings.	61
Appendix A - Youth Federation	85
Appendix B - Union/Conference Youth Directors' Relationships	103
Appendix C - Departmental Responsibilities of the Union Youth Director.	105
Appendix D - Responsibilities of the Local Conference Youth Director.	107
Appendix E - Investiture.	109
Appendix F - Book Club Reading Plan	111
Appendix G - Seven Modules For Youth Ministry	112

Seventh-day Adventist Youth Ministry Mission Statement

The primary focus of Youth Ministry is the salvation of youth through Jesus Christ. We understand youth ministry to be that work of the church that is conducted for, with, and by young people.

Our task is to:

- * Lead youth to understand their individual worth and to discover and develop their spiritual gifts and abilities.
- * Equip and empower youth for a life of service within God's church and the community.
- * Ensure the integration of youth into all aspects of church life and leadership in order that they might be full participants in the mission of the church.

To accomplish our task:

We will achieve a balanced ministry by incorporating the biblical dynamics of fellowship, nurture, worship, and mission.

We will be committed to keeping relevant and effective in ministry by relating all ministry to the needs of the youth. It is imperative that we listen to and are informed by their perceptions, concerns, and suggestions. Effective ministry becomes possible in an atmosphere of love, acceptance, and forgiveness. We will conduct ongoing research to discover areas that need attention. We are committed to experimentation and innovation in our programs because we recognize the ever-changing nature of today's youth.

We will find inspiration in God's word and our history, and have faith in God for the future. Our philosophy will find expression in a wide variety of God-ordained ministry styles and programs.

We will provide regular evaluation to ensure that our primary focus is achieved.

—Adopted by General Conference and Division Youth Directors, July, 1993.

INTRODUCTION

These are exciting times for our beloved church. As we look forward to a new century, we can see changes taking place all around us. Unless we position ourselves in readiness for these days of changes, we, as a church, will not be able to face the challenges ahead of us.

Youth Ministry is one of the mediums through which our church is preparing for today's and tomorrow's challenges. It is designed to support the local church and is dedicated to helping Adventist youth develop to their fullest potential and to use that potential for the fulfillment of the gospel commission. All those called to participate in this ministry must be aware of their high calling and the noble work in which they are engaged.

As specialists in Youth Ministry, we must realize that it is our primary duty to give full attention to the youth of the church. We have not been called to entertain the youth, but to lead them. We have not been called to do the work alone, but to help others understand their responsibility toward the youth of this church. A clear understanding of the nature of our ministry will be of great help.

Our function differs from that of other organizations in that we are not the youth pastors; we are to assist the local pastors in their ministry to the youth.

We are not called to be the only ones with "know-how" or to guard zealously our knowledge and expertise; we are called to train and help local lay leaders discover ways and means to help the youth of their churches and to assume responsibility for their youth. For this, a proper understanding of Youth Ministry in the local church is pertinent.

Youth Ministry in the church is an interrelationship of adult-youth leadership geared to the youth population of the church. Through the youth organization, the church supports and works for and with its youth to meet their needs today.

The primary purpose of Adventist Youth Ministry is to win, train, commission, and hold the youth, ages 16 to 30. To fulfill this purpose, there is need for an active Youth Ministry that must have:

1. An organization through which it works.
2. Trained leadership to plan and lead in its activities.
3. Materials with which to work.
4. A supporting constituency

In His master plan, "the Lord has appointed the youth to be His helping hand" (Testimonies, vol. 7, p. 64).

Youth are not only the *future* of the church; they are also very much a part of it today! "The youth, if right, could sway a mighty influence" (Messages to Young People, p. 204). This army of youth, "rightly trained," can hasten the soon return of our Lord and Saviour. (See Messages to Young People, p. 196.) The minister's first responsibility is to learn how to work for young people and train them for service. (See Gospel Workers, p. 210; Christian *Service*, p. 34; Testimonies, vol. 6, pp. 435,436; Gospel Workers, p. 207.)

Ministry for Adventist youth is important because:

. . .the spirit of unselfish labor for others gives depth, stability, and Christian loveliness to the character, and brings peace and happiness to its possessor. . . . Those who thus exercise the Christian graces will grow and will become strong to work for God. They will have clear spiritual perceptions, a steady, growing faith, and an increased power in prayer. . . .

The only way to grow in grace is to be disinterestedly doing the very work which Christ has enjoined upon us—to engage, to the extent of our ability, in helping and blessing those who need the help we can give them. Strength comes by exercise; activity is the very condition of life (Steps to Christ, p. 80).

Thus, the goals of ministry to Adventist youth are:

To organize the resource of youthful energy for active service for others.

To instruct church youth leadership in the various methods of teaching theory, and give them program techniques of ministry to help Adventist youth reach their goals.

To save the children and youth of the church by leading them personally into a saving relationship with Jesus Christ and by training them to share Christ happily and skillfully, realizing that "those who thus devote themselves to unselfish effort for the good of others are most surely working out their own salvation" (Steps to Christ, p. 80).

God's work can never be finished without the young people of our church. The future of this cause depends upon them. The Youth Ministry sponsored by this church is to save our youth, train them for service, and involve them in the commission, "And this gospel of the kingdom shall be preached in all the world for a witness unto all nations; and then shall the end come" (Matt. 24:14).

We, as youth leaders, need to help the youth under our care and their ministers to realize this. In so doing, the need of being humble before the Lord and living daily close to Him is absolutely essential. Our strength is in the Lord. "For the eyes of the Lord run to and fro throughout the whole earth, to shew himself strong in the behalf of them whose heart is perfect toward him" (2 Chronicles 16:9).

Long ago, Ellen White wrote:

The youth need more than a casual notice, more than an occasional word of encouragement. They need painstaking, prayerful, careful labor. He only whose heart is filled with love and sympathy will be able to reach those youth who are apparently careless and indifferent (*Gospel Workers*, p. 208).

NOTE: In this document the term *conference* refers to both local conference and local mission. Unless otherwise stated, all Bible quotes are taken from the King James Version.

AY OBJECTIVES

Youth directors, in planning their work, must have clear ideas of the goals of the Adventist Youth organization. It is the responsibility of conference youth directors to make these goals clear to the AY Societies and to the churches.

The work of conference youth directors is, therefore, that of (a) organizing, (b) teaching, and (c) promoting evangelism in the spirit of the Youth Department. In their office and in the field, youth directors will seek the objective of total evangelism in which they themselves will also engage. Their specialty has the potential of high evangelistic return because the saving of our youth is the highest kind of evangelism possible.

CONFERENCE WORK

While carrying regular departmental work, youth directors are to cooperate and collaborate with the general work of the conference. They will use every opportunity to show an interest in supporting and promoting the total plan of Youth Ministries. Superseding all else in their endeavors to organize, to promote, and to teach, they will constantly emphasize the evangelistic phase of youth work, which is a major contribution to conference objectives.

COUNSELING

Conference youth directors will endeavor to secure the cooperation of others and work very closely with leaders of other departments. Thus their efforts will be multiplied. They will seek counsel frequently from their union youth director(s), their conference president, and their conference Executive Committee. They will also work closely with district leaders, church pastors, church boards, and AY Society Executive Committees. Workers' meetings or other general meetings will offer opportunities to talk personally with conference workers and church officers regarding local church conditions.

An important phase of the directors' counseling responsibility will come through problems brought to them by young people who face serious decisions, by AY Society officers, Pathfinder leaders, church school teachers, and others with whom they associate.

TRAINING COURSES

To make membership in voluntary organizations such as the AY Society and Pathfinder Club meaningful, leaders need to apply the best skills and leadership. The Youth Ministry Course and the Pathfinder Staff Training Course, properly conducted, meet this need. The Master Guide and AY Leader requirements are in the leadership-training category. Some AY specialty plans such as the AY Voice of Youth also include training sections.

A continuous, carefully planned training program is one of the conference youth directors' most exacting and challenging responsibilities. It is also one of the most rewarding in present and long-range benefits. Training materials now available offer the advantages of years of study, research, and testing. Youth directors should include systematic training programs as part of their responsibilities and make sure their fields will be covered every year with up-to-date training methods and materials.

EVANGELISM

Workers in Adventist Youth Ministry have developed specialized plans of evangelism, which are fully explained in printed materials. Youth directors are to be first and always soul winners, either directly or in related services. The officially adopted plans have the appeal of mobilization for concerted action and the stimulation of sharing a common goal. This does not preclude local initiative on the part of conference youth directors or local AY Society leadership. Such initiative is encouraged, along with established plans, and often creates new insights and methods that may go far beyond the point of origin. The evangelistic slogan, "Outreach," has become the timeless trademark for Adventist Youth. It represents a concept that should be the basis for all AY planning, teaching, and activity.

MEETINGS

Effective conference youth directors plan frequent meetings for young people. These will include the following:

AY Society officers' counsels (especially near the beginning of the year)

Youth revivals

Youth Bible conferences

Youth leadership training

AY rallies

Youth congresses

High on the schedule of priority meetings each year is the AY Week of Prayer, which has become one of the most fruitful evangelistic endeavors of the church. Every church must be urged to participate. *Youth Ministry* ACCENT provides the material for this special program.

Youth directors should recognize, however, that Youth Ministry is not an institutional function, and they should encourage churches to develop and carry out local programs.

The trend of making Youth Ministry a conference program, and not a church-centered program, should be discouraged. It is the duty of youth directors to promote and foster strong local church organizations and programs. Small churches may band together in Youth Federations to achieve common goals. (See Appendix A.)

AY MATERIALS

A prime requisite of modern AY leadership is a clear knowledge of AY resource materials and their function. New youth directors must first be well informed by becoming familiar with all such materials. It is too much to expect that youth leaders will be enthusiastic about their responsibilities if they have little knowledge of resource materials. The supply list should be distributed to all local church youth leaders at least twice a year. A frequent checkup on knowledge and use of AY materials will pay big dividends and make a difference in Youth Ministry.

THE YOUTH DIRECTOR AS A SPIRITUAL LEADER

From the very beginning, work with and for the youth has captivated the interest of the church. It is worthwhile to note that the founders of the church were young: some of the most prominent among our early leaders were under 30 years of age. Ellen White was only 17 years old when she had her first vision. James White and J. N. Andrews were both young when they started their ministry.

Although the church dedicated much time to disseminating the truth, it never forgot the youth. In reviewing the history of the church, clear indications of special interest in youth are found. The most concrete data we have from those early days to indicate the special attention given to young people is a vote registered in the minutes of the Hazelton, Michigan, Church. A Brother Fenner made some remarks suggesting that the older members should have more care for the younger ones. As a result, someone moved that the church have a special effort for the young, and a day was set apart for that purpose. Shortly after this, the first Missionary Volunteer Society was organized, and ever since, it has been helping Adventist youth everywhere.

The Youth Ministry of the Seventh-day Adventist Church is not merely "another ministry." It is the ministry of the present and of the future. Just as youth are continually growing and progressing, so should Youth Ministry grow and progress. It is to be continually updated to fulfill the responsibility of orienting leadership and guiding the youth. The motto that has been adopted in many areas, "Save from sin and lead into service," contains the important characteristics and the actual reason for the existence of Adventist Youth Ministry.

THE YOUTH DIRECTOR AS A PREACHER

The great challenge of every departmental leader is to develop and maintain skills as a convincing preacher, full of faith and valor. Youth leaders should never become so involved and bottled up in the department that they forget that they have been called to preach, or soon everyone will notice their loss of efficiency. It is true that departmental leaders must be able to organize and direct, but no matter how well they do in that respect, when standing behind the pulpit they should also be able preachers.

Paul's advice in this respect is very clear. "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth" (2 Timothy 2:15).

STUDY AND EXCEL

Departmental leaders should delve deeper each day into the study and knowledge of the Word of God. Their first manuals should be the Bible and the Spirit of Prophecy books. Through these they will learn the will of God for themselves and for the churches with which they work.

The devotional life of departmental leaders is of great importance, for the youth will use them as models. Our youth, since they are aiming and reaching for something better, do not need leaders who are spiritually empty. They have need of spiritual power that their directors should help them acquire.

REASONS FOR SPIRITUAL NEEDS

Youth directors are the most important counselors in their area of expertise. As such, they should remember that advice that is not influenced by the Holy Spirit will be like in vain, leading our precious youth astray. Not only should their advice be saturated with biblical truths, but the youth directors' sermons should lead youth to a desire to follow the Lord. The youth should be eager to listen to their leaders, and when the leaders speak, youth should ask, as did the Jews at Pentecost, "What shall we do?" (Acts 2:37).

In this context, youth leaders should avoid being mere promoters and should do all they can to develop a spiritual flavor in all of their presentations. This they will be able to do only if their lives are saturated with truths from the Bible and the Spirit of Prophecy.

Let the youth leaders always remember that they are "first preachers and then departmental leaders."

YOUTH LEADERS NOT TO BE ENTERTAINERS

The concept that "all that our youth need is a promoter, slick speaker, and entertainer" is a gross misconception of real facts and needs. Youth don't need "babysitters," they need leaders to help them find better ways to serve their church and be ready for the Lord's returning. Therefore, all programs and activities should have the sole purpose of helping youth to grow spiritually and to mature into well-developed persons.

When elected to the delicate work of leading youth, youth directors should pray for wisdom and knowledge, and above all, to have a spirit that will dignify their high calling. They must always remember that their ministry has taken on a wider sphere of influence that is more than that of a pastor of a local congregation. They are pastors of all youth in matters of spiritual leadership.

THE YOUTH DIRECTOR AS A MISSIONARY

Youth directors have a deep love for people and are greatly concerned about people's needs, not only the physical and material but also the spiritual. They know how young people think, they feel their heartbeats, share the emotions of their inmost soul, and are concerned that the youth know their role as witnesses.

BEING PERSONALLY INVOLVED

Youth directors are very much involved in modeling outreach. By participating actively in sharing the gospel from person to person and home to home, they seek to engage individuals in conversation and introduce them to the Saviour. They open the Word to hungry souls, not only in the pulpit but by the fireside, and to their own families. They participate in public evangelistic efforts, preferably in areas where youth have interests and in connection with the youth training program. Youth directors and leaders are missionaries every day and on every occasion. This is not merely one aspect of their lives; it is their major reason for being.

BEING AN EXAMPLE

Because they are soul winners, youth directors can teach others how to bring men and women to God. Their experiences are fresh, not confined to ancient history. Their sermons are illustrated by personal missionary experiences, and missionary reporting is encouraged by sharing personal experiences, as well as those of others.

DEMONSTRATING UNSELFISHNESS

Youth directors' testimonies and experiences are devoid of boasting, but commend the faithfulness of others, especially of the youth, and do not seek recognition, honor, or position. Faithful youth directors are instruments of the Holy Spirit—God's people with a spiritual message to be heard.

BEING PERSONALLY COMMITTED

True youth directors are fully committed to the Lord Jesus Christ, devoting their entire lives to the salvation of souls. Their special ministry is leading the youth in an experience of total involvement in the church program. Therefore they have no sidelines to distract them from their mission.

THE YOUTH DIRECTOR AS A PLANNER

One of the characteristics of good departmental leaders is the ability to plan and carry through until goals have been successfully achieved. In leading the youth, they are not easily sidetracked. Youth directors know what direction to take and are prepared to solve problems.

Youth **are** the future, and good departmental leaders keep at least a step ahead. They have planned, instructed, and organized "today's program," so that while it is functioning, they are planning ahead for the next project.

HOW TO PLAN A PROGRAM

Knowledge of some basic steps in planning is essential. Youth directors not only must plan but also must create a mechanism that is necessary for the execution and evaluation of what has been planned.

Organizing plans on paper is good, but not enough. The "paper" plans must be followed through if they are to be beneficial to anyone. Some proven steps in good planning are: (1) dream, (2) lay plans, (3) ask ~~advice~~—~~discuss~~, (4) organize, (5) instruct, (6) implement, and (7) evaluate. Each step is of equal importance, and if one is omitted, a short circuit may result in complete failure.

Dream

It doesn't cost anything to dream; therefore, departmental leaders should be constantly thinking, making plans, and finding ways of executing these plans. Successful leaders will have a little notebook at hand to record all ideas that come to mind, because no matter how well one can remember, some things may be forgotten. Many brilliant ideas have been lost because they were never written down.

Plan

It is a great mistake to try to put a dream into action without plans. Just as we are disappointed when we awake to reality following a pleasant dream, disappointment and bitterness come as a result of attempting to fulfill a dream without definite plans.

For good plans to materialize, all pertinent information should be considered. It must be ascertained that a plan does not conflict with church policies, or plans of other departments or associates. If your plan is beneficial to the youth and to the church, the results will be to the glory of God.

Seek Advice

It is especially important that all plans be discussed with colleagues in the conference office, particularly the administrators with whom youth directors must work closely. Wise departmental leaders will consult conference administrators and seek their advice. If the plan under consideration requires financing, then by all means the youth leader or departmental director should consult the treasurer to be sure funds are available. To avoid conflicts, the plan should also be presented to the other departmental leaders.

It is often worth while to consult with other departmental leaders at the union, division, and General Conference levels, not because they have the power to veto, but rather to orient them to plans and their implications, and to seek advice.

Organize

After getting advice and discussing plans with others concerned, a few changes may be necessary. When all the suggestions have been considered and the program is ready for implementation, it is time to sit down and organize the necessary materials.

Instruct

When conference departmental leaders are the originators of ideas, they should inform and instruct their co-workers about the goals and details of their plans. Departmental leaders should instruct youth leaders in the local fields, since they will have to work together. Departmental leaders in a conference or mission should also instruct or inform the pastors and youth leaders of the various churches, and any other persons who will be helping to make plans a success. The best way to do this is, not by remote control, but by personal visits, for this facilitates answering questions and giving detailed information.

Implement

If youth leaders have gone through steps 1 through 5 carefully, there will be no problem in putting step 6 into effect because careful planning is the guarantee to success.

Evaluate

No task is complete without evaluation. Evaluation means the examination of experiences in an attempt to improve the future. Evaluation should be included in every plan so those participating will know what is required, what to expect, and how to react to the results.

THE YOUTH DIRECTOR AS A RELATIONSHIP BUILDER

There is no room in the ranks of youth leadership for individuals who believe that they can do everything alone. It is important that youth directors develop good relationships with others. These relationships should be developed with people from all levels of the organization. Youth leaders can be an outstanding example by exhibiting a spirit of cooperation and willingness to help and to work with others. It is clear that the Bible writers always speak of more than one when they speak of the church, for they always speak in the plural—the "saints," not the "saint."

