

**SALEM PRESBYTERY YOUTH COUNCIL**  
**MISSION STATEMENT AND BYLAWS**  
**2011-2012**

**We, the members of Salem Presbytery's Youth Council, believe that God is in the world and is in every person, thing and event. We believe that we are all called by God to serve in this capacity. And we believe, in the words of the apostle Paul, that "there are a variety of gifts, but the same spirit; and there are varieties of services, but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given manifestation of the Spirit for the common good."** (1 Corinthians 12:4-7)

**Therefore we, as the Salem Presbytery Youth Council, covenant to:**

- ***Plan and implement a Middle School and High School Retreat for the Presbytery, providing an atmosphere of fun and fellowship while sharing the Good News of the gospel,***
- ***Support and nurture one another in life's joys and sorrows, and in our daily lives as disciples of Jesus,***
- ***Share God's presence in our lives with others,***
- ***Provide an environment of security as well as a place of growth in the faith, both on retreats and at monthly committee meetings,***
- ***Encourage and enable each other to listen prayerfully for God's guidance in a changing world.***

## **I. GENERALS OF PYC**

1. Salem Presbytery Youth Council will meet the third Saturday of each month, August – May (excluding November and March for the retreats), at 10:00 am at the Salem Presbytery office. The December meeting will be scheduled earlier in the month. Meetings should go no longer than noon. If the meeting date needs to be changed, it will be done so by the council in advance.
2. PYC members will be notified of upcoming meetings 10-12 days in advance by postcard from the Salem Presbytery office.
3. PYC will organize two retreats each year – one Middle School Retreat in the fall and one High School Retreat in the spring. The Middle School Retreat will be the first weekend in November, and the High School Retreat will be the first weekend in March.

## **II. ORGANIZATION OF COUNCIL**

### **1. *Application Process***

- a) The youth interested in serving on the PYC can acquire an application from the presbytery website at: ([http://www.salempresbytery.org/who/Downloads/PYC\\_councilapp\\_2011-12.pdf](http://www.salempresbytery.org/who/Downloads/PYC_councilapp_2011-12.pdf)). Applicant must be a member of a Presbyterian Church (U.S.A.). Applicant also must be endorsed by their home church session

and approved by parents or guardian. In addition to completing the application, youth must submit recommendations from parents or guardian, pastor or elder, and youth leader or DCE. All relevant forms are included in the application downloaded from the Presbytery website.

- b) Applications can be received any time during the year; *however, to serve the following year, they must be turned in by the deadline written on the bottom of the application.* They will only be reviewed *in the spring* by the council. Applicants will be notified in May after the applications are reviewed and new members will be welcomed at the initial August meeting.
- c) Applicants will be reviewed on the following criteria: character, service to church and community, commitment to living a Christ-like life, experience and extracurricular activities, member of PC(USA) church within Salem Presbytery, special skills and gifts, and ability to work with others.

## **2. Makeup of Council**

- a) The PYC will ordinarily be comprised of 20-24 youth and 6 adults. A “youth” is considered to be an individual grades 9-12 at the time of service on the council. An “adult” is considered to be at least 21 years of age at the time of service on the council
- b) The PYC will be led by two Co-Moderators, who will be adults commissioned by the adult members of the council. These two will be selected in an executive gathering of the adults, so that the new Co-Moderators can begin their duties at the August meeting. Co-Moderators will perform the duties as listed in Section 4, “Main Responsibilities of the Council.” Co-Moderators will be invited to serve three consecutive years. At the conclusion of serving as Co-Moderator you must have a one year break as moderator.
- c) Each retreat will have no less than two youth retreat directors. These individuals will be appointed by the Co-Moderators for the fall and spring retreats and given responsibilities prior to each retreat. Retreat directors will oversee the planning and implementation of each retreat as outlined in Section 4, “Main Responsibilities of the Council.”
- d) At each retreat youth council members will be assigned in teams of two to lead small group.
- e) All PYC members must be members of a PC(USA) congregation within the bounds of Salem Presbytery.
- f) The PYC will continually strive to achieve a gender and ethnic balance in its makeup. In addition, PYC will strive to achieve a balance of church representation from across the presbytery. There shall be no more than 3 youth on the council from a single church.
- g) Current members in good standing will be invited to reapply for the following year. *Members are expected to abide by the application deadline written at the bottom of the application.* Youth members can serve throughout their high school years, up until their high school graduation.
- h) Adult members will be nominated by the nominating committee of Salem Presbytery.

