

POLICY STATEMENT
OF THE
YOUTH
FELLOWSHIP
OF THE
BIBLE FELLOWSHIP
CHURCH

(ver. 4-3)

Approved by the Board of Elders March 2, 2010

**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 primary purpose of YF is to promote fellowship among the young people of our church. Fellowship is to be understood as participation in each other's lives through activities, instruction, service, worship, and outreach, in order to promote godliness and accomplish the will of God.

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 (this includes Wednesday prayer meeting).
 - i. Overnight events (such as RWR) 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 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.

Appendix B: Possible Interview Questions for Applicants

The following are some sample questions that can be used during the interviews of potential YF Officers. The Mentors are not required to use these, nor are they limited to these.

- 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.
 - f. To counsel teens when necessary or requested.
 - 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.

- 1. Share how you came to receive Jesus as Savior and Lord of your life.
- 2. Why would you like to become an Officer in our church's YF?
- 3. What gifts do you believe God has given you to enable you to be an Officer in Lebanon BFC's YF?
- 4. What weaknesses do you have that could hinder your service for the Lord as an Officer? How do you intend to work on these areas?
- 5. What do you plan to accomplish by being one of the YF Officers?
- 6. How's your courage? How will you handle the complaining and unkind comments made by your peers (i.e. when you didn't use their idea for an event because it goes against our purpose)?
- 7. (Any other questions?)

13. Have you taken any opportunities to lead in any way? YES NO If so, in what way(s) have you led?

14. Have you had any opportunities to witness to someone in any way? YES NO If so, please describe.

15. Should you be chosen to be a YF Officer, what things would you like to see accomplished in the Lebanon BFC Youth Fellowship throughout this next year? How are you planning to be involved in making this happen?

16. Are there things that we should know that may hinder you from service this year as a YF Officer (weaknesses, family issues, schedule conflicts, activities outside of youth group, etc.) When these conflicts arrive with other activities, how do you determine what your priority is? Is there anything else we should know as we make our decision?

- 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 of 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.

VII. ELECTION PROCEDURES FOR YF OFFICERS:

- A. A YF election shall be planned each year 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. Election Committee.
 1. Prior to nominations, an Election Committee shall be formed, consisting of the Mentors and select persons from the church who are knowledgeable or involved in the lives of teens.
 2. These 'select persons' shall be chosen before the YF election process begins, and these are not limited in number.
 - a. These persons shall normally be selected by the Pastor who is serving as a Mentor.
 - b. In the event that there is no Pastor who is also a YF Mentor, then these select individuals shall be chosen by the YF Mentors as a whole.

Appendix A: **Lebanon BFC Youth Fellowship Officer Application**

We are glad that you are considering being one of Lebanon BFC's YF Officers this year! We would ask that you prayerful complete this application and hand it into Pastor Dave as soon as possible. (Feel free to use extra paper if you need more space for any of the questions.)

1. Name: _____
2. Date of Birth: _____
3. Address: _____
4. Phone Number: _____
5. School you attend: _____
6. Year in school: _____
7. Email address: _____

8. Please write down how you came to know Christ—tell us your story. Also, write about how God has been working in you recently (i.e. Lessons he may be teaching you, what you are learning from His Word, from life experiences, etc.).

9. How regularly do you read your Bible and pray?

10. Are you willing to be involved in a regular time of meeting with a YF Mentor for Bible study and prayer? YES NO

11. Have you followed the Lord in baptism? YES NO

12. What gifts of the Spirit do you believe God has given you? How have you been using them at Lebanon Bible Fellowship Church?

between the remaining three teens who each got 4 votes (E,F,G). In this case, each committee member could only vote for one teen.

- f. The results of the election will then be communicated to the teens.
 1. All teen applicants will be contacted and informed whether or not they were elected.
 2. The names of those elected will be read at the next regularly scheduled YF meeting.
 - g. Subsequent to the elections, the Mentors shall meet with the new YF Officers for the purpose of assigning specific tasks and roles as described in VI.C.2.
- E. The term for the new YF Officers does not begin until their installation at the end of August. However, the Officers Elect shall preside over the Fall planning meeting. Outgoing YF Officers will not attend this meeting.