RELATIONSHIPS WITHIN THE DEPARTMENT

Director

Departmental directors are responsible for the department. Their work is to lead, guide, and help their associates fulfill assigned duties. Directors should remember the value of associates and assistants.

Associates

Associates are elected by the constituency and

. . .shall work under the direction of the Executive Committee . . . and shall occupy an advisory relation to the field. The term 'associate director|secretary' shall be used to designate those individuals that may be elected to associate with the **director/secretary** of any . . . department, association, or service in carrying the responsibilities of the office . . ." (*General Conference Working Policy 1993-1994, p. 12*).

The interpretation of the above is that associates work under the leadership of the Executive Committee through the departmental director. Directors are not only coordinators of activities but also the leaders of departmental activities and, as such, help the associates in carrying out the assigned work within the department.

While associates should recognize that the church has appointed directors as senior departmental leaders, associates are, by the very nature of their election, departmental co-administrators.

Even though associates may have specific areas of youth work to care for, and are specialists in their given areas, they are to work in harmony with the departmental director and other associates, giving attention to all aspects of the department. They should consult with their director on all matters of the department, and vice versa.

Assistants

"The term 'assistant director|secretary' shall be used to designate those persons that are appointed by the Executive Committee to assist the director|secretary and associates in any department, association, or service in carrying the work . . . usually in one or more special procedures or functions.

These special assignments shall be carried on largely in the office and serve to expedite the work of the departmental staff. . . ." (Ibid.).

Assistant directors are not chosen by nominating committees, but, rather, are appointed by Executive Committees. In many instances, assistants are not directly assigned to assist one person, but serve an entire department in a given specialty. This, however, does not exclude assistants from performing major roles at the discretion of their director.

Assistants work under instruction of the departmental director or associates to whom they are assigned, have no travel budget unless specially assigned by their director, and limit their activities mainly to the office.

The differences between directors, associates, and assistants are as follows:

Directors

Lead the department along with associates.

Speak for the department to administration.

Are senior directors of the department associates.

Associates

Are elected by the nominating committee along with director to lead the department.

Serve in one or more specialty areas and are familiar with the total operation, functioning, and leadership of the department.

Assistants

Appointed by the Executive Committee to assist the director and associates.

RELATIONSHIPS WITH THE ADMINISTRATION

With the President

Youth directors always support and look to their president for direction. They are a president's right hand in utilizing the strength of the church—the great army of youth that is to be trained and equipped.

Effective youth directors will remember the three C's in their daily program: **Communicate**, **Cooperate**, and **Coordinate**.

Communicate with administrators, especially the president, as both leader and helper. It is appropriate to discuss with him plans, hopes, problems, and successes. Realize that the president can do more for the department than any other person, and that if the department's program is also the president's, he will more readily give personal support and time to it. If the president is too busy to meet with departmental personnel regularly, then supply brief written reports as the need arises.

Cooperate with the other personnel in the conference. There is strength in unity. It is often said that cooperation is a two-way street that involves give and take. There is no room in God's work for selfish interests and independent judgments.

Coordinate the youth department's program with all other departments whenever and wherever possible in order to minimize duplication of efforts and materials, which is often a waste of energy, time, and resources. Prudent youth directors will exercise a deep sense of balance and appreciate the potential of other branches of the work.

With the Secretary-Treasurer

The Secretary-Treasurer of any Adventist organization carries heavy responsibilities for the financial "health" of the church. This person must see to it that funds are equitably distributed and used wisely by all departmental leaders within the organization. This is especially true in regard to department budgets and special appropriations for major projects and events. It is essential that youth directors work closely with those who are stewards of the Lord's funds, and become good stewards themselves.

Travel budget. This budget must be used wisely. It should be distributed so that it will permit the user to visit every part of the field at least once a year. Maintain a good relationship with the

treasurer by keeping within your budget, while at the same time getting the work done.

The departmental budget. When a department has an assigned budget, this does not mean that the amount specified is in the bank or a safe, and that it is at one's disposal. Rather, it means that, in making plans for that year, leaders will not spend more than has been assigned. The budget assigned to the department is to be carefully invested and administered. Wise departmental leaders will plan in such a way that some money will be left in the budget at the end of the year—not because they have not worked, but because they have made investments that facilitate the work of the treasurer and demonstrate that leaders know how to manage department funds wisely. Careful investments in departmental materials, inventory, and recoupable purchases should be encouraged.

Unless there is an executive secretary, the treasurer is usually the director or head of personnel. Regardless of who holds the position, youth directors must keep the director of personnel well informed in regards to activities and in fulfilling approved itineraries. Remember that any changes or modifications should always be communicated to the head of personnel or that person's immediate supervisor.

RELATIONSHIPS WITH OTHER DEPARTMENTAL LEADERS

Youth directors should remember that they are members of a team, and relationships with fellow workers should be maintained at the highest level.

Demonstrating Loyalty

Youth leaders should apply the golden rule when someone manifests doubt and criticism about a fellow worker. It is a symbol of loyalty to speak to, advise, and try to help a fellow worker who may be committing an error.

Coordinating Programs

Youth leaders should always respect dates that have been scheduled for a co-worker's program. They should help fellow workers in congresses, councils, and other departmental activities and try to attend meetings conducted by them. This will add to their experience and help them to understand trends in the Lord's work. As youth directors travel, they can promote the programs of fellow workers and uphold them in a positive way.

Hierarchy Within the Denomination

The levels of denominational organization besides the local church are:

Local Conference/Field/Section/Mission

Union Conference

General Conference (Divisions are parts of the General Conference.)

The purpose for establishing relationships between organizational levels is to build stronger leaders. Relationships between local conference and union directors should be friendly and cordial.

When someone new is called to serve as a local conference youth director, the union youth director will welcome that person to the department and the field, and will spend time helping him or her understand youth work in the office and in the churches. The union youth director will outline the help that may be expected from the union office, and to what extent help will be given. At the same time, the union youth director will also make clear what is expected of the local director and will familiarize the new director with available departmental tools and supplies. In summary, doors will be opened for constant communication.

When the local director is new to the field, but not to the department, an early personal consultation is still important in order to introduce the new local director to current union programs and recommendations. The union director will make the new youth leader aware of what is expected and what help will be offered.

When a union director is new to the field, early individual and group consultation with local conference directors is important. Guidelines for working relationships should be agreed upon. Communication between union and local directors must be continuous. Visits of the union director to the conference youth department should be arranged periodically. Through joint participation in activities, departmental council meetings on a union level, telephone calls, personal letters, regular reports and bulletins, and by praying together and apart, the directors can uphold one another even while separated by distance.

When local directors are laying plans for their field, they would do well to consult with their union director. The union director may have information as to the availability of outside help, as well as having past experience from similar planning and conducting of programs.

RELATIONSHIPS WITH PASTORS

Developing Relationships

Youth directors cannot work successfully if they are constantly at odds with pastors in the field. In fact, leaders who do not maintain good relationships with all pastors are courting failure. It is the privilege of youth directors to take the first step in being friendly, and it is their duty to help the pastors. Therefore, they must do all they can to maintain the best relationships possible.

The following are a few suggestions to help develop good relationships.

1. Treat the pastor as your equal. Remember that you serve the local church through the pastor. When visiting a church, do not assume an administrative attitude. The pastor is the administrator of the church, and you should respect his or her authority and autonomy.
2. Do not demand before giving, teaching, and helping. Be always ready to help the pastor work with the youth. Encourage any pastor who demonstrates leadership abilities, especially those who try to show special interest in the youth. It is far wiser to encourage, remembering that your main task is to prepare other leaders and not just to keep a position for yourself.
3. Present functional plans that have proven to be of value. Encourage and inspire the pastor to use them. At the same time, keep communication with the pastor open and supply all the information and plans pertaining to the department. Remember that the more knowledge the pastor has of your plans, the better the program will be. Conversely, listen to any ideas or plans that the pastor suggests, for most often he or she knows the district better than you do.
4. After the pastor has been acquainted with your plan, take time to visit the church and help support local promotion of the plan. However, it is not good ethics to visit a church when the pastor is absent, unless previous arrangements have been made. When you visit, also take time to talk with the AY and Pathfinder leaders and explain your plans in detail. Arrange to meet with the local AY executive committee to give guidance and instruct committee members on the latest in youth ministry.
5. Demonstrate a Christian attitude in your dealings with pastors even though their promises to carry on the program may not always be fulfilled. Never criticize a pastor. Always go the second mile, especially in matters that have to do with instructions and meetings. If for some unknown reason any pastor has to change plans or itineraries, try to understand. Pastors not only have to deal with you, but they have to handle all kinds of emergency that may arise—emergencies like a funeral, illness of members, urgent baptisms, and other pastoral duties.
6. Be friendly, understanding, and practical. The pastor should see in the youth leader a person of vision, one who is respectable, capable of planning a program, and making it work. No pastor should ever see in a youth director someone who talks a great deal and does nothing.
7. Never violate a pastor's trust by disseminating any information that he or she has confided to you. Avoid talking about what happens in a pastor's home. Also do not try to win the friendship of one pastor by speaking ill of another.

8. When visiting a local church, you may be entertained by the pastor. Never abuse the family's hospitality to you. If you are a guest in the pastor's home, remember that it costs money to provide you with food, and you do have a budget.
9. Make the best of opportunities. In some places ministers go to the conference office at the end of the month to hand in their monthly reports and collect their checks. If that is the plan followed, do not plan to travel or be engaged in other work during the period when the pastors are at headquarters. If you have seen them at the office, you will not have to travel and take time to see them later.

However, if the ministers in your field do not go to the conference office at the end of the month, you can take advantage of workers' meetings, councils, and congresses by asking the president for adequate time to present your plans during such meetings.

RELATIONSHIPS WITH THE CHURCHES

Youth directors are leaders of church officers. People, including church officers, will follow good leadership. Success and failure usually depend upon the quality of leadership. Successful youth directors will be an example of what church officers ought to be: a spiritual servant of Christ, a Bible student, a personal witness, literature distributor, Bible teacher, community-services worker, a planner and organizer, an enthusiastic promoter, and giver of encouragement.

In relationships with church officers, directors should be progressive, yet not be too far ahead; organized, yet not lost in detail; affable and approachable, yet serious about the work of God.

At congresses, workshops, conferences, rallies, and seminars, one of the primary responsibilities of directors is to train church officers for their work. This is best done by personally teaching, demonstrating, answering questions, and leading discussions. These training sessions may be held on conference or local church levels.

Continuous education is needed. New officers, especially, need training, and re-elected officers need refresher courses and updating. Officers need help in the following aspects: how to conduct a Youth Society committee, how to conduct a Youth Society meeting, how to enlist and train new youth workers, how to gather and complete reports, and how to order materials.

Youth directors should take every opportunity to display and distribute materials such as textbooks, training manuals, study guides, report blanks, instruction leaflets, uniforms, supplies, tracts, periodicals, missionary books, Bible-lesson guides, brochures, and the Youth Ministry Supplies Catalog.

RELATIONSHIPS WITH CHURCH MEMBERS

Youth directors should always keep in mind that local church youth leaders are important members of the youth ministry team. Wise youth directors often express confidence and appreciation for good work accomplished, pray for the church youth leaders daily, and make themselves available as needed.

The relationship between youth directors and church officers should be close, harmonious, and mutually helpful. Church officers appreciate being asked for counsel, as well as being asked to work. Church officers are workers, and they will work even harder with a leader they believe in.

By its nature, the world in which we live is constantly undergoing changes; therefore, accepted practices must also change if they are to be relevant. The changes, of course, must be in harmony with God's principles. Relationships of youth directors with people in the churches must carry a fresh new approach in order to meet and keep pace with change. Youth directors ought to be the world's best listeners, people who understand and allow for differences of opinion. When youth disagree with proposals or plans, directors must strive to maintain mutual respect. Youth directors and church members must "use the same dictionary" if they are to understand one another. For this reason, it is important to keep the language plain and the plans simple.

Contacts by Mail

Bulletins that convey ideas, plans, and "How to" features, such as recreational ministries, are a must if youth directors are to be effective in keeping contact with the field, especially if it is a large one and is visited only periodically. Personal letters to church youth leaders, commending them for work well done, giving counsel for a special program or problem, or simply giving general encouragement, will build and develop leadership that will remain in place over long periods of time.

Working With Young People

Youth directors must work with young people and help them to feel important, appreciated, and a part of a winning program.

To gain the attention of the youth, youth directors need to be relaxed and confident, to believe in and know the programs well, and display a big, sincere smile. Go out of your way to shake hands and be friendly to everyone, but do not be superficial. Arrange with the pastor to visit church members and always support their pastor.

Being a True Christian

First impressions are lasting ones. Successful youth directors will leave the impression that they are true Christians.

A Word to the Wise

Upon returning to the office, send personal letters, not only to the pastor but to the local elder(s) and youth leader(s). During promotions, commend people rather than command them, suggest rather than scold. Encourage the strong, but help the weak, and give recognition for outstanding work. Have a sense of humor and be able to laugh at yourself.

THE YOUTH DIRECTOR AS AN OFFICE WORKER

Organization is the key to the success of youth directors in fulfilling their office responsibilities. Many duties and various matters require their attention. Therefore, it is important to organize time, materials, and job assignments. Youth directors should have a work-time schedule for each office day and list jobs according to priorities and due dates. Materials can be arranged into categories: letters to be read, letters to be answered, incoming reports, journals, bulletins, materials to be filed, etc.

A well-organized office is a delight to visitors. On the other hand, a disorganized office is a "prison" and a "nightmare." An office may appear to be a busy place, but should never look like a warehouse. Boxes, papers, placards, and audiovisual equipment should be arranged neatly; preferably kept out of sight.

DIVISION OF OFFICE TIME

It is necessary to divide time among the following activities: creative work; correspondence; committees; and consultations with officers, other departmental directors, other workers in the department, youth leaders, and pastors.

Youth directors need office time to do creative work. They have to plan, write articles, and prepare bulletins. They have to develop outlines for training classes, agendas for meetings and rallies, and prepare materials for workers' meetings, camps, and other meetings.

SCHEDULING OFFICE DAYS AND ITINERARIES

The year's program should be scheduled well in advance, outlining itineraries, speaking appointments, and scheduling office days.

Annual meetings should be noted first. then constituency meeting(s), camps, workers' meetings. union conference directors' councils, and church officers' councils arranged by the administration.

Next. begin to enter dates for priority departmental meetings:

1. Conferencewide or area training meetings
2. District rallies. church visits
3. Federation meetings
4. Youth councils
5. Prayer meetings

Wise youth directors will not crowd the calendar with so many meetings that office work suffers. Opinions differ as to proper balance of time between office and field work. Many directors spend too much time at the office and not enough with the churches. Some spend too much time in the field and neglect office and home.

The distribution of time between office and field differs in each conference, union, and division. Some factors involved are differences in geographical distances, budget considerations. volume of office work, and other engagements.

The following distribution is suggested:

	Office	Field
Conference	50%	50%
Union	45%	55%
Division	65%	35%

EXTENDING INVITATIONS

Requests for help from a local church to any person at any level of leadership outside the local church should be addressed to the local conference.

Dates, plans, and requests for help in important local conference meetings such as camp meetings, workers' meetings, church officers' meetings, federation meetings, etc. should be arranged in advance through the regular channels, following the procedure established in your field.

All local conference service requests to union, division, or General Conference should be processed through the union.

Normally itineraries for the union youth director can be arranged at the time of conference youth advisory councils, etc.

OFFICE ETIQUETTE

Dress Code

Most offices have a dress code, and it is advisable to remain within its boundaries, always remembering that attire should be neat and representative.

Dealing With Secretaries

Youth directors are expected to be considerate of office secretaries. As a matter of courtesy and to promote efficiency, office secretaries need to know where youth department personnel can be contacted at all times. To establish and maintain good working relationships, remember to commend good work, ask for counsel, share good news, and treat your secretary like an associate. When youth directors are absent from the office, secretaries should be able to answer all requests.

Promptness a Need

Youth leaders should be prompt in meeting deadlines for reports, in placing orders for supplies, in keeping appointments, etc.

ARTICLES

Youth directors should produce articles for their field's paper, presenting reports of outstanding achievements or experiences, and promoting future events.

IMPROVEMENTS

The world's biggest room is the room for improvement--every person may strive for growth and excellence. Our efficiency and productivity ought to be constantly increasing. As it has been pointed out, "It is better to be bent from hard work than to become crooked trying to avoid it." Youth directors should take time to read, study, and acquire new information. If done regularly, their ministry will be enhanced and the youth will be blessed.

TEACHING AND TRAINING

Departmental leaders who do not train other leaders are not fulfilling their calling. The church needs leaders, and it is the responsibility of all directors to prepare other leaders. Teaching and training is an integral part of youth ministry. Seeking fresh information to share, and revising and improving training methods are essential to a vibrant, growing youth ministry.

A vast army is waiting to be instructed and trained. The key to successful youth leadership is in the teaching and training role. Many church members have a desire to work, but don't know how. Therefore, training must precede activity.

IDEALS FOR ORGANIZING A TRAINING PROGRAM

As revealed in the four Gospels, three objectives stand out in Christ's training program conducted for His disciples:

1. Oneness in evangelistic outreach
2. Personal instruction of a simple, practical nature
3. In-service training experience

The most important purpose of the AY Society is to prepare and train young people. Training combined with service offers young people the opportunity to learn from actual experiences.

"Ministers should . . . teach them [church members] how to labor for the Master" (Review *and* Herald, July 9, 1895).

"It is not enough to show how much needs to be done, and to urge the youth to act a part. They must be taught how to labor for the Master. They must be trained, disciplined, drilled, in the best methods of winning souls to Christ" (Gospel Workers, p. 210).

"Many would be willing to work if they were taught how to begin" (The Ministry of Healing, p. 149).

Youth directors should offer their services in assisting pastors in training programs. Youth ministry is a minister-youth team effort.

THE INVENTORY SUPPLYING TOOLS

It is impossible to work without tools. The Youth Ministry Department needs to have sufficient material on hand to accomplish goals for at least one quarter and to avoid a last-minute rush for supplies from the field.

How can this be made possible? By planning one's work. Departmental leaders should know in advance how, when, and where they are going to work. They should anticipate needs by calculating for necessary materials. This will also help to avoid overspending on inventory, and will make it possible to have material on hand when it is needed most.

Avoid Emergencies

Youth directors can avoid last-minute orders or pressures from pastors and AY societies if they plan conscientiously and get information from the churches and schools early enough to know how to anticipate needs and offer the most effective help.