### **III. EXPECTATIONS OF YOUTH & ADULTS ON COUNCIL**

1. Members of PYC are required to attend all monthly council meetings and retreats. Members who have three absences, excused or unexcused, during the year (either monthly meetings or retreats) will be removed from the council.
2. Attendance will be taken by the Co-Moderator of council. Members who are not able to attend a meeting or retreat must contact the Co-Moderator, Ms. Terri Eanes at 336-751-5591 or tjehoops@aol.com, and state their reason for absence, at least three days before a meeting and two weeks before a retreat, except in emergency circumstances. Emergency circumstances will count as an “*excused* absence.” In an emergency or last minute situation an adult on council needs to be notified by phone.
  - Other excused absences can be one of the following:
    - Sickness/death of family member.
    - Church youth group conflict or other significant church activity.
    - Other absence requests will be reviewed by the adult council.
3. Members need to continually demonstrate a positive attitude, good character, and a willingness to lead a Christ-like life both in council work and in their personal lives. Respecting others, being inclusive of everyone, and being a team-player are important attributes of council members.
4. Members need to participate actively in all PYC discussions, planning, etc., sharing their insight and God-given gifts, as well as valuing the contributions of other members.
5. Members need to constantly serve as good role-models, particularly on retreats, while in the presence of other youth and adults.
6. At no time will a council member be under the influence of drugs or alcohol or engage in abusive behavior during a PYC function. Such behavior will result in immediate dismissal from the council.

### **IV. RESPONSIBILITIES OF COUNCIL**

#### **1. *Responsibilities of Co-Moderators:***

- a) Set time and place of meetings, and communicating with Presbytery to notify members.
- b) Create agendas for each meeting as outlined below, providing copies for members at each meeting.
- c) Conduct meetings in a timely fashion.
- d) Secure persons to share devotions at the beginning of each meeting, and arrange to have refreshments at each meeting.
- e) Appoint someone to take minutes of each meeting and send an electronic copy to Kim Nichols at knichols@salempresbytery.org for the Presbytery to keep on file.
- f) Secure retreat directors for each retreat, and making sure those responsibilities are being carried out; also secure keynoters and location for each retreat (well in advance).

- g) See that actions of the PYC are being reported back to Presbytery.
- h) Promote the PYC at the March retreat and invite any interested youth to request an application from the Presbytery website.
- i) Acknowledge graduating seniors and any other members who will be leaving the council in the spring. A certificate of thanks can be requested from the Presbytery office with the General Presbyters signature.
- j) Create promotional brochure to send to all churches with registration form, deadline, keynoter info, etc. two months in advance of each retreat.
- k) Work with keynoter to create small group manuals. A rough draft should be presented by the September and January meetings.
- l) Keep in contact with camp staff during retreat, reporting any damage or pertinent situations. Turn in expense voucher to the Presbytery office two weeks prior to deposit/payment due date.
- m) Other pertinent duties as they arise.

## **2. Responsibilities of Presbytery Liaison/Staff:**

- a) Attend all meetings and retreats, if possible.
- b) Aid in monitoring the budget of PYC by obtaining a monthly finance report.
- c) Secured permission for communion for Sunday morning.
- d) Handle communications at the Presbytery level by making updates at Presbytery meetings.

