

POLICY STATEMENT
OF THE
YOUTH FELLOWSHIP
OF THE
BIBLE FELLOWSHIP CHURCH

(ver. 2011)

(Approved by the Board of Elders April 5, 2011)

**POLICY STATEMENT OF THE YOUTH FELLOWSHIP
OF THE BIBLE FELLOWSHIP CHURCH**

I. NAME:

- A. The name of the organization shall be 'Youth Fellowship' (Hereinafter, 'YF')

II. GOVERNMENT:

- A. YF is a ministry of the Lebanon Bible Fellowship Church (Hereinafter, 'LBFC'), under the authority of the Board of Elders.
B. YF shall be led by a combination of adult Mentors and youth Officers, each appointed according to the procedures outlined in this Policy Statement.

III. CONSTITUTION:

- A. YF is open to young people who have never been married, who have completed 6th grade until they are twenty-one years of age.
B. However, the primary target group of YF is those who have completed 6th grade through those who have completed 12th grade.

IV. PURPOSE:

The purpose of YF is to promote godliness among teens through teaching in the Word of God, fellowship, service, mentoring, corporate worship, and outreach.

V. REQUIREMENTS:

A. Of Members

- a. In order to become a Member, a young person must attend four YF meetings or events (not necessarily consecutive) in a given quarter.
i. Overnight events (such as retreats) will be considered as one event for attendance purposes.
ii. Attendance at any day(s) of Teen Week, or any multi-day youth event, will only count as attendance for one event, regardless of the number of days the event may last.
b. Membership status will be applied to the young person at the beginning of the following quarter.
c. In order to maintain membership, a YF member must attend at least one YF meeting or event every quarter.
d. If a YF Member is absent from all YF meetings and events in a given quarter, they shall be removed from membership at the start of the following quarter.

B. Of Mentors

- a. All Mentors must be members of LBFC.
b. All Mentors must be appointed by the Board of Elders.

C. Of Officers

- a. All Officers must have expressed their faith in Jesus Christ through baptism.
b. All Officers must be Members of Lebanon BFC's YF.
c. All Officers must be elected according to the procedure described in this Policy Statement.
d. Any teen who has graduated 12th grade is not eligible to serve as an Officer.

VI. DUTIES:

A. Of the Organization

1. To meet on a regular basis in order to accomplish the PURPOSE (see above) of YF. This PURPOSE will be accomplished by:
a. Providing social activities within a Christian context which foster fellowship, encouragement, and friendship among Lebanon BFC youth.
b. Having regular studies of the Scripture, with a primary emphasis on application and instruction in godly living.
c. Providing opportunities of service to others.
d. Providing opportunities for outreach.
e. Providing opportunities for corporate worship.
f. Providing opportunities for youth to be trained and serve in leadership roles.
g. Encouraging fellowship between our youth and youth of other BFC churches by participating in regional and denominational activities.
h. Providing an atmosphere in which all youth of the Lebanon BFC are welcome.
i. Having a leadership of at least three adult Mentors.

2. To regularly evaluate activities in order to determine needs.
 3. To remain accountable to the Board of Elders
 - a. To provide regular written reports to the Board of Elders of the activities, progress, needs, etc. of YF.
 - b. To submit a report to Local Conferences held throughout the year.
 - c. To annually recommend a budget to the Finance Committee of the Board of Elders.
- B. Of the Mentors
1. Common duties
 - a. To endeavor to know the teens individually in order to encourage and exhort them to spiritual growth and to plan profitable activities.
 - b. To meet with the Officers quarterly, and whenever else deemed necessary, to plan the activities and weekly meetings of the group.
 - c. To work with one (or more) Officers to plan details and oversee the YF meetings or events to which the Mentor & Officer(s) are assigned.
 - d. To mentor a YF Officer, as assigned.
 - e. To pray regularly for the teens of the church.
 2. Duties of specific Mentors
 - a. One Mentor shall be designated to assist the YF Officer designated as Treasurer with any financial reports, responsibilities, or concerns.
 - b. One Mentor shall be designated to assist the YF Officer designated as President in preparing a report for Local Conferences.
 - c. One Mentor shall be designated to confirm all YF dates with the Senior Pastor immediately following any planning meetings.
 - d. One Mentor shall lead the singing or oversee the youth who lead singing during YF meetings.
 - e. A Mentor may be assigned to more than one of the above duties.
 - f. These duties shall be assigned to Mentors from Sep 1 to Aug 31.
- C. Of the Officers.
1. Common duties
 - a. To serve as spiritual examples to their peers and to the church as a whole.
 - b. To maintain regular attendance of YF meetings & events.
 - c. To pray once a month as Officers for each other, their fellow teens, and the Youth Ministry of LBFC.
 - d. To reach out to teens who attend LBFC but are not regular participants in YF.
 - e. To be active in making visitors feel welcome during YF meetings & events.
 - f. To meet with the YF Mentors quarterly, and whenever else deemed necessary, to plan profitable YF meetings & activities for the youth of our church.
 - g. To plan and oversee with the Mentors the activities of the organization, specifically those to which one is assigned. This includes being actively involved in brainstorming ideas for the event, and divvying up responsibilities with the Mentor to which one has been assigned.
 - h. To be willing to take on specific offices & corresponding responsibilities, once elected, as assigned by the YF Mentors, such as that of President, Secretary, Treasurer, etc.
 - i. To serve in office from September 1 to August 31.
 2. Duties of specific Officers (these responsibilities are to be assigned to specific Officers by the Mentors subsequent to their election).
 - a. President
 1. To conduct (or be responsible to appoint someone to conduct) all YF meetings.
 2. To preside at all meetings of the YF Officers and Mentors.
 3. To report to the Local Conferences of the Lebanon BFC.
 - b. Vice President
 1. To fulfill the duties of the President in his/her absence.
 2. To maintain attendance records and the membership roll of YF.
 3. To prepare the attendance report for Local Conference.
 - c. Secretary
 1. To record accurate minutes of all meetings of the Officers and Mentors.
 2. To prepare and distribute a calendar of events quarterly.
 - d. Treasurer
 1. To receive all YF funds and place them in a depository designated by the Officers and Mentors.