Avoid Large Inventories

It is important not to order more of anything than is needed. Directors should avoid having nothing with which to work, as well as having a great surplus of materials, which leaves the department with insufficient funds for other programs. The inventory should be sufficient to cover not more than one year's needs.

Avoid Surprises

When directors acquire materials, they should make sure that there will be no changes in staff in the near future, thus avoiding an inventory of obsolete materials that would curtail future work because too many funds have been invested in material that may not be used. Avoid having a large inventory, especially just before constituency sessions. Do not leave too large an inventory for new leaders, but do leave enough material to maintain the program until new leaders can establish their goals.

Ordering Materials

Order the material that is used most frequently. For example, the Friend insignias and tokens are usually in greater demand than those for Companions; the more advanced the class, the fewer insignias are used. Therefore, it is not wise, when ordering, to request the same amount of each insignia or token, since not all will be used in the same proportion.

KEEP OTHERS INFORMED

Youth directors are the most vital source of information on youth supplies. Directors will keep pastors and church officers advised and informed about materials and supplies by publicizing them through bulletins, letters, and articles from the department; and by preparing exhibits of

these supplies at congresses, workers' meetings, conference and area workshops, and camp meetings. The more information workers and helpers have, the more tools and materials will be used, and the more effective will be the work that is done. People need to be reminded of older materials still available. Price changes must also be publicized.

Special attention should be given to presentation of information to all pastors in such a way that they will be certain to read the material rather than "file" it in the wastebasket. Copies of correspondence going to church officers should also be sent to pastors or, in some places, through the pastors. Pastors must be informed of what the conference department is promoting.

While it takes time, it would be very helpful to an important project if an individual letter enlisting support is sent to each pastor. A letter written individually will have a more positive effect than a circular letter.

SHARING INFORMATION

The Seventh-day Adventist denomination has a complete system of reporting, through which those who occupy positions of responsibility in any part of the world can keep in touch with the progress of the worldwide work. Without this unique reporting system, much of the unity and harmony of our work would be lost, and the progress of the warning message would be seriously delayed. The system embraces the entire church membership and includes reports of personal experiences and statistics.

REMINDER LETTER

Youth directors or persons in charge of department statistics should send a letter or reminder to those involved in preparing reports. This should be done early enough so reports arrive on time. Do not take people for granted. Recognize that good communication ensures good cooperation.

"THANK YOU" LETTERS

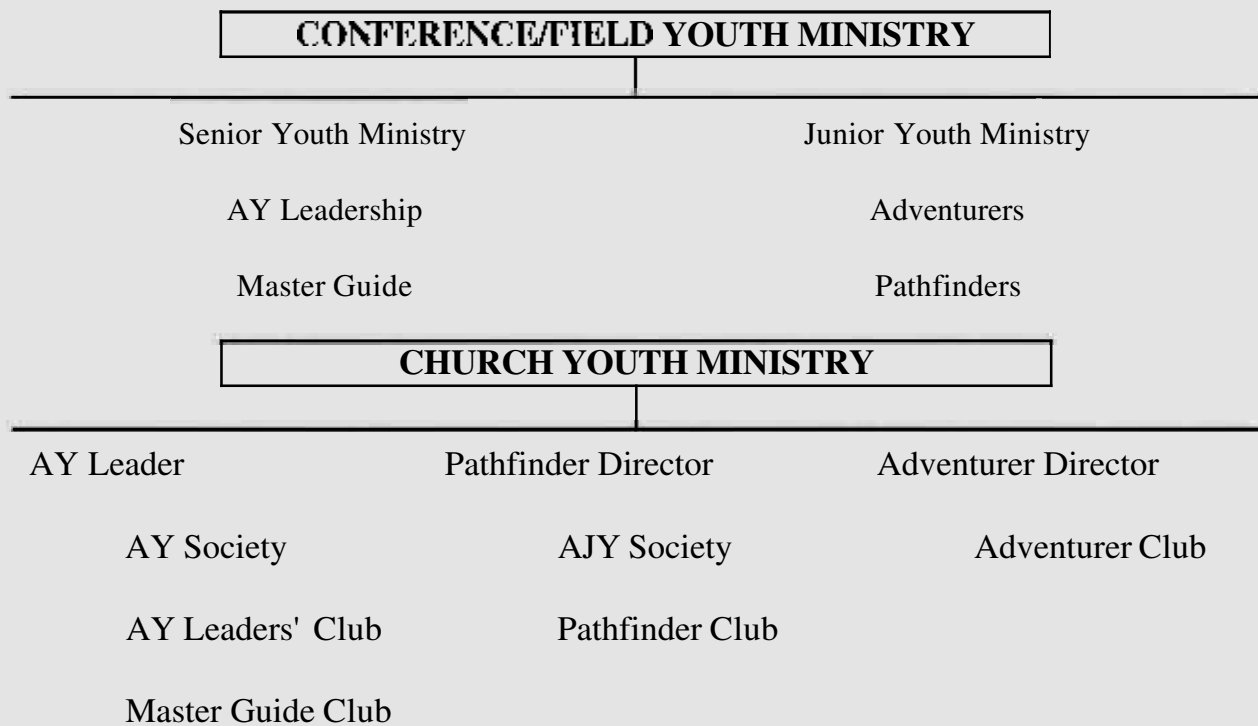
A letter of thanks should be sent to church AY Society leaders as soon as possible after their reports have been received. In the letter, specific observations regarding the report and appreciation for promptness and accuracy can be communicated.

COMPARATIVE BULLETINS AND REPORTS

After the local church reports have been checked and thoroughly analyzed by the youth director, the office ~~secretary~~(s) should be instructed regarding the type of summary or statistical bulletin to be issued. Quarterly and annual comparative bulletins can present a rather accurate picture of trends. The results of such a comparative study can also be pictorially depicted by using charts and graphs in a bulletin to be distributed to all concerned. All such promotional and statistical material should be made available to local church youth leaders, pastors, and conference administrators. It should be noted that comparison reports are not intended to put others to shame, but to inform church leaders of progress.

YOUTH MINISTRY CONCEPTS

The basic organization for youth work is in the local church, and conference youth leaders should be aware of the functioning of the same. AY ministry is organized for senior youth and junior youth ministry. Conference youth directors should take leadership in promoting both. Senior Youth Ministry deals basically with the training of senior youth for service and is divided into AY Leadership and Master Guide.



It is the responsibility of youth directors to foster strong AY Societies in all churches and companies in their field.

The church operates through the AY Society to dedicate special and quality time to the youth.

Local conference youth directors should help organize the AY Societies in their field, train their leaders, and monitor their functions.

It is part of the duties of youth directors to visit the AY Societies, counsel with the pastors, and advise in improving the function of each Society within their territory.

Once a year, preferably soon after the churches have finished their elections, youth directors should conduct AY leaders' seminars to explain the yearly program to church leaders, introduce materials to be used, conduct leadership training, and discuss itineraries.

The quarterly Youth Ministry reports from the local AY societies should be constantly monitored in order to help the AY Societies improve and upgrade their programs.

The AY Society operates two training programs for senior youth. These are intended to equip the senior youth for church leadership. The AY Leadership Course prepares and trains the youth for general leadership and all functions of local church leadership. The Master Guide Course prepares the youth to work especially with the children of the church. Both programs should be sponsored by the AY Society.

SINGLES MINISTRY

Most of our church activities are geared to the family, and this is good. However, the youth director should not overlook the fact that there are others in the church, such as singles, university students, etc., who need special attention.

Thousands of single men and women are members of our churches, and we need to recognize this fact and give them the attention they deserve. Singles have special needs, and these should be addressed in the context of youth ministry.

This doesn't mean that youth directors are in the business of matchmaking. Singles ministry is a service that the department gives through its youth sections to help pastors minister to singles within the church.

CAMPUS MINISTRY

In many areas of the world the spiritual care for the Seventh-day Adventist youth on non-SDA campuses has been given to the youth director. If the youth director has this responsibility, he or she should work very closely with the director of education and the ministerial secretary to help these youth.

Care must be given to have them attend a nearby church and to notify pastors when youth from other churches are moving to non-Adventist campuses, so that the church can care for them and minister to them.

A list of these students should be kept in the department, and they should be contacted regularly and, where possible, be organized as Adventist student fellowships.

ANNUAL EVENTS

Commitment Celebrations

A Commitment Celebration is the activity that helps youth focus their attention on a special period of time for a special occasion. It is celebrated in the northern hemisphere during the first semester and in the southern hemisphere during the second semester. Spring and fall are the times suggested; however, some places use June and September.

It is the time when special attention should be given to baptisms of the youth of the church and also of those whom the youth have helped to win.

In many places it is the time to promote a rededication of youth, and occasions such as youth congresses, rallies, etc., are usually used to stress this point.

A good time to start promoting this is at the beginning of the year, along with the AY Week of Prayer and Youth Day promotion.

These dates are a good kickoff signal for a period of work that will conclude with the Commitment Celebration. Right after the youth Week of Prayer a special campaign should be conducted to prepare the youth for baptism and special dedication ceremonies.

Commitment Celebrations should be conducted in all churches or districts, utilizing youth rallies, congresses, camps, etc. as ways to encourage baptism for nonbaptized youth and rededication for baptized members.

AY Week of Prayer

This yearly event takes place in most parts of the world during the first quarter of the year. Consult your division's church calendar. The General Conference church calendar calls for the Week of Prayer to take place during one week in the month of March. The sermons are prepared by experienced individuals commissioned by the General Conference Youth Department and are published in the first quarter issue of *Youth Ministry* ACCENT.

The AY director should start promoting this important event early (see schedule of promotions in the following chapter) so pastors can include it in the activities of the church. It will be helpful if

the youth director would enlist the cooperation of all available conference office workers and encourage the pastors to invite them to help conduct the A Y Week of Prayer in the various churches.

8

THE YOUTH DIRECTOR'S OBJECTIVES

This section is designed to help youth directors organize their work on an annual basis. The suggested outline points out the basic features that should be emphasized from month to month in order to meet objectives, and to unify the work throughout the conference.

Youth directors must have a clear concept of their leadership role. In addition, their understanding of the needs of the local church is critical. They need to have this understanding so they may translate plans and objectives into adaptable and workable activities within the structure of the church and the AY Society. Most important of all, they must be aware of the needs of the young people.

Three major objectives serve as the basis of all youth directors' and AY Societies' functions:

To win and hold, in and through the Lord, the youth of the church so that they may celebrate salvation in Christ.

To organize these youth to share the gospel through evangelistic and other activities.

To train for service in which individual talents can be cultivated and dedicated to the glory of God.

Youth directors have as their major objective and work, the organization, teaching, and training of youth for the purpose of sharing their faith and growing into the "fullness of the stature of Christ."

AY SOCIETY OBJECTIVES

The Adventist Youth Society, following after the conference youth director's objectives, becomes an evangelistic organization designed to win and train the youth within and without the church. Within the Society, youth find experience in:

Organization
Teamwork
Leadership
Planning

Evangelism
Public speaking
Personal growth
Soul-winning opportunities

Worship
Fellowship
Nurture
Service

COOPERATION

In promoting, advertising, and emphasizing objectives, youth directors will solicit the interest of other departmental leaders and seek to cooperate in mutual outreach ministries.

In addition, in planning work and objectives, directors should seek counsel from the union youth director, the conference president, and the conference committee in planning their work and objectives.

Plans and programs affecting specific churches should be made known to district leaders and pastors with the intent of seeking their counsel. Church boards and AY Society committees should be included, as well.

VISITATION

The most effective way to bring about a change in an established activity, or to institute a new one, is by personal visitation to the local church. Cooperation with and acceptance of appropriate new ideas or changes is best achieved through presentation of the plans in the following order:

1. Brief the pastor
2. Inform the church board.
3. Share with the AY Society leader.
4. Explain to the AY Society committee.
5. Organize and train the people who will be involved.

RESOURCES

Local conference youth directors should carry with them on their itineraries a display of supplies appropriate to the aspects of youth ministry to be emphasized during their itinerary. These will include selections from the conference supply of AY banners, flags, catalog of supplies, Book Club selections, certificates, AY requirement cards, *Youth Ministry* ACCENT, various Voice of Youth sermons sets, Koinonia, Heritage of Truth Manual, Bible Truths Manual, Youth Baptismal Celebration Guide, Bible Marking Guide, AY Silver Award, AY Gold Award, Morning Watch books, Adventist Youth

Prayer Fellowship, Pathfinder Teachers' Resource Manuals, Pathfinder Class cards, Pathfinder Honors poster, a sample supply of Pathfinder insignia, and other items that will help church youth leaders and Pathfinder and Adventurer directors to understand the materials that are available for training and outreach in the ministries you emphasize during your visit. A leader who *sees* and can inspect the supplies will relate to this resource more positively than one who only *hears* about it.

SPECIAL MEETINGS

Not only should training meetings be held, but special convocations such as rallies, congresses, evangelistic meetings, Bible conferences, retreats, camporees, and fairs should also be planned for the youth. Conferencewide or geographical-area special meetings sponsored by conference youth directors should have their full attention.

Through these special meetings, variety and inspiration, interaction and new ideas, are shared and learned, all of which leads to spiritual growth.

COMMUNICATION TO THE CONSTITUENCY

Youth directors receive, from individual churches, reports that are inspiring and should be shared. Directors should keep a constant supply of stories, happenings, and special events flowing to the conference newsletter editor, union paper, and/or division paper editors for publication. This should be done to encourage, inspire, and share the blessings with others. Many ideas will be gained by church youth leaders through this sharing process, and the church in general likes to know of the joys of the ministry of youth to others.

SPECIAL EVENTS

A few events require special attention since they affect the churches conferencewide during a single time period. Youth directors must prepare carefully for all such events.

AY Week of Prayer—The readings and associated activities covering a ten-day period appear annually in *Youth Ministry ACCENT*, which is sent as finished copy to all divisions. This annual event requires much nurturing.

Pathfinder Day—The Pathfinder Day program is published once a year by the division. It should be a day to let the church see the Pathfinders and to recruit new volunteers to

help with the program. It is most important to keep this program under close supervision.

Investitures— The AY, Master Guide, Pathfinder, and Adventurer investitures must be scheduled every year. The schedule should rotate so that all societies, clubs, and schools can participate at least once during the year.

Bible Conference— This annual event requires meticulous planning, including selection of speakers, location, food, and supplies (see chapter 11).

Convention/Institute— These special training-inspiration weekends are perfect for conference instructional programs in one location.

Pathfinder Camporee— This annual event, scheduled either in the first or second quarter of the year, is one of two major activities for juniors and earliteens. Much planning is necessary and must be communicated to clubs well in advance of each function (see **Camporee Manual**).

Pathfinder Fair— The Pathfinder Fair culminates the Pathfinder year program and, like the camporee, furnishes the opportunity and motivation for Pathfinders to fellowship, exchange ideas, and to get a sense of strength and belonging to the **Pathfinder** movement. The conference youth director is responsible for and directs the program, determines the events and location of the fair, and arranges for the parade, booths, and fair judges.

Camp Meeting— This is one conferencewide event that focuses on the entire church family. The youth director must plan the meetings scheduled for senior, earliteen, and junior youth with great detail and in cooperation with the president and other departments. Union and division resource help is available.

Youth Congress— Youth Congress is a large gathering of senior youth. The purpose of the event is to teach and instruct youth and their leaders in new programs and to re-emphasize current programs.

Festival of the Word— This special event calls for the assembly of youth to be inspired in a youth congress atmosphere. Delegates to the festival will be involved in saturation evangelism of many kinds. During the festival, workshops in various types of witnessing will be conducted in the morning and afternoon—one devoted to actual witnessing activities.

ANNUAL CALENDAR

Youth directors who plan an annual and monthly calendar of events will find their work to be more pleasant and satisfying. A suggested calendar for one year is incorporated later in this chapter. The months or events can be shifted to fit the seasons of any area of the world.

PLANNING

In planning for the year, youth directors should endeavor to cover all the programs and aspects inherent in youth leadership. Work should not be left to be done as it comes in, but rather plans must be made in advance.

Since in most areas the ecclesiastical year begins with the calendar year, it is important to begin planning next year's program during the last one or two months of the present year. In so doing, youth directors will always be at least two months ahead.

It is important to divide the year into quarters or semesters, thus making it easier for directors to have a general overview of what to do and what help to expect from the union or division.

Directors must remember that some promotions and programs traditionally come from the General Conference, division, and union, and that this calendar should have room for these programs if they are being used in their field.

The General Conference promotes one major program per quarter, and expects the divisions and unions to do the same, giving conference directors at least three planned programs to promote during each quarter.

The three major programs promoted by the General Conference are:

First quarter—**AY** Day and **AY** Week of Prayer. **AY** Day is usually the first or last Sabbath of the Week of Prayer, and most places celebrate this during the month of March. The Week of Prayer readings are always prepared by the General Conference.

Second quarter— Youth Commitment Celebration. (This falls in the northern hemisphere during the first semester and in the southern hemisphere during the second semester.)

This is a special time for celebration, when the church focuses on the faithfulness of its youth. During this time, youth rallies, congresses, and special meetings can be

conducted. Special emphasis should be on celebrating the fact that amid many temptations our youth remain faithful. It is also a very good time for conducting baptisms, especially for our children and youth. Also, those people who have been attracted to the church by the youth or have been prepared by the youth for baptism can be baptized in a special ceremony that emphasizes youth achievements.

Third quarter — The traditional Pathfinder Day program. This is a special Sabbath in the month of September when pathfinding is featured, and an extra drive is made to recruit new Pathfinders and adults to help lead club activities.

The following material describes a suggested schedule for a year's planning and promotions.

DECEMBER

Ingathering — Continue to promote Ingathering in the December bulletin (if Ingathering is done in December in your conference). Include known amount collected in November as taken from the reports. Also, include an **Ingathering** experience of a youth.

Letter — Write a New Year's letter to isolated youth and students away at school.

Morning Watch — Promote the spiritual benefits of observing the Morning Watch, and encourage all youth to join in commitment to the plan. Promote the new Morning Watch materials for next year.

AY **Book** Club — Promote the new Book Club selections.

AY Leaders' Convention — Finalize convention plans. Distribute attendance applications widely. Open attendance to additional Society members. Contact personnel who will assist, to be assured that they are prepared.

Plan — Distribute plans for first quarter even though AY leaders will attend the convention.

Food Baskets — Repeat emphasis on food baskets for the needy, using the November plan. Baskets or boxes can be decorated in the festive colors of the season.

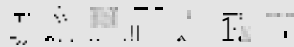
Membership — Give ideas on promoting the AY Societies' membership enrollment.