## **3. Responsibilities of retreat directors:**

- a) Lead council members in the following retreat committees\* and assure that their work is being carried out as planned. Attain any supplies/equipment needed for:
  - \***Registration/Food/Advertising** – *Name tags, small group numbers for retreat participants; create menus for each meal and Darty refreshment (keeping in mind diverse menus and special diets, create welcome posters coming in and out of camp, weekend daily schedules, other signs for the retreat.*
  - \***Recreation** – *All planned recreation. Including icebreakers opening of retreat and main, planned recreation on Saturday afternoon, bring needed supplies and cleanup.*
  - \***Energizers/Darty** – *Plan, coordinate, and secure music for energizers (new ones!) Also arrange room as needed for programs (paper on windows, screen for overheads, etc.) For the Darty, pick a special theme and work to provide a variety of appropriate music and secure necessary equipment.*
  - \***Skits** – *Work with keynoter to develop skits and other ways to enhance keynotes.*
  - \***Music** – *Choose music for group singing, secure and operate overheads, projector, and sound system.*
- b) Work with adults to organize a detailed clean-up procedure at the conclusion of the retreat, using everyone on the council. Follow-up to see that all clean-up has been done.
- c) Arrange “bush patrol” on nights of retreat to make sure all campers are in their cabins at curfew time.

- d) Knowledge of **ANY** rule violation needs to be brought to the attention of the adult leaders.

### **3. General agendas for meetings:**

In an attempt to remain consistent in the work of the council, the following general agendas for the monthly meetings are suggested. This is done with the understanding that, as circumstances arise, they can be changed/alterd and added to. Following these agendas will assure that the bulk of the council's work will be carried out in an orderly and timely fashion. The Co-Moderators are required to create the agenda for each meeting and provide copies to each council member at the meeting.

- a) **August 20<sup>th</sup>**: Devotions, welcome all members (especially new ones), general "icebreakers," appoint two youth retreat directors, set theme for March (Middle School) retreat; review November (Senior High) retreat theme, organize into retreat committees; make devotional assignments for the year. Contact keynoter and ask for brief bio to be included in brochure.
- b) **September 17<sup>th</sup>**: Devotions, go over details of retreat (including keynoter), work in retreat committees. Review and approve the retreat brochure for distribution.
- c) **October 22<sup>nd</sup>**: Devotions, go over small group manual, work in retreat committees, and finalize all plans for retreat. Prepare expense vouchers for camp deposit, sound system operator, rental equipment, etc. and include minutes with council's approval of payments.
- d) **November 5<sup>th</sup>-6<sup>th</sup>**: Retreat and expense voucher for final camp payment.
- e) **December 17<sup>th</sup>**: Devotions, go over retreat evaluations, review retreat theme, appoint two youth retreat directors and assign committees for spring (Middle School) retreat, contact keynoter and ask for brief bio to be included in brochure, Christmas Party!
- f) **January 21<sup>st</sup>**: Devotions, go over details of retreat, work in retreat committees. Review and approve the retreat brochure for distribution.
- g) **February 18<sup>th</sup>**: Devotions, go over small group manual, work in retreat committees, and finalize all plans for retreat. Prepare expense vouchers for camp deposit, sound system operator, rental equipment, etc. and include minutes with council's approval of payments.
- h) **March 3<sup>d</sup>-4<sup>th</sup>**: Retreat and expense voucher for final camp payment.
- i) **April 21<sup>st</sup>**: Devotions, go over retreat evaluations, set theme for November (Senior High) retreat.
- j) **May 19<sup>th</sup>**: Devotions, recognition for graduating seniors and others leaving the council members, review and select new members of PYC for next year.

Created May 1999, by:

David Bates, Samantha Wesley, David Anderson, Steve Lindsley, Hewon Han.

Amended, August 2011 by:

*Terri Eanes, Chris Hutchison, Peter Thompson, Amanda McCann*

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**MISSION STATEMENT AND BYLAWS**  
**2011-2012**

I have received, read, and understand the Salem Presbytery Youth Council Bylaws.  
I will respect and obey to the best of my ability these bylaws set by the PYC.

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Print Name	Date
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Signature