2. To disburse funds at the direction of the Officers and Mentors, payments to be made by check signed by the treasurer or designated Mentor.
 3. To maintain accurate accounting of all funds received and disbursed.
 4. To prepare the financial report for Local Conference.
 5. To prepare a report to be submitted at quarterly Officers and Mentors meetings.
- e. Historian
1. To be responsible for any YF photo/video equipment and to photograph YF events.
 2. To maintain any bulletin boards with recent pictures of YF events.
 3. To supply the Lebanon BFC website with recent photos of YF events.
 4. To collect and archive all photos taken of YF events.
- f. Additional YF Officer Positions
1. Another YF Officer position may be created if the Mentors deem it necessary (i.e. when there are more than 5 officers elected, etc.).
 2. Previously described officer functions (a-e, above) can be combined into one Office if the Mentors deem it necessary (i.e. when there are less than 5 officers elected, etc.)

VII. ELECTION PROCEDURES FOR YF OFFICERS:

- A. A YF election shall be planned each year (preferably in the months of April/May) for the election of new Officers.
- B. Prior to the elections, the YF Mentors shall determine the exact number of Officers to be elected for the coming year.
- C. Procedures for election.
 1. Nomination Night
 - a. On a regularly scheduled YF meeting, the Mentors will briefly explain the duties of the YF Officers, the nomination and election process to the youth.
 - b. Afterwards, the Mentors will conduct a time of silent written nominations.
 1. Only Mentors and teens who have YF membership status at the time of the nominations may participate in the nominating procedure.
 2. At this time any person who meets the above REQUIREMENTS of a YF Officer can be nominated by another member for a given office. (Mentors may allow teens who are going to be baptized during the nomination/election timeframe to be nominated, assuming that they do become baptized during that time period).
 3. A person cannot nominate him/herself for an office.
 4. A person does not have to be present to be nominated.
 5. A YF member or Mentor may nominate any number of individuals or his or her ballot, provided that this number does not exceed the number set by the Mentors in section VII.B.
 - c. The Mentors shall compile the list of nominations and ask each teen, individually, if they wish their name to stand.
 - d. Each teen who has been nominated must indicate, before election night, if they wish their name to remain among those nominated.
 2. Election Night
 - a. At a subsequent YF meeting, the Mentors and YF members will elect the next year's officers from the confirmed list of nominees.
 - b. The Mentors and YF members will vote by silent, written ballot for their choice for the new YF Officers.
 1. Each Mentor / YF member will be given a ballot containing the names of all teen applicants. (Mentors should mark their ballots off with an 'M' – see section 'c' below).
 2. Each Mentor / YF member will then indicate no more than the number of YF Officers that was declared in section VII.B.
 - c. In order to be elected as an Officer, that particular teen must have at least one Mentor vote. Teens without at least one Mentor vote cannot be elected.
 - d. Provided that the teens meet the requirement of section 'c' above, the 'X' number teens with the greatest number of votes (with 'X' being the number determined in section VII.B) will be considered elected as YF Officers.
 1. In the case of a tie, such that there are more equally-voted teens than there are leadership positions, then the teen(s) in question who have the most Mentor votes will be elected.
 2. If there is still a tie, another vote will be taken concerning the teens that remain. With this second ballot, YF members and Mentors may only indicate as many teens as there are remaining Officer positions.