Report to President — Begin assembling report of the year's activities for the president, conference committee, AY leaders, and union youth director.

Article — Begin to prepare an article for the conference/union paper regarding the year's activities.

Objectives — Encourage AY Societies to begin thinking of objectives they would like to attain for the coming year. The youth director can report these at the convention.

Counsel with the president and other departmental leaders regarding the annual programs. Suggest that the conference committee review the plans and advise that the director wants to incorporate their suggestions. Also suggest that you would like to present the plans to the pastors at the next workers' meeting and, if possible, that the president devote an additional portion of that meeting to study and discussion of youth work in the churches.



Convention — Conduct AY leaders' convention as planned.

Convention — Conduct ~~Pathfinder~~/AY/~~Adventurer~~ leaders' conventions as planned.

Outreach — Encourage all churches to begin small-group meetings and Bible study groups. Temperance teams should become active in presenting good health programs in public places or at the church. Encourage AY Society leaders to enlist all youth in at least one sharing activity.

Morning Watch — Promote the Morning Watch reading and memory gem program as the key to a good start for the day. If the economy of the field does not permit the purchase of the Morning Watch books, send the memory gems for the year in duplicated form to each AY leader.

AY Week of Prayer and Spring Baptism — Plans for this week, to be held in March, should begin now. Counsel with the president about alerting the field. Write to AY leaders and give them a step-by-step procedure to success. Send the Week of Prayer readings and related materials so they will be in the leaders' hands in plenty of time for good planning. The AY Week of Prayer program and readings are detailed in *Youth Ministry* ACCENT. Encourage leaders to plan for a special youth baptism on AY Day in connection with AY Week of Prayer.

Review—Take time to review each AY Society's condition and write a letter to each leader with helpful suggestions regarding organization, outreach projects, objectives, and available supplies.

Training Institute—Endeavor to conduct a training institute sometime during this first quarter of the year. Set the date and location, then begin to advertise. It may be necessary to hold regional institutes rather than a single one for the entire field.

Pathfinder Classes and Investiture Dates—Promote the beginning of Pathfinder, AJY, and Adventurer classes in the local churches. If at all possible, set your Investiture dates so that AJY leaders will know how much time they have to prepare the young people. Pathfinder, AJY, and Adventurer classes and requirements are found in the staff and teachers' resource manuals.

Rallies—Set dates for any regional rallies for the quarter at least, but preferably for the year. Consult with your regional AY leaders to avoid conflicts in programs and activities.

Pathfinder/AJY Reading Course—Send clubs a listing (with prices) of the books for senior, junior, and primary ages. Check with your ABC manager for special advertising that you can include for promotion.

Bible Year Reading—Send a supply of the Bible Year reading plan leaflets to the AY Society leaders, and encourage them to introduce the plan to their youth. Youth can select the one-year or four-year reading program.

AY Membership—Encourage your Society leaders to assemble a complete list of all Society members, and a list of former members who are not presently active in the church. This list is vital in planning for outreach ministries.

Camporee—Complete plans for camporee and send to local Pathfinder leaders, area coordinators, and pastors.

Book Club Reading Plan—This plan is devised by the division, union, or local field, in consultation with the local ABC, so books that are readily available can be promoted. The requirements are listed in Appendix F.

FEBRUARY

Outreach—Continue to encourage small-group meetings and Bible study groups. Include temperance teams. Set up tract racks in public places. Assign teams to check on

racks weekly to keep them stocked with up-to-date literature. Encourage visitation teams, and seek to enlist all youth in at least one sharing activity.

AY Book Club and Morning Watch Reading— Continue promoting the AY Book Club, Morning Watch readings, and the certificates awarded, with emphasis on the spiritual benefits.

Letters— Write to new leaders, encouraging them to work on their monthly plan. Assure them they are being prayed for daily. Remind them of the Tuesday morning Adventist Youth Prayer Fellowship schedule, and the AY Week of Prayer in March.

Training Courses or Conventions— Continue from the January schedule any necessary training courses, conventions, or **Pathfinder/AJY** training classes.

Magazines— Check on distribution of available youth magazines. If in some cases the conference is not able to afford youth magazines, then write to the union youth department to see whether they have any available.

Youth Societies— Create a schedule of dates to visit all churches that do not have an AY Society, Pathfinder Club, or AJY Society, but do have youth; and seek to establish leadership and a Society structure.

AY Week of Prayer— This week usually comes in March, but is sometimes held in September in the Southern Hemisphere. Now is the time to plan with the conference president and committee to foster the AY Day and AY Week of Prayer in all churches. See your first quarter copy of *Youth Ministry ACCENT* for information about the week. Additional planning should include the following:

1. Write to all society leaders regarding AY Week of Prayer and send them the daily readings and activities for the week. Encourage them to keep in contact with the various activity leaders who are in charge of witnessing and Bible studies. Advise them that the spring baptism will take place at the close of the AY Week of Prayer.
2. Write to isolated AY Societies and encourage them to participate.
3. Write to pastors and church elders to plan especially for the important week that will lead up to Youth Baptismal Celebration Day, or the spring baptism as it is also known.

AY Week— Write a final letter to AY leaders and pastors regarding AY Week, AY Day, and the spring baptism. Following AY Week and the spring baptism, compile results for a monthly report to the union conference.

Second Quarter Plans— Send your plans to AY Society leaders and Pathfinder/AY directors, AY Executive Committee members, pastors, elders, and church boards. Make your plans specific, such as Voice of Youth crusade or Share Your Faith projects and Bible Marking Plans.

Articles— Renew interest in the Morning Watch, memory gem, Bible Year, and AY Book Club by writing an article for the conference/union paper, describing a positive experience a youth has had as a result of engaging in one of these activities. Include a picture if possible.

Camp Meeting Plans— Discuss with your president plans for camp meeting if it is held at midyear. Speakers and the general theme should be the main point of discussion.

Outreach— As a follow-up to the AY Week of Prayer and Spring Baptism Celebration, emphasize the importance of including the newly baptized in sharing their faith. Seek to get them involved immediately.

Ingathering— Begin preparing Ingathering promotion ideas and concepts for teams. Get input from youth as you travel.

Investitures— Communicate with churches and schools regarding Investiture schedules and supplies.

Summer Camps— Print applications and distribute them during visits to churches and schools, promoting camp activities; show a camp film or feature a photo display on a portable bulletin board. During Investitures distribute applications again and promote the summer camp. (This will be done later in the year if you live in the Southern hemisphere.)

Camporee— Promote Pathfinder Camporee attendance. Write an article for the union paper concerning camporee benefits for a Pathfinder. Send a letter to Pathfinder directors, encouraging them to practice for events and to attend. Counsel them to check camping equipment, transportation, insurance, and food preparation.

Camporee — Conduct camporee, including an Investiture service.

Investiture — Write to Pathfinder Club directors and schools, giving a schedule of investitures to be held in their churches. Include an order form for necessary Investiture supplies, such as honor tokens, pins, and other items.

Summer AY Meetings — Encourage AY leaders to continue summer meetings. Emphasize the importance of outdoor activities, including recreational ministries. Include in your April bulletin some game activities and outdoor worship program ideas.

Camp Meeting — Complete camp meeting plans. Write an article for your union paper regarding the program. Order necessary lessons for senior youth and junior youth. Communicate with the Sabbath School division leaders, and arrange a meeting with them to coordinate plans for both departments.

Outreach Projects — Encourage AY leaders to continue the Society's sharing activities. Emphasis can be devoted this month to encouraging singing groups to visit nursing homes, prisons, orphanages, hospitals, etc.

Summer Camps — Finalize summer camp plans and staff. Make up orders for food, equipment, and crafts. Develop or update camp staff manual. Write staff members a letter, advising of plans. Begin to mold team spirit, and emphasize personal spiritual preparation.

Resources — Continue to provide resource material hints to AY leaders. Endeavor to evaluate one good resource that will help them build a church AY Society library.

MAY

Letters — Write to students away from home regarding their vacation plans. Encourage them to make Jesus first, last, and best during their vacation. Enlist their help in the local church AY Society. Also write AY leaders and **Pathfinder/AY** directors, urging them to use the talents of returning students in outreach and Society meetings. Plan for a "Welcome Home" AY rally.

Taskforce/Adventist Youth Services Volunteer — Complete final arrangements for those who will join Taskforce groups in the conference or union, and for those who will become student missionaries.

Articles — Write an article for the conference/union paper on prayer and personal work for others. Emphasize the personal relationship with Jesus as the most important preparation for witnessing. Prepare a report on the investitures, with photos.

Student Literature Evangelists — Make arrangements with the conference literature evangelists' leader to speak to AY Society groups and at camp meetings regarding vacation employment and scholarships.

Camp Meeting — Review camp meeting plans, schedules, and personnel.

Outreach — Get off to a good start with returning students by involving them in an interesting outreach ministry. Try this: Find and rent a vacant store window and the question, "Did you know that this is in your Bible?"

Make free literature available from a rack attached to the window, or by furnishing a telephone number or address. Follow the plan, featuring, week by week, a new Bible prophecy and literature on that subject.

In cooperation with a local AY Society, make arrangements to follow up with a Voice of Youth Crusade or Revelation Seminar. If you could lead out as part of training others, this will be of great value.

Social Programs — Encourage AY leaders to plan an active recreational ministries program for their churches. Suggest a regional rally and social program for the various geographical areas.

Investitures — Conduct investitures.

Mother's **Day** Celebration — May is the time when, traditionally, many places and people honor mothers. Lay plans and promote a vigorous Mother's Day Celebration in all the churches.

JUNE

Camp Meeting — Have a great time and a spiritual feast. Plan to use youth extensively in the programs. Recognize AY leaders in a special Sabbath celebration. Award AY Silver and AY Gold medallions. Emphasize AY Book Club and Morning Watch. Set up a display by the Adventist Book Center. Conduct a leadership training program.

Summer Camp — Promote summer camps-distribute camp applications. Begin camping.

Third Quarter Plans — Send third-quarter plans to AY leaders, pastors, elders, and conference president. **Emphasize Voice of Youth meetings.**

Outreach — Following camp meeting, encourage child evangelism by helping in Vacation Bible Schools, story hours, Bible lawn parties, park preaching meetings, street meetings, and literature distribution (**use** what is applicable and **useful** in your area).

Bible Conferences — Begin planning for an October Bible conference. Announce this at camp meeting. Select a theme, date, location, and participants. Make this **an** annual **event**.

Commitment Celebration — Encourage pastors to organize **commitment** celebrations all over the conference. Enlist all office workers to assist, and suggest their participation to pastors.

Summer Camps — Continue having a great time!

Outreach — Encourage leaders to continue the June outreach projects.

Recreation — In the July AY bulletin, list some outreach recreational activities to which AY members can invite friends to join them. *Youth Ministry ACCENT* has good ideas featured in the "Fellowship Module."

Letters — Send letters of appreciation to helpers at camp meeting, and names of any youth who made decisions for baptism to pastors and AY leaders.

Pathfinder Day — Send all materials and information concerning Pathfinder Day to pastors and leaders. Arrange with conference department directors, as much as possible, to help celebrate Pathfinder Day wherever they are while itinerating. If possible, try to get speaking appointments in nearby churches for those not traveling.

Christian Education — Have a strong promotion for Christian education, and encourage youth to attend Adventist schools. It is also a good time to promote ministerial training **among** our youth.

Plans — Begin structuring plans for next year's program.

Rally — Plan regional rallies or a conferencewide rally for youth, with special emphasis on those going to colleges and universities.

Youth Awareness Seminars — Lay plans to conduct church leadership seminars.

Christian Education — Promote Christian education and its benefits to AY leaders. Prepare a sample "Christian Education" program for use in an AY meeting.

Outreach — Continue outreach projects.

Supplies — Order AY, Adventurer, and Pathfinder supplies for fourth-quarter classes and training courses.

Leadership Training — Schedule regional AY leadership training courses and advise AY leaders of plans, dates, and places of meetings.

Adventist Youth Service Volunteers — Plan a send-off for the young people from their home churches. Suggest a dedication service during the Sabbath hour of divine worship. Ask the AY leader to coordinate the activity with the pastor.

AY Leaders' Convention — Begin planning for a conferencewide AY leaders' convention to be held in January. Select theme, date, location, participants, etc. Announce it in the August bulletin. Make this an ongoing annual meeting for old and new AY leaders.

Pathfinder Day — Get in touch with all pastors and leaders, making sure that a Pathfinder Day program is being planned and implemented by the Pathfinder Club in every church.

SEPTEMBER

Fourth Quarter Plans — Send suggested plans to AY leaders, pastors, and president.

Voice of Youth — Promote Voice of Youth crusades for September and October.

Isolated Members — Send plans and ideas for isolated members to join in outreach activities with a form a letter of encouragement.

Ingathering — Lay plans with the personal ministries director for youth involvement in Ingathering. Seek counsel from **AY** leaders on new ideas for participation.

Pathfinder Fair — Complete planning for the Pathfinder Fair to be held in November and send information to Pathfinder coordinators and club directors.

Academies — Write a personal letter to principals, encouraging the establishment of an **AY** Society on each boarding-school campus.

College Students — Plan a send-off for departing college students. Encourage **AY** Societies to prepare "care" packages as a farewell gift. Packages can include cookies, cards, letters, poems, pictures, etc. Packages are not to be opened until students arrive at school.

Church Leaders' Seminars — Conduct regional church leaders' seminars and promote the **AY** Leadership Course.

Morning Watch — Promote the Morning Watch and Bible Reading plans. A renewed emphasis is especially good as students take up books and studies again.

Bible Conferences — Promote Bible conferences and preregistration in the September **AY** bulletin.

OCTOBER

Book Club — Promote completion of Book Club reading.

Lending Library — Promote the lending library plan in local churches. Former Book Club selections make excellent resources.

Bible **Conference(s)**—Conduct Bible conference(s) as per plan.

AY Leaders' Convention — Plan details of **AY** leaders' convention for January. Select theme, date, location, and guest specialists. Youth evangelism and spiritual growth are excellent themes.

Investiture — Plan for a November **AY** leadership and Master Guide Investiture.

Voice of Youth Crusade — Complete the crusade, and ask **AY** leaders to plan with their pastor for a November or December baptism.

Recreational Ministries — Promote a strong social program for the last weekend of October or first weekend of November. This will help to tie youth together for two major outreach ministries in November.

Week of Prayer — Encourage youth to participate and attend the annual Week of Prayer that is generally conducted in November.

Christmas and Other Holiday Activities — Societies should be encouraged to plan for special outreach activities during Christmas or other holidays.

Caring Is Sharing; Adopt an Elderly Person — Ask each AY Society to plan a dinner for the elderly of their community. Plan a complete program, preferably on a Sunday afternoon.

Ingathering — Promote the formation of Ingathering bands from the AY members and others who assisted in the "adopt an Elderly Person" dinner. Begin Ingathering (if this is the time your field is doing it).

Articles — Write an article for your conference/union paper about the AY's "Adopt an Elderly Person" program.

Books — Counsel with the ABC manager regarding ordering Morning Watch books and book club books for next year.

Christmas Program — Counsel AY leaders to plan a special Christmas program for the children and elderly of the church and community. Make it a Desire of Ages theme surrounded with music.

AY Book Club — Begin promotion for the following year. Encourage each AY Society to purchase at least one set. Carry a set with you as you visit the churches.

NOVEMBER

Seven Modules — Emphasize all modules (see Appendix G).

Pathfinder Fair — Conduct a one-day fair.

Adventist **Youth/Master** Guide Investiture — Conduct AY and Master Guide Investiture service, with special emphasis on the AY Silver and AY Gold awards.

Adopt an **Elderly** Person — In the November bulletin give suggestions for menus, program, transportation, etc., regarding the dinner for the elderly.

AY Leaders' Convention — Complete final plans for the AY leaders' convention in January. Promote early registration.

Food Boxes — Give suggestions to AY leaders for making up decorated food boxes for the needy. Counsel them to organize teams to decorate and pack boxes, and to work closely with Community Services directors to plan delivery date and transportation.

Elections — Write a letter to pastors, encouraging nominating committees to select the youth leader first. Suggest that the committee seek counsel from the AY leader and youth.

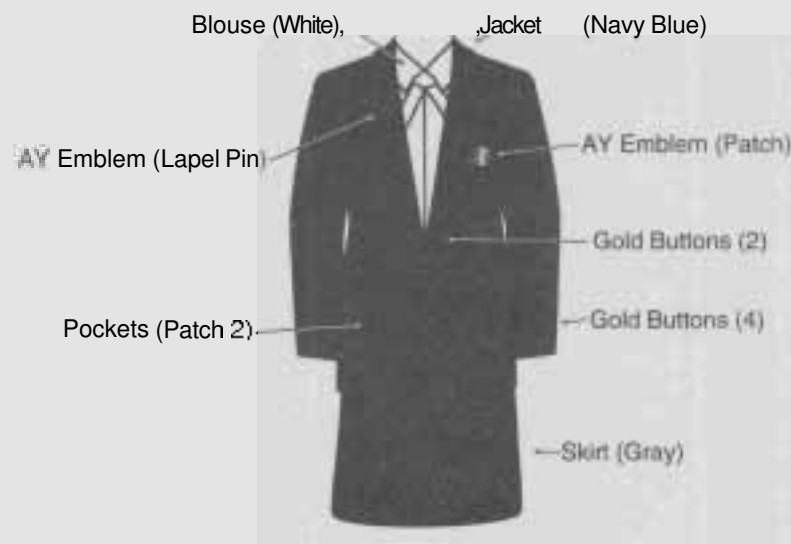
UNIFORMS/FLAGS

UNIFORMS

Conference youth directors have several uniforms that must be worn for various occasions in their ministry. Wearing the various uniforms helps enhance Youth Ministry in that it helps unify the concept of an organized ministry. For all Pathfinder-related functions, the youth director should wear the Master Guide uniform.