3. Possible choices for these individuals may include, but are not limited to Sunday school teachers, elders, youth choir leaders, etc.
 4. The Election Committee shall review the teen applications for leadership, interview the teen applicants, and ultimately elect the YF Officers for the coming year.
- D. Procedures for nomination.
1. Nomination Night
 - a. Prior to nominations, the Mentors shall declare a maximum number of nominees that voters may name their nomination ballots.
 - b. On a Sunday in the second half of April (preferably the 3rd Sunday), during a regularly scheduled YF meeting, the Mentors will conduct a night devoted to nominating YF Officers for the new year.
 1. The Mentors will briefly explain the duties of the YF Officers, the nomination, application, and election process to the youth.
 2. Afterwards, the Mentors will conduct a time of silent written nominations.
 - a. Only Mentors and teens who have YF membership status at the time of the nominations may participate in the nominating procedure (other adults on the Election Committee may not participate in this step).
 - b. At this time any person who meets the above REQUIREMENTS of a YF Officer can be nominated by another member for a given office.
 - c. A person cannot nominate him/herself for an office.
 - d. A person does not have to be present to be nominated.
 - e. A YF member or Mentor may nominate any number of individuals or his or her ballot, provided that this number does not exceed the limit set by the Mentors in section VII.D.1.a.
 3. The Mentors shall compile a list of nominations and announce this list to the youth.

- a. The number of nominations per nominee may be tallied, but may not be read aloud to the youth.
 - b. The tallied numbers should not be used to determine who gets elected, but may be used by the Mentors to gauge the general opinions of the YF membership.
4. Each teen who has been nominated must indicate if they wish their name to stand.
- a. All nominees who are present must declare if they wish their name to stand immediately.
 - b. Teens who are nominated but are not present for nominations shall be informed of this nomination and asked if they desire their name to stand, as soon as possible, by the YF Mentors.
5. All those who wish to allow their nomination to stand will be given an Application for YF Officers (*Appendix A*), to be completed and submitted to the Mentors on the Sunday following nominations.
6. On the Sunday following nominations, copies of the applications will be distributed to all members of the Election Committee for their consideration.
2. Interviews of Applicants.
- a. On a future Sunday (preferably the next Sunday following the date when applications are received), all nominees for office will be interviewed during normal YF time.
 - b. Members of the Election Committee will review the leadership applications before the night of interviews.
 - c. The purpose of the interviews is to determine each teen's true spiritual readiness for leadership.
 - d. The interview process will proceed as follows.
 - 1. The Committee will review the applications
 - 2. The Committee will interview the teens individually, asking questions pertain to their spiritual life and leadership ability

- (sample questions can be found in *Appendix B: Possible Interview Questions for Applicants*)
- e. After all interviews are completed, the Election Committee will then elect YF Officers for the coming year.
 - 1. Members of the Election Committee will first be given a time to discuss their thoughts concerning the applications and interviews.
 - 2. After discussion has concluded, the Committee members will vote on their choice for the new YF Officers.
 - a. Each committee member will be given a ballot containing the names of all teen applicants.
 - b. Each committee member will then indicate no more than the number of YF Officers that was declared in section VII.B.
 - 3. 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.
 - a. In the case of a tie, such that there are more equally-voted teens than there are leadership positions, the clear winners will be considered elected, and another vote will be taken concerning those teens who are tied. With this second ballot, committee members may only indicate as many teens as there are remaining Officer positions.
 - b. Example: In a given year, the Mentors decide beforehand to have 5 YF Officers. The votes are taken, Teen A gets 7 votes, Teen B gets 6 votes, Teens C and D get 5 votes each, and Teens E, F, and G get 4 votes, the first four teens (A,B,C,D) will be considered elected. The committee members will then vote