

# Road Map for Ministry with CCYM

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Develop a good understanding of the DCYM/CCYM By-Laws which will be a guide for Ministry with CCYM (Conference Council on Youth Ministry).

## **COMMUNICATION**

The roll of the Conference Youth Ministry Strategist, as it pertains to CCYM, is to serve as an advisor to the CCYM. One of the most important jobs of the Youth Ministry Strategist is communication. Through effective communication, youth & adults across the state of Louisiana will feel connected and part of a cohesive team.

Youth do not use email very much so the best way to communicate directly is through text messaging. Send an email with any information needed to be communicated and then send a text out to all CCYM'ers asking them to check email ASAP.

ALWAYS keep the lines of communications open with CCYM about all event planning, as it happens. If it is a sensitive or private matter then the Executive Committee will help decide how to proceed.

Regularly submit updated information for the Conference Website concerning all Youth Ministry functions. This also includes online registration and forms for events & activities.

Maintain a 3 year calendar for all events and activities concerning Conference Youth Ministry. This includes certification & continuing education opportunities for Youth Ministers and volunteers, etc.

Work closely with District Coordinators, providing support and resources to help them empower the local church to form and maintain strong youth ministries.

The Strategist will communicate directly with the Executive Committee and the members of CCYM throughout the year.

The Strategist will work closely with the youth CCYM President. Encouraging, supporting and enabling him/her to effectively preside at the CCYM meetings.

## **EVENTS**

The annual LYMO (Louisiana Youth Ministry Organization) is the main planning meeting for all CCYM events and occurs in June.

**Senior High Retreat** is the Conference Wide Spring event for students going into the 9th through the 12th grade.

**Junior High Retreat** is the Conference Wide Fall event for students going into the 6th through the 8th grade.

During LYMO District representatives will have time scheduled to pair off to work on the planning of DCYM Training and Youth Ignite events.

**Youth Ignite!** - Bi-District Summer events (Lake Charles & Acadia Districts, New Orleans & Baton Rouge Districts - Shreveport & Monroe Districts). Youth Ignite is a day long event with the purpose of connection, fun, music, activities all inviting us to be more like Christ.

**DCYM Training (District council on Youth Ministry)** - Bi-District events (Lake Charles & Acadia Districts, New Orleans & Baton Rouge Districts - Shreveport & Monroe Districts). DCYM Training provides opportunities for the members of DCYM to learn how to be effective leaders.

**Confirmation Day with the Bishop** is a one day Conference Wide Spring event for students 5th-9th grade. The event is planned & organized by the Strategist but CCYM are encouraged to help with the event. Pastors from around the state lead sessions on United Methodism, Mission & Sacraments. The Bishop leads the session on Confirmation and will also lead & serve communion during the closing service.

For **Annual Conference** the Strategist will work with the Executive Committee in planning the schedule, housing, meals for the Youth Delegation during Annual Conference. The youth delegation is generally housed at Centenary's James Hall, have meals at the Cafeteria and sit together during the Annual Conference Sessions.

## **RESPONSIBILITIES**

Attend all CCYM meetings & events. Notes & minutes are great but not like being there to get a feel for the mood. In addition this is an opportunity to build relationships and trust with youth leadership. Teach the youth how to listen and be a good leader, by example. A good leadership team will get things done and keep things running smoothly.

As soon as events are planned at LYMO begin booking the band, speakers, the Wesley Center or venue & overflow housing. Calendars fill up quickly so it is imperative that scheduling is done as early as possible.

Create forms & flyers for Youth Ministry events and activities.

Attend District events around the State, when possible, to encourage and show support to your ministry teams.

Attend Jurisdictional Youth Ministry Organization (JYMO) meetings & events and supervise the JYMO student representatives from the Louisiana Conference. The Jurisdictional meetings are out of state and require travel and hotel accommodations. The youth representatives need to travel together with the Strategist or designated adult.

The Strategist shall be an advocate for the free expression of the convictions of youth on issues that are vital to them.

Cooperate with the boards and agencies of the annual conference, receiving recommendations from and making recommendations to the same.

Be transparent and communicate that transparency to CCYM in all matters concerning finances, issues & situations that arise, etc.

**Youth Service Fund** - Work with the YSF representatives in ordering supplies for events and turn in monies raised to the Conference Office. Provide a detailed annual report of how the money is spent to the CCYM.

Submit a Pre-Conference Report Annually. This will be an overview of what is planned for Conference Youth Ministry in the coming year. The report is normally due in March.

Submit a Monthly report. This will be an overview of what has happened in Conference Youth Ministry for that particular month.

## **EVENT PLANNING TIMELINE**

### **6-9 Months Before or Right After LYMO**

- \*Book speaker(s), band and sound/media tech
- \*Work with t-shirt company on design
- \*Confirm/Book The Wesley Center or Venue
- \*Create flyers, registration forms, update commit cards, etc.

### **2-3 Months Before**

- \*Check in with speaker(s), band, and sound/media tech to see what they need.  
Remind the speaker that small group material is due no later than 2 weeks before the event so it can be forwarded to the small group leaders.
- \*Send event information to Jamie Warren at the Conference office so she can update the Conference website and set up Online Registration

### **1 Month Before**

- \*Pre-order t-shirts and check supplies. Order supplies that take longer to ship.
- \*Find a Pastor to serve communion during the event, if the speaker is not able.

### **2 Weeks Before**

- \*Contact The Wesley Center/venue - They will need to know the number of attendees, food allergies, meeting room set up, equipment needed and any other special needs such as bonfire set up.
- \*Send out an email to the Youth Ministers with any information they may need to know about the event.
- \*Email small group material to the CCYM, then send a text to check email
- \*Check in with your band and sound/media tech
- \*Send final t-shirt order
- \*Order/Purchase needed supplies
- \*Assign small group leaders (2 CCYM per group & an adult to quietly supervise)

### **1 Week Before**

- \*Print Forms, Handouts and Name Tags for all participants
- \*Check in with CCYM
- \*Assign Small Groups
- \*Rooming Assignments
- \*Pick up t-shirts & supplies
- \*Ensure each church group has the appropriate number of adults attending

### **Day Before**

- \*Purchase Communion Elements
- \*Pick up any last minute supplies
- \*Send encouraging text message to CCYM

### **Day of the Event**

- \***Pray for the event leaders and participants**
- \*Arrive early to ensure all is set up and ready to go

\*Be available and present throughout the event