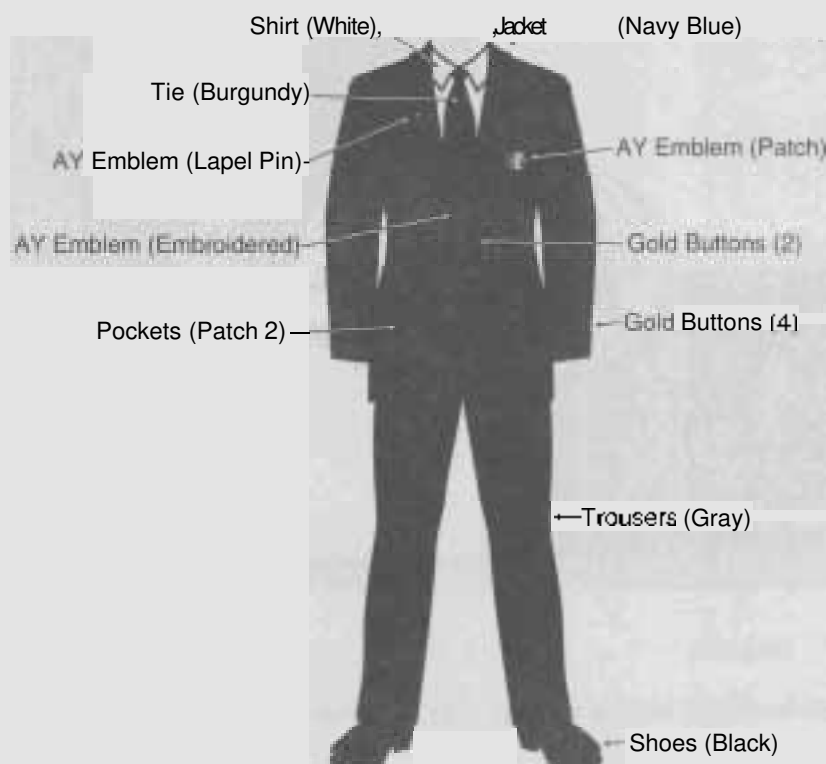
Female

The official Youth Ministry uniform for ladies is an A-line grey skirt, white or blue blouse, navy blue blazer with sewn on pockets and gold-colored buttons, and black shoes. The AY emblem is sewn on the upper pocket, and the pin is placed on the right lapel. The tie is optional. This uniform is to be worn for all gala presentations having to do with senior youth, campus, singles ministries, etc.



Male

For the men, the official Youth Ministry uniform is grey trousers, navy blue blazer with sewn-on pockets and gold-colored buttons, and black shoes. The AY logo is sewn on the upper pocket, white or light-blue shirt, and a burgundy necktie with the AY logo embroidered on it completes the uniform. This is the uniform to be worn for all gala presentations having to do with senior youth, campus, singles ministries, etc.



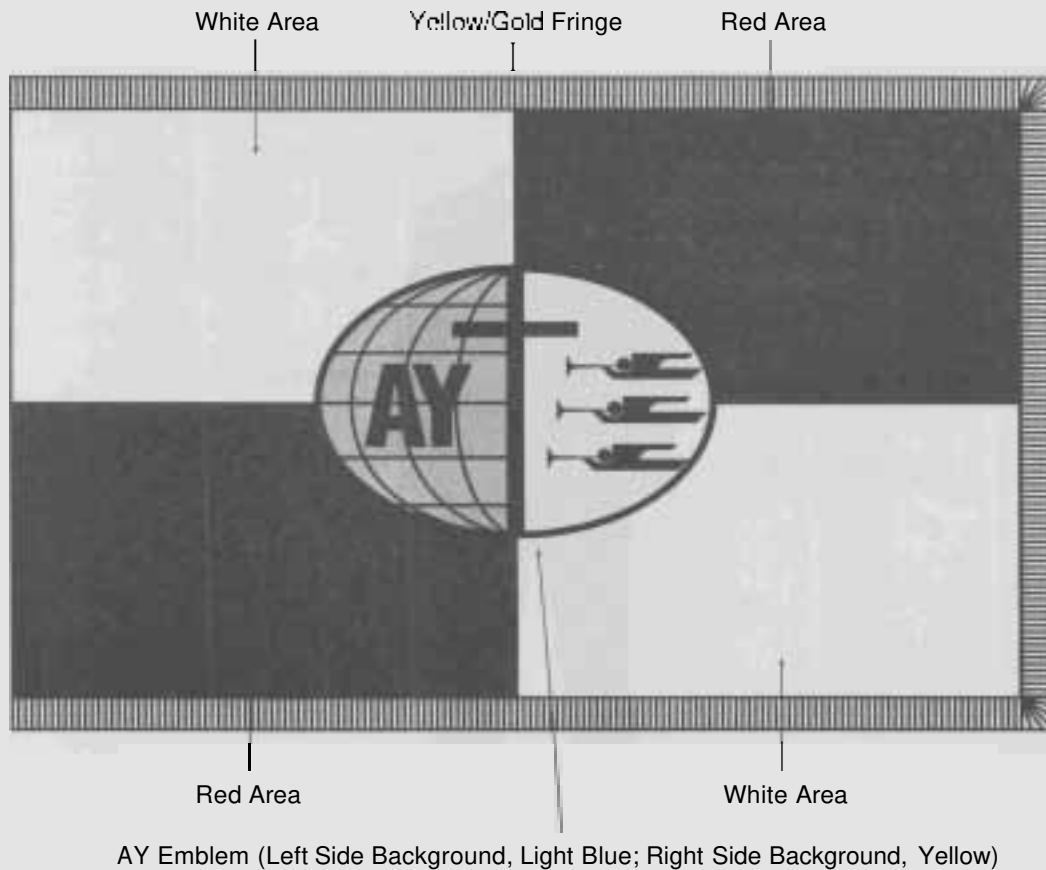
The local church AY leader's uniform is described below.

Male—grey trousers, light blue shirt with AY logo on left sleeve—2 inches down from top seam, burgundy necktie with AY logo.

Female—grey A-line skirt, light-blue blouse with AY logo on left sleeve—2 inches down from top seam.

AY FLAG

The flag as shown below is the official AY flag, and it is to be prominently displayed at all AY meetings and functions.



COLORS, SYMBOLS, AND MEANINGS

White — Purity of life in conduct, speech, and all relationships with others, reflecting the Saviour's ideals for His children. "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity" (1 Timothy 4:12).

Red — Redemption through Christ's life given in our behalf upon the cross of Calvary.

Gold — Excellence of spiritual character derived from Christ living within.

"But he knoweth the way that I take: when he hath tried me, I shall come forth as gold" (Job 23:10).

Blue — Unwavering loyalty to the Lord produces and exhibits the triumph of a life hidden in Jesus.

"Thanks be to God who leads us, wherever we are, on Christ's triumphant way and makes our knowledge of him spread throughout the world like a lovely perfume" (2 Corinthians 2:14, Phillips).

World — The Advent message to all the world in this generation remains ever the goal of Adventist youth.

"And this gospel of the kingdom shall be preached in all the world for a witness unto all nations; and then shall the end come" (Matthew 24:14).

Trumpets/Angels — Three angels' messages heralded throughout the world by and through young people.

"And I saw another angel . . . saying . . . Fear God, and give glory to him; for the hour of his judgment is come. . . . And there followed another angel, saying, Babylon is fallen. . . . And the third angel followed them, saying with a loud voice, If any man worship the beast . . . and receive his mark . . . the same shall drink of the wine of the wrath of God . . ." (Revelation 14:6-10).

Cross — The sacrifice and love for mankind is symbolized in the cross of Jesus.

"Looking unto Jesus the author and finisher of our faith; who for the joy that was set before him endured the cross, despising the shame, and is set down at the right hand of the throne of God" (Hebrews 12:2).

AY — Adventist youth, deriving their spirituality from Jesus, share their faith in fellowship with others.

"With such an army of workers as our youth, rightly trained, might furnish, how soon the message of a crucified, risen, and soon-coming Saviour might be carried to the whole world!" (*Messages to Young People*, p. 196).

YOUTH MINISTRY ORGANIZATION FOR LOCAL CHURCHES

ADVENTURER MINISTRY

The Adventurer program is the first level of Youth Ministry within the local church. It is conducted as an organized club or society for children 6 to 9 years old with four classes: Busy Bees, Sunbeams, Builders, and Helping Hand.

The Adventurer program is distinct and separate from the Pathfinder program and has a different operating policy and philosophy.

A separate leader for the Adventurer program is to be elected by the church; however, this leader should sit on the Pathfinder Council and coordinate Adventurer Club activities with the Pathfinder director.

PATHFINDER MINISTRY

In terms of importance, the Pathfinder organization is equal to the AY organization. Pathfinder ministry embraces all activities conducted through the Pathfinder Club, which is for youth aged 10-15 years old.

Pathfindering is a holistic approach to junior/teen ministry in a club situation. It is well adapted to meet the developing mental, spiritual, social, and physical needs of young people 10 to 15 years of age. It is operated primarily for Seventh-day Adventist youth, but is not exclusive and has tremendous potential for youth evangelism.

The church elects the Pathfinder director, and he or she is responsible directly to the church board and not to the youth leader. The Pathfinder director is to lead in all Pathfinder activities and meetings.

SENIOR YOUTH MINISTRY

Senior Youth Ministry is directed to all senior youth and young adults ages 16-30. The main purpose of this ministry is to train and prepare the youth of the church for service. For this purpose, Senior Youth Ministries prepares two groups of people: Master Guides to work with the juniors, and AY leaders to work for the church at large.

Master Guide

This class prepares the youth for leadership roles with Adventurer- and Pathfinder-age children. Because of its closely connected work with Adventurers and Pathfinders, this class is seen as a transition class between Adventurer/Pathfinder ministry and senior youth ministry. It is expected that all those in the Master Guide Club are or will be active in church activities relating to Adventurer- and Pathfinder-age children. As senior youth they find nurture and growth with other senior youth, but primarily they work with Adventurers or Pathfinders.

Adventurer- and Pathfinder-age activities are not limited to club activities, but they involve all other activities for these children — Sabbath School, Vacation Bible School, child evangelism, etc.

Requirements

Participants of the Master Guide program must be at least 16 years of age and members of the Seventh-day Adventist Church.

Section 1: Fundamentals of Adventurer/Pathfinder Counseling

Attend a two-hour seminar sponsored by conference youth department personnel.

Section 2: In-Service Training

1. Take responsibility as a Pathfinder or Adventurer Counselor for a minimum of one year.
2. Assist in teaching a Pathfinder or Adventurer class for a minimum of five months or through to Investiture.
3. Have or earn the Christian Storytelling honor.

Section 3: New skills development

Complete ten hours of seminar materials sponsored by the conference youth department, giving study to the following areas:

1. Group leadership skills in the Adventurer or Pathfinder unit (2 hours)
2. Communication skills (2 hours)
3. Camping skills (2 hours)
4. Creativity and resource development (2 hours)
5. Child evangelism (2 hours)

Section 4: Personal and Spiritual Growth

- I. Enrich your devotional life by:
 - a. Reading the four Gospels in a modern translation.
 - b. Reading the book *Steps to Christ*.
2. Select and read one book dealing with either leadership or child development.
3. To demonstrate the growth in your leadership and teaching abilities, complete three of the following:
 - a. Develop and conduct three creative worships.
 - b. Assist in preparing a team for your local conference Pathfinder fair.
 - c. Assist in teaching any two honors to Adventurers or Pathfinders.
 - d. Assist in planning and coordinating a Pathfinder Club or unit campout.
 - e. Attend 75 percent of all staff meetings and report on the effectiveness of your participation.
4. Complete one of the following:
 - a. Teach in a children's Sabbath School division for at least a quarter.
 - b. Conduct, or help conduct, a Vacation Bible School program.
 - c. Assist in a program of child evangelism in conjunction with an evangelistic program.
5. Earn or have a Church Heritage certificate.

Adventist Youth Leadership

AY leadership deals with the training of senior youth for general church leadership. It is the hope of the church that the full program will be used to train and prepare future leaders.

Training includes AY Society leadership and general church administration. Manuals for this training course are: *The Church Manual*, *Youth Ministry Handbook*, and the division church leader's handbook or guide.

Requirements

A qualified person approved by the conference youth director—such as pastor, teacher, youth pastor, Master Guide, area youth coordinator, or Youth Federation leader—is to be authorized to verify the completion of the requirements for a leader.

Section 1: You and God

1. Complete the ten-hour Youth Ministry Training Course.
2. Be a faithful student of the Sabbath School lesson. Read one Spirit of Prophecy book of your choice, and write a report (not more than five pages, double-spaced). The following points should be covered:
 - a. Main ideas
 - b. How the reading has strengthened your faith
 - c. What conclusions you have drawn from the reading
3. Pass the Bible Truths examination; choose at least one church doctrine and, in writing,
 - a. Show how Christ is the center of this doctrine.
 - b. List ways that belief in this doctrine affects your daily living.
4. Do one of the following:
 - a. Complete the Adventist Youth Honor in Physical Fitness.
 - b. Complete the Adventist Youth Honor in Nutrition.
5. Do two of the following:
 - a. Belong to a local temperance society.
 - b. Participate in a temperance oratorical, poster, or photo contest.
 - c. Participate in a temperance march.
 - d. Attend a Youth-to-Youth seminar.

Section 2: You and Youth

1. Attend a seminar on counseling and a seminar on interpersonal relationships.
2. Study the Bible, Spirit of Prophecy, and other materials. Then, conduct a study or seminar during an AY meeting on two current issues that relate to Adventist youth.

Section 3: You and the Church

1. Pass the Church Heritage test.
2. Complete a course in local church leadership.
3. Do one of the following:
 - a. Plan and direct or co-direct a weekend church or campus senior youth retreat, or a Spiritual Emphasis Week for youth.
 - b. Plan and direct, or assist in, at least two senior youth recreational activities, covering a total time span of at least six hours.

Section 4: You and the Community

After studying the Bible and the Spirit of Prophecy teachings on spiritual gifts, write a brief summary of how your gifts can most effectively be used in Adventist Youth Ministry. (See Ephesians 4:11, 12; 1 Corinthians 12:28.) Choose and do one of the following:

1. Participate in a visiting activity to one of the following:
 - a. Hospital
 - b. Orphanage
 - c. Retirement home
 - d. Reformatory
 - e. Prison
2. Complete a community service training course and be an active member of a welfare organization (or volunteer for an activity to help others).
3. Complete a lay evangelists' training seminar.
4. Complete a Sabbath School teachers' training course.

SPECIAL MEETINGS

YOUTH CONGRESSES

Youth congresses are large gatherings of senior youth organized by the conference, union, division, or General Conference.

The purpose of a youth congress should not be merely to bring youth together, but to bring them together with a purpose. Traditionally youth congresses have been conducted to teach and instruct youth and their leaders in new programs and to re-emphasize current programs.

The first step in organizing a youth congress should be for the organizers to ask, "Why have a youth congress?" Define your purpose and what you want to accomplish by this gathering.

The period after a youth congress should be a time of great activity, when the delegates go back to their churches to report and implement the programs or conclusions arrived at during the congress. With this in mind, youth leaders should know what they want to accomplish in the coming years and have the stated purpose ready to be acted upon at congress time.

A congress should always be followed by a period of intense evaluation of the effect of the congress on the field. At the time of the congress, while launching the program, the leader should make it very clear how this evaluation will take place.

Steps in Planning and Implementing a Youth Congress

Get committee approval. The youth director should present the concept and get approval from the conference executive committee before planning committees are established.

The leader should not plan the congress alone. Other workers must be involved, especially the other departmental directors of the conference. It is advisable to involve the administration in all aspects of planning and running the congress program.

Planning Committee

The youth director organizes a planning committee that can be enlarged with other workers and lay leaders. The task of this committee is to lay the basic plans for the congress and to consider issues such as: goals and objectives, overall program, finances, delegates, and special invitees.

Upon the completion of its work, the planning committee is dissolved, and the working committees and steering committee take over.

Working Committees

A well-planned congress requires the assistance of numerous committees. Some are listed here. The organizers may find it necessary to organize other working committees, such as music, prayer bands, etc., to handle other aspects of the congress.

Program Committee — The program committee prepares the program and will remain active until the end of the congress. This committee will be in charge of the overall program and will help the leader in running a smooth congress.

Finance Committee — Usually the conference treasurer or someone else from treasury is chosen to head this committee.

The treasurer is the custodian of all denominational funds, and will be willing to assist. The finance committee receives reports on expenditures and incomes relating to the youth congress. A careful and separate account should be kept so full accountability can be given. The finance committee should be watchful that the Youth Ministry activities do not ask for, or use, more money than has been approved in the budget.

Housing Committee — This committee works to assure housing for the delegates. If the decision is to house the delegates in homes, schools, hotels, a campsite, or any other place, the housing committee should research the possibilities and communicate this information to the steering committee.

The housing committee should also make the proper assignments of rooms, houses, or other available lodging. The responsibilities of the housing committee will not conclude before the end of the congress. After the congress, this committee should make sure that everything is restored to order, and in case of a rented building, that it is left clean and ready for the next occupants, unless otherwise specified in the rental agreement.

Food Committee — This committee is to decide on matters of food for the delegates. In most places, delegates provide for their own food. The disadvantage of this is that it may affect the timing of the programs. In some instances, arrangements are made with a cafeteria, and the delegates buy their meals. At times, local churches provide the meals for a fee to be applied to a specific project. In any case, the food committee has to make the proper arrangements and notify the delegates through the steering committee.

Recreation Committee — It is the responsibility of the recreation committee to prepare and direct a program to address the need for recreation at the congress. This includes sightseeing, visits to places of interest, and games.

Outreach Committee— Never should Seventh-day Adventists, young or old, gather in one place and not let the public know of their presence. There should be an opportunity for the delegates to participate in an outreach activity. This can be door-to-door visitation, recognition of a local personality, event with media coverage, music witnessing (where musicians participating at the congress get together and present a concert for the public), literature distribution, health checks, street witnessing, or gymnastic teams. Providing one-day babysitting for working mothers, or visits to orphanages, hospitals, retirement homes, prisons, etc., can be greatly appreciated by those receiving these services.

This committee should present a variety of witnessing opportunities and allow the delegates to select those in which they choose to participate.

Physical Arrangements Committee— Platform, seating arrangements, and decorations all can be handled by this committee. If there are enough participants, this committee can form sub-committees to manage its various responsibilities. Many times this committee is responsible for the ushers.

Responsibilities include:

1. Provide physical arrangements of the meeting place(s).
2. Assign and identify seating locations for the delegates.
3. In cooperation with the program committee, provide the platform decorations.
4. If needed, provide the appropriate backdrop and logos.
5. Monitor and arrange for cleanliness and neatness of facilities during the congress.

Steering Committee

The chairpersons of the working committees, along with other departmental personnel, will comprise this committee, and they will give general leadership to the congress. The organizers may find it necessary to organize other working committees, such as music, prayer bands, etc., to handle other aspects of the congress.

Suggested Program

THURSDAY

AFTERNOON 3:00 - 5:00
5:00 - 6:00

Registration of Delegates
Supper

EVENING 7:00
 7:15
 7:30
 7:35
 7:45
 8:00
 8:03
 8:05
 8:10
 8:15

 8:50
 8:55

Opening Service of Congress

Organ Concert
 Song Service
 Official Opening of Congress
 Roll Call—Seating of Delegates
 Music Festival
 Prayer
 Announcements
 Special Music
 Offering
 Keynote Address (in most places the president of the field gives this address)
 Special Music
 Benediction

FRIDAY

MORNING 6:00
 7:00
 8:00
 9:00 - 12:00
AFTERNOON 12:30
 2:00 - 4:00
 4:00 - 5:00
 5:15
EVENING 6:45
 7:00
 7:05
 7:30
 7:40
 7:45
 7:50
 7:55
 8:00
 9:00

Wake Up and Personal Devotion
 Breakfast
 Morning Devotional
 Discussion Groups
 Lunch
 Discussion Groups
 Sabbath Preparation
 Supper
 Concert
 Vespers
 Music Festival
 Spotlight on Adventist Youth
 Special Music
 Prayer
 Offering/Announcements
 Special Music
 Message
 Benediction

SABBATH

MORNING 7:00
 8:00
 8:30
 8:40

Wake Up and Personal Devotions
 Breakfast
 Song Service
 Special Presentation
 Special Music

		Prayer
		Talk or Seminar
		Prayer
	9:30	Sabbath School
	11:00	Worship Service
		Organ Prelude
		Welcome, Announcements
		Choral Invocation
		Ministers Enter
		"Gloria Patri"
		Invocation
		Theme Song
		Pastoral Prayer
		Special Music
		Tithe and Offerings
		Special Music
		Sermon
		Closing Hymn
		Benediction
	12:30	Dinner
AFTERNOON	12:45	Concert
	3:00 - 3:30	
	3:30 - 4:30	Master Guide/Youth Leaders' Investiture
	4:45	Outreach Activities and Reporting
EVENING	6:30	Vespers
	6:45	Supper
	7:30	Closing Service of Congress

FESTIVAL OF THE WORD

A Festival of the Word is a union/conferencewide assembly of youth at a given location to inspire young people in a youth congress atmosphere. The plan calls for involvement of the youth in saturation evangelism of many kinds in that given area. Delegates to the festival from each local church are to receive training prior to the festival in the type of witnessing in which they will be involved. As the youth witness to individuals, they will invite their contacts to the evening meetings of the festival, which will be geared to the public, and to the evangelistic meetings that follow each festival. Workshops in various types of witnessing will be conducted each morning of the festival. Afternoons are devoted to actual witnessing activities.

Steps in Organizing a Festival of the Word

Following the steps outlined here will make the Festival of the Word more successful in reaching Adventist youth. Use these steps as guidelines, adapting them to local situations as needed.

1. Approval for the festival needs to be voted by the conference committee on the level of administration involved.
2. The program planning committee and steering committee, the Ministerial Association, and the administration of the conference arrange for scheduling of evangelistic campaign(s) to follow the festival.
3. A financial plan and budget for the festival must be submitted to the conference administration. The conference selects a finance committee. Usually the conference treasurer chairs this committee.

A sample budget for a Festival of the Word can be as follows:

A. Cost of Festival of the Word

Auditorium rental, 4 days at \$1,000	\$4,000.00
Stage Arrangements	650.00
Decorations, logo, signs, flowers	1,000.00
Program folders, printing	1,500.00
Witnessing literature	2,000.00
Travel for Speakers	1,000.00
Travel for Delegates	3,000.00
Miscellaneous	<u>700.00</u>
Total Expense	\$ 13,850.00

B. Income

Church Offerings	
(two to be taken, on AY Day):	\$6,500.00
Conference Subsidy	5,000.00
Offerings in auditorium	<u>2,350.00</u>
Total Income	\$ 13,850.00

At least one offering for the Festival of the Word each year for two consecutive years should be put into the conference offering schedule. The entire offering is to be sent to the conference.

In some areas, it is customary for the delegates to pay a registration fee.

Delegates

Youth between 16 and 30 who are members of the Seventh-day Adventist Church, and who are active in witnessing or desire to become more active, may be selected by each church as delegates to the Festival of the Word. The basic formula may be one delegate for each 50 church members or, as has been done in some local conferences, one delegate for each 25 church members or major fraction thereof.

The delegates may be financed in the following manner:

Accommodations — paid by their local church.

Travel expense — responsibility of local conference and paid for by offerings for the Festival of the Word.

Food expenses — responsibility of delegate.

In some financial plans the responsibility for housing and transportation is assigned to the local church.

Should a church have no delegates, that church may contribute with a special offering to assist other churches with their delegations.

Festival Committees

Good organization calls for delegation of responsibility. Committees will be needed to assist the youth director with planning and implementing the festival.

A Festival of the Word **Program and Steering Committee** should be appointed. The youth director chairs this committee, and the people involved in chairing the following committees serve as members:

1. Music Committee

2. Communication and Publicity Committee
3. Decorating and Display Committee
4. Finance Committee
5. Health Services Committee
6. Outreach Committee
7. Platform Committee
8. Registration and Housing Committee
9. Ushering and Security Committee
10. Exhibits Committee

Witnessing Workshops

An important part of a Festival of the Word is the witnessing training held each morning, where delegates learn various techniques and are organized into working groups. These workshops not only help the delegates prepare for their involvement in the festival but also give them ideas to use when they return to their home churches. Following are some workshops that could be scheduled at a festival:

1. How to Give Bible Studies
2. Community Social Services
3. Ready With an Answer
4. Local Church Youth Outreach
5. Academy Outreach Seminar
6. Overcoming Barriers to Witnessing
7. Inner-City Ministry
8. Health and Better Living Outreach
9. Non-Adventist Campus Ministry
10. Witnessing to Those of Non-Christian Religions
11. Hospital and Nursing Home Ministry
12. Voice of Youth Public Evangelism
13. Communicating Through the Mass Media
14. Student Missionary and Adventist Youth Service Seminar
15. How to Witness to Other Protestants
16. How to Witness to Catholics
17. How to Operate Day Camps
18. Branch Sabbath School Evangelism
19. Literature Evangelism

Registration

Registration of each delegate may be done by the following procedure:

1. A registration booth is set up at place of lodging (motel, hotel, or conference camp), with delegates registering when they arrive, or a general registration booth set up at

the auditorium to register delegates (first method is preferred to eliminate long lines).

2. Delegates receive packet with festival-logo identification badge, witnessing literature, pen, map of area, etc.
3. Registration fee is already established. This can be sent to the conference by each delegate with his or her application form.

Witnessing Methods

1. One-to-one house visitation (most of the delegates will be participating in this)
2. Religious survey approach
3. Story hour
4. Non-Adventist Campus Ministry
5. Street witnessing, using Smoking Sam, literature, etc.
6. Shopping mall ministry with temperance and singing groups
7. Health-screening vans
8. Prison visitation
9. Nursing home and hospital visitation

Suggested Daily Schedule for Festival of the Word

WEDNESDAY

Opening Service

EVENING	7:30 - 8:30	Orientation, Challenge, Commitment for delegates
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THURSDAY

MORNING	7:30 - 8:30 9:00 - 10:00 10:00 - 10:15 10:15 - 10:30 10:45 - 12:00	Breakfast Devotional Prayer Groups Orientation Workshops
AFTERNOON	12:15 - 1:15 2:00 - 5:00	Dinner Witnessing
EVENING	5:30 - 6:30 7:30 - 9:00	Supper Better-Living Night <ol style="list-style-type: none"> a. Gymnastics b. Temperance oration c. Personality--on healthful living

- d. Music groups
- e. Salute to country

FRIDAY

MORNING	7:30 - 8:30
	9:00-10:00
	10:00 -10:15
	10:15 -10:30
	10:45 -12:00
AFTERNOON	12:15 - 1:15
	1:30 - 4:30
	4:30 - 5:30
EVENING	5:30 - 6:30
	7:30 - 9:00

- Breakfast
- Devotional
- Prayer Groups
- Orientation
- Workshops
- Dinner
- Witnessing
- Preparation for Sabbath
- Supper
- Focus on the Holy Scriptures
 - a. Music groups
 - b. Testimony by prominent person on place of Bible in his/her life.
 - c. Sermon on importance of Holy Scriptures for youth today.

SABBATH

MORNING	8:00 - 9:00
	9:15 -10:15
	10:30 -12:00
AFTERNOON	12:15 - 1:15
	2:30 - 3:30
	4:00 - 5:00
(Alternate):	2:00 - 5:00
EVENING	5:30 - 6:30
	7:30 - 9:00

- Breakfast
- Sabbath School
 - a. Mission pageant
 - b. Sabbath School evangelism (youth involvement)
 - c. Study of the Word
 - d. Music groups
- Worship service
 - a. Mass choir
 - b. Sermon with appeal.
- Dinner
- Festival of Praise
- Special feature
- Witnessing
- Supper
- Closing Meeting (with evangelist's first sermon of series, or a celebrity or special musical' group—this meeting for the public)

Committees and Job Analysis

As with any other event, committees are vital to the success of the Festival of the Word. Brief descriptions are given here and may be expanded as needs arise.

Program and Steering Committee

1. To be responsible for the over-all program of the festival and for signing the contract for facilities.
2. To invite speakers.
3. To appoint committee chairpersons and members.
4. To act as a liaison with other departments and the conference administration.
5. To arrange for location of workshops.
6. To arrange for food service.
7. To sign contracts for celebrities who may be appearing at the festival.
8. To receive and approve reports from all subcommittees.
9. To adopt the festival logo.
10. To plan all general meetings of Festival of the Word in the auditorium.
11. To appoint a ~~master~~/mistress of ceremonies for each meeting.
12. To work closely with platform chairpersons in determining the logistics of the meetings.
13. To work with a conference evangelistic team in all planning.
14. To establish a time schedule for each meeting.

Music Committee

1. To sponsor a contest for original festival theme song.
2. To select a choir leader and an associate.

3. To select organists and pianists.
4. To select chorister(s).
5. To have songs for congregational singing printed in program folder, or arrange for them to be projected on a screen when they are to be sung.
6. To check all prospective special music groups for the following points:
 - a. Words must meet Adventist beliefs.
 - b. Music must not be offensive to anyone.
 - c. Performance at meetings must be the same as was submitted on tape for the audition.
7. To notify all prospective musical groups of acceptance or rejection, and inform them of regulations, schedule, etc.
8. To see that the following items are cared for:
 - a. All participating music groups are involved in witnessing activities at the festival.
 - b. A mass choir is assembled for evening meetings and the church service.
 - c. The orchestra is assembled and plays at appropriate times during the festival.
 - d. The mass-choir music is selected by choral directors and sent to participants.

Housing and Registration Committee

1. To arrange with a housing agency for blocks of rooms in motels or hotels.
2. To recommend that one motel or hotel be headquarters for speakers and staff directors.
3. To set a deadline date for room reservations.
4. To prepare a map showing the location of motels and listing the number of rooms available in each.
5. To prepare reservation forms for churches to use in sending names of delegates.
6. To prepare registration signs and arrange for personnel to work in registration booths.
7. To prepare a master file of delegates for use at festival.


8. To make arrangements for any other type of required housing.

Outreach Committee

1. To contact pastors in the area to secure their cooperation and ask them to prepare a map based on witnessing unit organization.
2. To determine what methods of witnessing will be fostered.
3. To arrange for witnessing literature.
4. To arrange for witnessing workshops at the Festival of the Word.
5. To ask the churches to submit areas of specialized ministry in which their delegates may be qualified to work at the festival.
6. To give delegates specific projects and territorial assignments.
7. To arrange for buses, if needed, and private cars for witnessing activities. Each car and bus should be identified with a numbered card, and delegates should be pre-assigned.
8. To contact campuses for appointments and arrange with shopping malls for groups to appear.
9. To work with the conference in scheduling health-screening vans for use at the festival.
10. To work with conference evangelistic team that will conduct follow-up meetings, to coordinate festival activities.
- † 1. To request Adventist Youth Service volunteers to begin preliminary work in the festival area at least six months prior to the opening of the festival, and to remain in the area at least six months after the festival to work with the evangelistic team and do follow-up ministry.

Publicity Committee

1. To prepare fliers or bulletin inserts for promoting the Festival of the Word offering in the churches.

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2. To prepare posters to advertise the Festival of the Word.
 3. To prepare stationery for advertising the festival.
 4. To contact television and radio stations and arrange coverage.
 5. To prepare a timetable for articles to appear in church papers advertising the festival, and to make writing assignments.
 6. To set up a pressroom for interviews at the festival.
 7. To arrange for covering the festival with photos and stories that can be sent to the local churches for publicity.
 8. To work with local newspapers for publicity.
 9. To send publicity to all local AY Societies.
 10. To order materials such as pens, bookmarks, etc. with Festival of the Word logo for distribution.

Platform Committee

1. To recommend stage arrangement and stage size.
2. To organize personnel (platform chairman and back-up person) for each meeting.
3. To arrange for spotters and timers to ensure smoothly coordinated minute-by-minute schedule.
4. To arrange for the use of proper communication devices such as walkie-talkies, phones, etc., if necessary.
5. To arrange for liaison with audio and lighting technicians.
6. To arrange for audiovisual equipment, announcements, and other needs.

Ushering and Security Committee

1. To arrange for delegation signs and their placement.
2. To arrange for offering containers.

3. To arrange for offering depository room and banking of monies.
4. To arrange with auditorium personnel for proper security.
5. To secure identification badges for ushers.
6. To arrange for sufficient ushers and assign ushers to their various locations.
7. To arrange for distribution of materials as needed.

Decorating and Display Committee

1. To arrange for logo and backdrops for auditorium stage.
2. To arrange for flowers and other decorations on the platform.
3. To arrange for signs as needed for various workshops, etc.
4. To take applications, arrange space, and prepare identification signs for exhibits.

YOUTH RALLIES

Youth rallies are one-day meetings when youth of various churches, under the auspices of the conference youth director or the Youth Federation officers, come together for a specific purpose.

It will be well to look for an outstanding guest speaker and plan the whole program as a youth revival. This is a good time to include activities such as Bible contests, temperance oratorical contests, to receive outreach reports, have a temperance parade, etc. These occasions are good for receiving reports from the various churches, and also for a strong promotion of youth activities.

Since this is a one-day event, there is no need to arrange for housing, etc., unless delegates are coming from some distance and need to stay overnight.

It is proper to arrange for meals for the delegates. A potluck for Sabbath dinner can contribute to more friendships among the youth.

BIBLE CONFERENCES

Bible conferences are special meetings that can be conducted in the form of a retreat, and may be held for several days at a camp, or may be conducted as a one-day meeting.

The objective of Bible conferences is to get youth to study their Bibles regularly. It is the time when through Bible study we can help give answers to our youth. The main purpose is to help youth who are not attending church-operated schools to strengthen their faith. However, youth in Adventist schools should be made welcome.

Purpose

The major goal of a Bible conference is to guide youth to:

1. A deeper study and understanding of the Bible.
2. Provide a Christian experience to affect their lifestyle, help them in their choices, and prepare them for future events.
3. Help them to learn to interpret present world conditions according to Adventist biblical interpretation.
4. Develop a deeper sense of recognition of their place in the church and its leadership.

Where to Hold

A place where the studies can take place without interruption is best. Campsites, etc. have been the favorite of many. Schools and churches also can be used. The idea is to be in a retreat-like environment without interruptions.

Personnel

Besides the support personnel needed for the setting, the most important people needed are the teachers or facilitators.

Because of the delicate material of some subjects to be studied, there should be wide consultation before deciding on the teachers. Always let your conference committee decide on this sensitive issue.

What to Study

The experienced youth director will have a variety of topics to cover with the youth. Some biblical portions can be chosen or specific topics can be studied. Also, through a strong relationship with the youth and their pastors, the youth leader can learn what topics would be best to study.

Suggested Program

Reveille, preparation for the day

Personal devotions

Devotional

Prayer bands

Breakfast

Bible study (first session)

Discussion of topic (in small groups after general presentation)

Midday meal

Rest and friendship development

Bible study

Discussion of topic (in small groups after general presentation)

Recreation

Supper

Friendship development

Commitment time (outreach, demonstrations, etc.)

Bedtime

Finances

As in all other youth activities, a solid budget must be prepared and the organizers must strive to remain within that budget. The financial arrangements should be clear for all to understand. Costs of the program should be carried by organizers and participants. In many places the local churches subsidize the youth whom they want to attend.

The organizers should make sure that all materials are on hand. Reference books such as a Spirit of Prophecy collection, Bible commentaries, Bible dictionaries, encyclopedias, concordances, etc., will be very helpful.

How to Manage a Bible Conference

1. A Bible conference is not another camp. The program should vary from a regular camping program, allowing participants ample time for study and meditation.
2. Lectures and sermons should be discouraged, and group discussion strongly promoted.
3. Groups should be kept small in order to allow participation by all those attending. It is recommended that groups have no more than 10 participants each.
4. Time should be given for prayer and meditation after the presentations and discussions.

Bible Study Methods

There is more than one way to study the Bible. Several methods are outlined here. Only those that meet the needs and interests of the participants should be used.

Vasteras Method

The Vasteras method gets its name from a Swedish parish. It was designed by the pastor of that locality to encourage parishioners in more Bible study and more participation. The importance is that each member should participate. Suggestions on how to use this method are listed below.

1. Divide the participants into small groups. Appoint a leader for each or have each group choose its leader.
2. Each group reads the assigned portion, with each group member reading a few verses.
3. Allow ten minutes of meditation where each group participant will restudy what has been read and mark the text with the following symbols:
 - a. “I” at those verses where you found new truths or thoughts.
 - b. “?” at those verses you do not understand or that need additional explanation.
 - c. “” at a verse that has moved your heart or stirred your conscience.
 - d. “!” to indicate a portion you would like to memorize.

4. Each participant should mark on a separate sheet the three most outstanding verses that he or she has marked with any of the above-mentioned symbols and explain why they were marked.

Silence Method

The group director presents the portion to be studied. Participants will go by themselves to a quiet place and, using a study guide given to them beforehand, find answers to the questions asked.

After a given time the group gets together again to go over one another's findings and answers.

Answering-in-Circle Method

The small group sits together, and, taking turns, each participant will give his or her opinion on the given portion. If someone has no opinion, that person should say "I pass" and the next in turn should proceed.

The group leader should be perceptive to see when group members start repeating one another. If this is happening, unless there is someone with added information or opinion, the group should proceed to the next portion of Scripture.

Dissertation Method

This method is least likely to appeal to youth, because it is too "preachy." If it is to be used, then the speaker should provide an outline to participants, use visual aids, and encourage participants to interrupt and ask questions. The speaker also must encourage the participants to read the texts.

Deepness Method

This method consists of going over the same portion of Scripture several times and answering different questions. Questions to be asked:

1. What does this text tell the world?
2. What is the problem? What questions do I have?
3. What destiny does it show? What application does it have?

Bible Verse Method

This method concentrates the study on a given Bible verse. One verse will be read several times, and then the individual can meditate on that particular verse and try to answer the following or similar questions:

1. What personal message do I find here?

2. Are there any promises of God for me here?
3. Is there a command that I need to obey?
4. Is there a warning for me here?
5. Is there any comfort for me here?

Try to find other verses that address the same issue or appear in contrast to it. The group leader should encourage discussion of the findings.

The best way to judge the success of the program is to have all participants take active part in the discussion. Participants should be encouraged to ask questions and give opinions.

The Bible Rewrite Method

Purpose of this method: To find out the message for today in a particular biblical passage.

Example: To examine Ephesians 3:7-13 and rewrite it for our day and for our times. This method takes some thought and is best liked by creative people.

Step 1. Take the passage and read it through aloud and then to yourself.

Step 2. Write the following information about the text:

This text tells me to _____

This text must have been written when Paul was _____

The main point of the message is _____

Step 3. Share your responses to this passage with the group to see whether all have understood it.

Step 4. This is the hard part. Rewrite this text in your own words for your time and place. Be creative, be interesting, use modern language, use modern people and places. You might begin: I was walking down the street in front of the church when I had this thought.

Step 5. Each member reads his or her rewrite to the group. Each member decides which one best tells the story of the text for him or her.

The Theological Method

Purpose of this method: To understand the Bible in a theological or doctrinal way and to be clear as to its message for me.

Example: Examine Ephesians 1-3 with a view of finding out the theological or doctrinal information in the text.

Step 1. Assign two people to each chapter and complete the following:

What is the main point of the chapter? Finish these sentences:

It was the main purpose of chapter 1 to _____

It was the main purpose of chapter 2 to _____

It was the main purpose of chapter 3 to _____

Step 2. Give a title to each paragraph and complete the following: (This may be done in the same small groups that worked on the chapters.)

Paragraph	Text	Name
1	1:1,2	Saying "hi" to the church
2	1:3-14	_____
3	1:15-23	_____
4	2:2-10	_____
5	2:11-22	_____
6	3:1-13	_____
7	3:14-19	_____
8	3:20, 21	_____

Step 3. Talk to one another about why each text is relevant and important to you as youth in the twentieth century. (During the next six minutes, talk about each text.)

Step 4. What does your group (or you as an individual) need to do to apply this text to your life? (Take five minutes for discussion.)

Step 5. Have the group decide on the most devotional or inspirational kernel of truth that this passage of Scripture suggests and write it on the board for everyone to see. Have the groups review the statements and select their three top choices. For example:

Ephesians 2 suggests that _____

First choice _____

Second choice _____

Third choice _____

The Devotional Method

Purpose of this method: To understand the Bible in a devotional way and to be inspired by God's Word.

Example: Examine Ephesians 2 with a view to determining the devotional material in the text.

Step 1. Read the text to yourself. Remember the most outstanding point that helps your spiritual life. Find one or two that you think really make you feel good about God and His action in Christ.

1. Verse _____ tells me _____

2. Verse _____ tells me _____

Step 2. Pool the group's verses and statements about God that inspire you. Vote on the ones that are the best understood by the group. Decide on the three that appeal most to your group. Rewrite the verses to say what you think they say to you and your group.

1. Verse _____ says _____

2. Verse _____ says _____

3. Verse _____ says _____

Then fill out your own chart from the information the group feeds back.

Step 3. Complete the following outline, using the information you have learned:

Chapter 1

A. _____

B. _____

C. _____

D. _____

Chapter 2

A. _____

B. _____

C. _____

Chapter 3

A. _____

B. _____

C. _____

Step 4. List the three most important truths about Jesus or God that your study provided.

Choice 1. _____

Choice 2. _____

Choice 3. _____

"What It Means To Me" Method

Purpose of the method: To help participants learn how to discover the meaning of a passage of Scripture.

Example: To examine John 5:1-18 and determine what this story has to say to me today.

Here are some practical steps that will help you understand this passage:

Step 1. Pray and ask God to direct your group to the truth from His Word so that all of you can apply it to your lives.

Step 2. Read John 5:1-18. Read it aloud once; read it to yourself once (3 minutes).

Step 3. List any sins mentioned in this text that you see in your own life.

1. _____
2. _____
3. _____

Step 4. List any promises given in the text—what God says He will do for you.

1. _____
2. _____
3. _____

Step 5. List any behaviors or actions that you can avoid, according to this text.

1. _____
2. _____
3. _____

Step 6. Are there things God tells you to do? If so, list them briefly.

1. _____
2. _____
3. _____

Appendix A

YOUTH FEDERATION

Youth Federations are organizations of AY Societies within a district, city, etc., in the conference territory. Such organizations have no authority over the AY Societies, but function to advise and coordinate programs.

Each AY Society member of such a Federation is responsible to its own church, church pastor, and church board. The organization of a Federation should not take the place of the AY Societies, but rather promote strong youth organization in the local churches.

The concept of Youth Federation finds its inception in the Allegheny East Conference in the U.S.A. as an answer to an urgent need among the youth of the church. From a humble beginning in this conference it has circled the world.

SECTION I

PURPOSE

A. Coordination

A Federation can greatly facilitate the work of the conference youth director by helping to coordinate the work within the Federation territory.

By staying in touch with the Federation leadership, the youth director can gather and give information necessary for successful youth ministry.

B. Sharing

The Federation allows its member churches to share in the cumulative experience of its leaders and thus advance in greater strides. When functioning properly, the Federation can be very helpful to smaller churches, encouraging them to participate and put together meaningful programming for their youth.

Methods and programs that have functioned in other areas can be readily available for all the participating churches.

C. Leadership Development

Adventist Youth Federations provide a great opportunity for expanded leadership development beyond the local church level.

By having the opportunity to function on a wider and different level from that of their particular local church, young people will develop skills and acquire leadership abilities that can be put to work in other areas of the church, as well.

D. Fellowship

Youth Federations allow young people to fellowship with youth from other churches and thus give the awareness that there is a large group of believers to which the particular Society belongs. This opportunity of growing up with a large group of believers in religious, educational, and athletic activities is invaluable.

E. Single Adults

Ministry to this group should be a high priority. There is a critical need for program development in the area of ministry to single adults. It is suggested that clubs for this group be organized in each church, and that a relationship be promoted with the AY Society. Retreats and special weekends should be organized to provide a sensitive listening/learning forum for development of a meaningful ministry to this group.

F. Programming

One of the Federation's primary tasks is to assist in the development of a relevant program for each youth-age group in every church. The following is a list of activities around which a dynamic program can revolve:

1. Have a membership drive to make every youth a registered member of your AYS. This includes learning the pledge, law, and motto.
2. Organize a program committee to develop ideas for youth Sabbath afternoon programs.
3. Develop Bible-and-denominational-knowledge programs to include all age groups. This includes Bible Bowl teams and Heritage of Truth classes.
4. Plan inter-church involvement in designated areas that will include outreach action teams, temperance action teams, Bible contest teams, and athletic teams. The goal is to achieve participation by every church in each Federation.
5. Develop leadership through junior youth and senior youth leadership training sessions.

SECTION 11

FEDERATION — ADVENTIST YOUTH SOCIETY RELATIONSHIP

The Federation relates to the Adventist Youth Society in the following ways:

A. By invitation only

The Adventist Youth Federation has no rights except those granted by the local church. It is an organization whose sole purpose is to assist in the development and implementation of programs beneficial to the local Adventist Youth Society.

B. Fresh Ideas

Make fresh ideas available to each Society.

C. Common Objectives

The goals of the Federation and the goals of the local Adventist Youth Society are the same—to provide projects and programs that develop Adventist youth and lead to their salvation and involvement in service to God.

SECTION III

PASTORAL INVOLVEMENT

To organize and carry out an effective program, the pastor must be involved. A few suggestions for getting pastors involved are listed here. Add others as desired.

A. Invite Pastors

Invite each pastor in the Federation churches by letter and telephone call to all committee meetings.

B. Request Calendars

Request a calendar of events from each pastor in the Federation.

C. Share Schedules

Present each pastor with a Federation calendar of events and an executive committee meeting schedule.

D. Demonstrate Interest

Demonstrate an interest in each pastor's church and evangelistic program. Never assume that the Federation meetings automatically take priority. Publicize and support the special meetings in the churches within the Federation.

SECTION IV

CONFERENCE OFFICER VISIBILITY

Federation ideas and plans often call for encouragement and support from conference youth directors. Federation officers should take the initiative in maintaining positive relations with the Youth Department.

- A.** Your conference youth director should be invited to all committee meetings. Early notification of date and time should be made by letter and/or telephone call in time so the youth director can plan to be present.
- B.** Conference officer presence demonstrates an interest in the local church program that transcends finance. It also provides opportunity for observation and suggestion in program refinement in the local Society or Federation.
- C.** High visibility breeds familiarity. This works for the Federation and the local Society. The Federation officers should demonstrate good leadership. Frequent visitation from the conference office gives opportunities to discover developing leadership for the future.

SECTION V

RELATIONSHIP OF FEDERATION TO YOUTH DEPARTMENT

The duty of the Federation organization in relationship to the conference Youth Department is that of processor/coordinator of all matters of promotion, development, and finance. The following list describes some activities.

- A.** Processes all information and reports regarding Bible contests, temperance orations, sports, evangelism, etc. This includes planning questions for inter-church Bible events, planning intra-Federation oratorical contests, and encouraging youth evangelism campaigns and programs. The Federation also assists in encouraging groups to forward

promptly all AYS, Adventurer, and Pathfinder monthly reports to the Youth Department office.

- B.** Enthusiastically encourages participation by all Societies in conferencewide congresses, retreats, camps, conventions. This includes reaching delegate quotas where designated, participation in officers' conventions and leadership training programs for new youth officers, and monetary plans necessary to finance such activities. In short, the Federation acts as a ~~coordinator/promoter/developer~~ that serves the churches on one hand. and the conference Youth Department on the other.

SECTION VI

SAMPLE YEAR OF FEDERATION ACTIVITIES

JANUARY New Year Celebration

AYS Membership Drive

Sectional Socials

Executive Committee Meeting (Planning congress, camp meeting, youth camp, Federation meeting dates)

FEBRUARY Sport Activity Preparation

Bible and Temperance Contests

Week of Prayer Preparation

Secure Sites for Evangelism

MARCH Youth Evangelism Month

Youth Week of Prayer

APRIL Executive Committee Meeting

Pathfinder Month—Camporee

MAY	AYS Olympics (Physical Fitness Finals)
	Oratorical Finals Preparation
JUNE	Camp Meeting
JULY	Summer Camps
	Camp Meeting
	Patriotism Month (This can be modified to fit with the month that your country celebrates.)
AUGUST	Singles' Camp Meeting
	Married Couples Retreat
SEPTEMBER	Better Living Month
OCTOBER	Senior Youth Retreat
	Street Ministries Month
NOVEMBER	Ingathering Month
DECEMBER	Caroling Season (Neighborhood, city corners, malls, shopping centers)

SECTION VII

SAMPLE CONSTITUTION FOR AY FEDERATIONS

Constitution and Bylaws of the Federation of Adventist Youth

PREAMBLE

WHEREAS, it is our desire to unite our efforts in God's service and to promote unity of purpose, we, the young people of the Youth Societies in [name of field] of Seventh-day Adventists, do

hereby form this Federation and establish this Constitution to promote friendliness and good will among our Societies: to unite our efforts for more extensive missionary endeavor; to provide varied spiritual, social, and recreational activities; and to develop the leadership ability of our young people.

ARTICLE I—NAME

This organization shall be known as the Federation of Adventist Youth Societies.

ARTICLE 11—MEMBERSHIP

Section 1. Any organized Adventist Youth Society in the ~~district~~city shall become an active member upon signing the constitution and paying the initiation fee. A Society shall remain active as long as it fulfills its duties and obligations as set forth in the constitution and bylaws.

Section 2. The body of this organization shall consist of the members of the active Societies of the following churches: [List them.]

ARTICLE 111—OFFICERS

Section 1. The officers of the Federation shall be a President, Vice presidents (the president from each Society where possible), a parliamentarian, a secretary-treasurer, an assistant secretary ~~and/or~~ assistant treasurer (or assistant secretary-treasurer), a director of public relations, and a chairperson of the planning committee.

Section 2. Officers shall take office on January 1 following their election and shall serve for one year. All shall hold their offices until their successors are elected and enter upon their duties.

Section 3. No person shall continue to serve as an officer, committee chairperson, or member of the executive ~~and/or~~ constitutional committee who shall cease to be a member in good standing of a recognized Seventh-day Adventist Church.

Section 4. Election of officers shall be according to acceptable Seventh-day Adventist Church procedures (see the Seventh-day Adventist ~~Church~~ Manual, chapter 10).

Section 5. This organization shall maintain the following standing committees: (a) Executive, (b) Constitutional, (c) Planning, (d) Religious Activities, (e) Social Activities, and (f) Outreach Activities.

ARTICLE IV —MEETINGS

Section 1. Federation meetings shall be held at the time and place designated by the Executive Committee.

Section 2. To process nominations and conduct other business, a simple majority (50% + 1) of the Federation membership shall be considered a quorum.

ARTICLE V —BYLAWS

The members of this Federation may make bylaws and amend or repeal them at any duly called meeting of the Federation. The scope of such bylaws may embrace all subjects consistent with the constitution.

ARTICLE VI —AMENDMENTS

All amendments to the constitution must be presented in writing to the Federation constitutional committee at a Federation meeting and must be ratified by a three-fourths (3/4) vote of the members in attendance at the next meeting.

BYLAWS

ARTICLE I—THE PRESIDENT

The responsibilities and duties of the president are as follows:

- a. To preside at all meetings and executive committee meetings.
- b. To coordinate the various activities of the Federation.
- c. To appoint, with the approval of the executive committee, such committees as he or she shall judge necessary and expedient for the proper functioning of all Federation activities.
- d. To supervise and manage the Federation according to the provisions of the constitution and bylaws.
- e. To render a quarterly report of the activities of the Federation to the conference Youth Department.

ARTICLE 11—VICE PRESIDENTS

The responsibilities and duties of the vice presidents (to be chosen among AY leaders where possible) are as follows:

- a. To coordinate the various Federation activities within their Society
- b. To serve in the absence or disability of the president if designated by the president.
- c. To bring a report of AY Society activities and a financial statement to the executive committee meetings.
- d. To attend all executive committee meetings and other meetings.

ARTICLE 111—PARLIAMENTARIAN

The responsibilities and duties of the parliamentarian are as follows:

- a. To serve as parliamentarian of the Federation.
- b. To serve as chairperson of the constitutional committee.
- c. To present reports of the constitutional committee to the Federation executive committee.
- d. To interpret the constitution.
- e. To attend all executive committees and other meetings.

ARTICLE IV—THE SECRETARY-TREASURER

The responsibilities and duties of the secretary-treasurer are as follows:

- a. To keep all records of items of business.
- b. To be responsible for all correspondence of the Federation.
- c. To send a copy of the minutes of all meetings to the Federation president and to the conference youth director.

- d. To attend all executive committee meetings and other meetings.
- e. To receive and receipt all Federation funds.
- f. To disburse funds upon the authorization of the executive committee.
- g. To keep an itemized account of all receipts and expenditures.
- h. To bring a financial report and bank statement to all meetings.
- i. To have all books and accounts audited by the ~~mission/conference/field~~ auditor at the end of the calendar year.

ARTICLE V—THE ASSISTANT SECRETARY-TREASURER

The responsibilities and duties of the assistant secretary-treasurer are as follows:

- a. To serve in the absence of the secretary-treasurer
- b. To assist the secretary-treasurer by recording all statistics relative to Federation meetings and other meetings, including the following items:
 - 1. the Societies present
 - 2. the attendance
 - 3. other information that the executive committee may specify
- c. To give all statistical data to the secretary-treasurer.
- d. To serve in the absence of the treasurer.
- e. To perform duties as assigned by the treasurer.

ARTICLE VI—DIRECTOR OF PUBLIC RELATIONS

The responsibilities and duties of the director of public relations are as follows:

- a. To advertise and publicize Federation activities.
- b. To attend all executive committee meetings and other meetings.

- c. To attend all Federation meetings.

ARTICLE VII—PLANNING COMMITTEE CHAIRPERSON

The responsibilities and duties of the planning committee chairperson are as follows:

- a. To chair the planning committee.
- b. To render reports of committee activities for executive approval.
- c. To attend all Federation meetings.

ARTICLE VIII—RELIGIOUS ACTIVITIES COMMITTEE CHAIRPERSON

The responsibilities and duties of the religious activities committee chairperson are as follows:

- a. To chair the religious activities committee.
- b. To render reports of committee activities for executive approval.
- c. To attend all Federation meetings.

ARTICLE IX—SOCIAL ACTIVITIES COMMITTEE CHAIRPERSON

The responsibilities and duties of the social activities committee chairperson are as follows:

- a. To chair the social activities committee.
- b. To render reports of committee activities for executive approval.
- c. To attend all Federation meetings.

ARTICLE X—ADVISORS

The conference youth director shall be the chief advisor. All conference officers, pastors of churches within the Federation, and former Federation presidents shall serve as advisors.

ARTICLE XI EXECUTIVE COMMITTEE

Section 1. The executive committee shall consist of the following persons:

- a. President
- b. All vice-presidents
- c. Parliamentarian
- d. Secretary-treasurer
- e. Director of public relations
- f. Chairperson of the planning committee
- g. Chairperson of the religious activities committee
- h. Chairperson of the social activities committee
- i. Chairperson of the Pathfinder activities committee
- j. Conference youth director
- k. Church pastor and one Seventh-day Adventist school principal, if possible.

Section 2. The responsibilities and duties of the executive committee are as follows:

- a. To exercise general administration over all matters pertaining to the work of the Federation.
- b. To set the time and place of all meetings.
- c. To appoint persons to fill vacancies, subject to the approval of two thirds (2/3) of the members present at a duly-called meeting.
- d. To appoint all chairpersons of standing committees.

Section 3. Quorum of the executive committee shall be set by the constitutional committee and voted at the time of acceptance or revision of the constitution by the Federation members.

ARTICLE XII—CONSTITUTIONAL COMMITTEE

Section 1. The constitutional committee shall consist of the following persons:

- a. The parliamentary as chairperson of the committee
- b. A secretary selected by the nominating committee
- c. Conference youth director
- d. One (1) elected representative from each AY Society within the Federation who is NOT the Society president

Section 2. The responsibilities and duties of this committee are as follows:

- a. To see that the Federation is conducted according to the provisions of the constitution and bylaws.
- b. To study proposed amendments to the constitution and report its ~~recommendations~~ to a duly-called Federation executive committee meeting.
- c. To notify the Federation president and conference youth director when an office is not being maintained according to the provisions of the constitution and bylaws. The conference youth director, the Federation president, and parliamentary shall counsel with the offending officer.
- d. To take the following steps when the Federation parliamentary and president, and the conference youth director shall decide that an officer is still negligent after counseling:
 1. The parliamentary shall call a meeting of the constitutional committee to send the offending officer written notice that a recommendation is being made to the constituency that this office be declared vacant.
 2. The parliamentary shall present the recommendation to the executive committee who shall call a constituency meeting to act on the recommendation.
 3. The constitutional committee shall be empowered to call a constituency meeting should the executive committee fail or refuse to do so.
 4. The procedure shall apply to all Federation officers except the president.

- e. When the parliamentarian and the conference youth director shall determine that the president is negligent, the following steps shall be taken:
 - 1. The parliamentarian and the conference youth director shall counsel the president.
 - 2. When the parliamentarian and the conference youth director shall decide that the president is still negligent after counseling, the parliamentarian shall call a meeting of the constitutional committee to send the president written notice that a constituency meeting will be called to recommend that this office be declared vacant.

ARTICLE XIII — ARBITRATION

The Youth Department of the conference shall serve as arbitrator in unresolved issues between the executive committee and the constitutional committee.

ARTICLE XIV — PLANNING COMMITTEE

Section 1. The planning committee shall consist of the following persons:

- a. A chairperson elected by the constituency
- b. The planning committee chairperson from each AY Society

Section 2. The responsibilities and duties of this committee are as follows:

- a. To plan and coordinate Federation congresses.
- b. To plan and coordinate special projects as designated by the executive committee.
- c. To render reports and submit all committee decisions to the executive committee for approval.

ARTICLE XV — RELIGIOUS ACTIVITIES COMMITTEE

Section 1. The religious activities committee shall consist of the following persons:

- a. A chairperson appointed by the Federation officers

- b. The religious activities chairperson from each AY Society

Section 2. The responsibilities and duties of this committee are as follows:

- a. To plan and promote the religious activities of the Federation with emphasis on the program outlined by the Youth Department of the local conference.
- b. To render reports and ~~submit all~~ committee decisions to the executive committee for approval.

ARTICLE XVI—VOTING

The following persons are considered delegates and are entitled to vote in a Federation constituency meeting:

- a. Two delegates from each active Society in the Federation
- b. Every Federation officer and executive committee member
- c. Every conference Youth Department representative
- d. The pastor(s) of each church within the Federation territory
- e. Every AY Society leader from the societies participating in the Federation (as a delegate-at-large)

ARTICLE XVII—ELECTIONS

Section 1. The following procedure shall be followed in the election of Federation officers:

- a. Elections shall be held during the last quarter of the biennium.
- b. The executive committee shall nominate a nominating committee consisting of eleven ~~{11}~~ persons, as follows:
 - 1. Three (3) members of the current executive committee
 - 2. Five (5) members of the current active delegation
 - 3. The conference Youth Department representative

- 4. Two (2) pastors of churches participating in the Federation
- c. The executive committee shall present its report at a duly called constituency meeting, and the report must be approved by two thirds (2/3) of the members present.
- d. The nominating committee shall nominate the following officers:
 - 1. President
 - 2. Vice-presidents — one from each AY Society
 - 3. Parliamentarian
 - 4. Secretary-treasurer
 - 5. Assistant Secretary-treasurer
 - 6. Director of public relations
 - 7. Chairperson of the planning committee
 - 8. Secretary of the constitutional committee
 - 9. One (1) person from each AY Society to serve on the constitutional committee
- e. The nominating committee shall present its report to a duly-called constituency meeting, and the report must be approved by two thirds (2/3) of the delegates present.

Section 2. All officers shall take office on January 1 following their election and shall serve for the term of their election. They shall hold their offices until their successors are elected and enter upon their duties.

Section 3. The following persons shall serve by appointment:

- a. As many church pastors as is deemed necessary by the conference Youth Department.
- b. The chairpersons of the religious activities, social activities, and cultural activities committees, as appointed by the Federation officers. The executive committee shall select persons to fill any vacancies, subject to the approval of two thirds (2/3) of the delegates present at a duly-called constituency meeting.

ARTICLE XVIII—ASSESSMENT OR FEES

Section 1. Each Society shall pay the following assessments:

- a. An initiation fee of _____
- b. The AY Society shall be assessed _____ according to membership. (See Section 2.)

Section 2. Annual dues from the churches shall be assessed at the beginning of each calendar year. Each conference is to create a scale for the collection of dues based on church membership.

For example:

<u>CHURCH MEMBERSHIP</u>	<u>DUES</u>
10-50	\$10.00
51-100	\$20.00
101-200	\$25.00
201-300	\$40.00
301-400	\$50.00

ARTICLE XIX—ORDERS OF THE DAY

The Federation executive committee shall approve the orders of the day for all Federation meetings.

ARTICLE XX—OFFERINGS

The distribution of offerings collected at Federation meetings shall be as follows:

- a. **All** missionary offerings and conference offerings shall be forwarded to the conference through the treasurer of the host church.
- b. A special Federation offering shall be collected during the divine worship hour on Sabbath.

- c. Funds collected during the AY hour shall belong to the Federation.
- d. The conference youth director, Federation president, planning committee chairperson, and the pastor of the host church shall determine the distribution of any unspecified offerings that may be collected.

ARTICLE XXI—DISBANDING THE FEDERATION

Section 1. The local conference reserves the right through its executive committee to disband the Federation.

Section 2. All funds and assets belonging to the Federation shall be divided on a pre-established percentage basis (see Article XVIII) to the member churches. This is to be done by the local conference.

Appendix B

UNION/CONFERENCE YOUTH DIRECTORS' RELATIONSHIPS

Since the union youth director has to keep good contacts with conference youth directors, a summary of the union youth director's responsibilities is hereby included in order to help conference directors know what to expect from union leadership.

TRAINING DIRECTORS

By training conference directors as leaders, the union director extends and multiplies his or her influence. One task of union directors is to become dispensable by training leaders who can take their place and who may surpass them in ability and effectiveness. How can this be accomplished? Not by doing everything for them, but by demonstrating how, and observing local directors doing the same tasks.

Development comes by means of experience with the help of skilled supervisors. Conference youth directors will obtain experience with the help of the union director, who will offer expertise and experience in planning and conducting youth meetings organized by the conference youth director.

CHOOSING CONFERENCE DIRECTORS


Choosing the right director for the work is of great importance. Union directors ought to be constantly looking for new youth directors. Union directors who have the confidence of conference presidents will be consulted, and their recommendations will carry weight.

FACTORS IN GOOD PERSONAL RELATIONS

If the director of a higher organization must confront weaknesses in another director, it should be done with love and tenderness, with the motive of building, not weakening or destroying. We are to be Christians in all our relationships with one another.

The director of the next higher organization will not attempt to make of other directors photocopies of himself or herself. Each must be free to work best in his or her own way.

The director of the next higher organization should expect cooperation for union programs. but will also welcome initiative. He or she will ask and expect to be kept informed.

The director of the next higher organization does not administer another director's program. When going to help other organizations, he or she must present something fresh: should aim to vary messages and instruction while with the other director; and  to train the other to help with the youth program. Occasionally, the two will work together as an evangelistic team.

Appendix C

DEPARTMENTAL RESPONSIBILITIES OF THE UNION YOUTH DIRECTOR

Responsibilities of the union youth director include but are not limited to the following:

1. Advises the president of the union in youth matters.
2. Advises the AY Society at the college or university in the union territory, in counsel with the local conference youth director in whose territory the college is located.
3. Advises and assists local conference youth directors.
4. Receives, adapts, and transmits to the local conference youth director, programs and information from the General Conference/division.
5. Develops unionwide youth programs, supporting the division recommendations and objectives.
6. Represents youth area of church on the union committee.
7. Promotes all facets of youth activity in counsel with local conference youth directors.
8. Assists local conference youth directors with youth activities such as the following: youth camps, Pathfinder fairs and camporees, leadership courses, youth congresses and rallies, Bible conferences, camp meetings, officers' institutes, Investitures, etc.
9. Accepts invitations to conduct Weeks of Prayer and other devotional activities in academies or colleges.
10. Conducts annual youth departmental council to plan the youth program in local conferences.
11. Carries responsibility for ministry to youth who have military obligations.

12. Counsels with the division and local conference in the selection of local conference youth directors.
13. Helps conduct union youth activities such as the following: youth congresses, Bible conferences, camporees, youth advisories.
14. Accepts responsibility to reach statistical goals in the youth program.
15. Supports interdepartmental youth-related programs of the church.
16. Keeps the division youth director informed regarding youth activities within the union.
17. Fosters a spirit of loyalty to the ideals and principles of the Adventist Church in youth programs.
18. Keeps other departments on the union level informed of youth programs.
19. Keeps constituency informed and promotes youth programs through bulletins and other available publications.
20. Coordinates all itineraries of the division youth director in the local fields of the union. It is proper protocol for the union youth director to accompany the division youth director on all such itineraries within the union.
21. Develops and implements a system of evaluation to determine the degree to which the purposes and stated outcomes of the youth ministry have been achieved.

Appendix D

RESPONSIBILITIES OF THE LOCAL CONFERENCE YOUTH DIRECTOR

Responsibilities of the conference youth director include but are not limited to the following:

1. Is a member of the Union Youth Ministries Council and, as such, is an advisory to such council in helping shape youth ministry for the churches in the field.
2. Serves as advisor in youth matters to conference administrators.
3. Serves as ~~advisor/counselor~~ to local church youth councils and church-related campus youth activities at all Adventist educational institutions within the conference.
4. Receives, adapts, and transmits to the local churches programs and information from the union or division youth directors. Develops youth programs in harmony with the recommendations and objectives of the church.
5. Promotes all the facets of youth ministry in counsel with conference administrators and the youth director of the higher organization.
6. ~~Conducts/directs~~ youth activities such as Youth Camps, Pathfinder Fairs and Camporees, Leadership courses, Youth Council, congresses, rallies, Bible conferences, officers' institutes, and Investitures. Assists at camp meetings and union-sponsored activities.
7. Accepts invitations to conduct Weeks of Prayer and other devotional activities in academies or colleges. Conducts ~~federation/district~~ Youth Councils to coordinate and assist in planning objectives for the youth.
8. Receives and compiles reports for the union youth director. Accepts responsibility for, and endeavors to reach statistical goals in, the youth program.
9. Carries responsibility for ministry to youth who have military obligations.

10. Counsels local church nominating committees and pastors in the selection of youth council leaders.
11. Supports interdepartmental youth-related programs, especially in the area of evangelism, Sabbath School, and education.
12. Keeps union youth director, as well as other departments, informed regarding youth activities within the territory.
13. Fosters spirit of loyalty to ideals and principles of Adventist Church in youth program. Informs of and promotes the Adventist Youth Service program.
14. Keeps constituency informed and promotes youth programs through bulletins, union papers, and other available publications.

Works with the conference Education Department in implementing recommendations for an effective ministry for Adventist students in secular colleges and universities.

16. Plans and seeks opportunities to encourage and train young people in the area of youth ministry and leadership, such as Youth Ministry Training Course, Pathfinder and Adventurer Administrative Training Workshops, and Camp Leaders' Seminars.
17. Develops and implements a system of evaluation to ascertain the degree to which the purposes and objectives of the youth ministry have been achieved.

Appendix E

INVESTITURE

The manuals for the various aspects of youth ministry have the necessary Investiture information; therefore, this section will not be too detailed. Nevertheless, there are a few items that are worthwhile mentioning in order to have uniformity in Investiture services.

Do not invest those who are not ready. When individuals receive the insignias, they should be truly ready to wear them with dignity. Under no circumstance should we lower our standards to accommodate those who would like to be invested. If there is any part of the program that is impossible to be carried out in the field, only the individual who organized the program has the authority and right to permit any changes; however, in order to maintain the unity in our organization, we must consult widely before making any type of change.

Body of Examiners

Under no circumstance should the demonstration be omitted from the Investiture program, unless this public examination has been done before a body of examiners.

Materials

In a few places it has been the practice to request individuals who will be invested to buy their own insignias. This is not in accordance with the philosophy of the Youth Department. It creates the problem that the insignias belong to the individual who buys them, and the church loses control. The local church should buy the insignias for the investiture, and only when the individual loses or damages the insignia is he or she asked to pay for it, thus giving the opportunity of receiving another in its place.

If the local church is not in a financial condition to acquire these materials, then an offering that covers the cost may be accepted, making it clear that the individual is not buying the insignias, but is giving an offering to the church.

Recycling of Materials

In places where the church is the owner of the insignias, recycling them will help with the financing. For example: When an Investiture is being conducted, begin with the Master Guides or, if there are no Master Guides, with the next-highest rank. The reason for doing this is to use the Master Guides after they are invested to help invest the others, and to use the material that the Master Guide no longer needs. For example: The Guide turns in his or her neckerchief slide when receiving a new Master Guide kerchief slide. The slide returned may be used for a new Guide.

The Certificates

The insignias alone do not prove that an individual has completed a course. At the Investiture service, the individual receives a certificate signed by the youth director of that field, showing that he or she has completed all the requirements and has received the appropriate insignias. If the insignias are lost or misplaced, this certificate may be presented to the conference youth director and the insignias may be replaced, providing the one who loses insignias pays for the replacements.

The Honor Tokens

When an individual completes the requirements for an Honor program or the requirements in a given subject, and passes the examination, he or she will receive a certificate that is evidence of the work done and, with that certificate, will be able to get tokens and insignias. Usually, the Honor tokens are sold to the individuals who have earned them.

Appendix F

BOOK CLUB READING PLAN

The Book Club Reading Plan is a special feature of Adventist Youth Ministry. Its importance lies in the fact that many books designed for young people aid in the development of a strong devotional life. From the inspiration and information of good books, young people can find guidance on their way to the kingdom and in the paths of Christian service.

The plan is devised by the division, union, or local field, in consultation with the local Adventist Book Center, so books that are readily available can be promoted. All youth directors have the responsibility of promoting the reading of profitable books. The selections listed for the Book Club should present a balanced literature diet including inspiration, doctrine, adventure, culture, geography, health, missions, nature, arts, history, travel, science, and invention.

The number and category of books to be read by different age groups of young people who participate in the Book Club Reading Plan are as follows:

Primary: 1 book on Bible stories
1 book on missions
1 book on nature
1 book, published within the two years prior to date of your application for the AY Book Club Certificates, on any topic of your choice.

Junior: 1 book on missions
1 book on nature or science
1 biography
2 books, published within the two years prior to the date of application for the AY Book Club Certificates, on any topic of your choice.

Senior: 1 book on missions
1 book on nature or science
1 book on religion or Christian philosophy
2 books, on any topic of your choice, published within two years prior to the date of your application for the AY Book Club Certificate.

Appendix G

SEVEN MODULES FOR YOUTH MINISTRY

ORGANIZATION

The Organization Module presents the history of youth ministry in the Seventh-day Adventist Church.

The strong emphasis is on youth ministry based in the local church, and not a ministry based on institutional organization of an AY Society. Responsibilities of the leaders are all outlined in this module.

The content of this module will help the local church in its ministry to the young people and help the local conference youth director in his or her training program for the church leadership.

LEADERSHIP

This module incorporates all aspects of training and actual practice of those activities having to do with junior and senior leadership. The Master Guide and the Adventist Youth Leader Training Courses serve as the foundation for youth leadership on the local church level. The module also features special ministerial workers' meetings, with the intent of promoting the capabilities of youth and their involvement in the various ministries in the church. In addition, this module features plans for special youth ministry seminars and weekends, which specialize in detailed leadership roles and functions. The seminars and weekends are devoted to a learning and practice experience.

COMMITMENT

The Commitment Module primarily revolves around those activities and programs that are devotional in nature, and that provide for special affirmation and celebration opportunities.

Weeks of Prayer or **Weeks of Spiritual Emphasis** are conducted, in which a seven-day period of time is selected for a concentrated thrust to develop personal relationships with the Lord

through fellowship, Scripture study, and ~~communion~~. **Bible Conferences** for church and school youth groups, usually held over a weekend, are featured in the section "How To Conduct the Bible Conference" with ideas and helps emphasized.

The **Morning Watch** is another devotional feature targeted for individual or family ~~time~~ at the beginning of each day.

Commitment Celebration is a time of affirmation of continuing faith and confidence in God, and the celebration of baptisms which took place some time in the past, recently, or during the celebration.

Lastly, in this module, plans for **spiritual retreats**, usually held in settings other than churches and away from cities and towns, are outlined in detail.

WORSHIP

The aspect of worship is dealt with in this module. Worship is not merely attending church. The religious exercise of worship is to learn to live in God's presence, and to integrate those things learned at church into our daily living. The purpose of this module is to give youth leaders ideas to help young people discover the joy of worship, and to adopt a worshipful spirit while attending church.

DISCIPLESHIP

This module deals with how to help the youth become disciples and stay that way. Extensive presentation is given on the ~~spiritual~~ and psychological aspect of youth leadership. Growth and nurture groups specializing in the spiritual well-being of members will find resources in this module to accomplish all that might be desired, whether in youth or family situations. The ultimate objective is discipling others to the Lord and equipping them to share what they believe.

FELLOWSHIP

This module helps the youth find resources that provide meaningful recreation for members of the AY Society. The youth must be guided in discovering and taking part in meaningful recreation, and learn how to deal with their leisure time. Recreation and entertainment must be defined and proper practices that will reflect the Adventist lifestyle adopted. This module will help to provide answers to these needs.

WITNESSING

Witnessing, the sharing of our own individual experience in the Lord, is among the first and foremost ministries in which the Christian will want to engage.

Festivals of the Word are usually large meetings that are centrally held during a three- or four-day period. In association with the meetings, an intensive effort is made in outreach and redemptive ministries to the city where the Festival is held. Fellowship, spiritual understanding, and enrichment are only a few of the joys experienced by the participants.

WITNESSING

WITNESSING

WITNESSING