# Major Events Training Checklist:

1.     Introduction to Purpose of Events

2.     Job Description

3.     Major Event Notebook

4.     Policies

# Introduction to Purpose of Events

1. Why does a Youth Ministry Program have Events?
2. Historically, Youth Ministry has struggled with a style of ministry called “Program Oriented Youth Ministry.” A youth ministry that is program oriented believes it is successful based on how many events it has on the calendar and how many students show up to each event. This type of system subconsciously buys into the false belief that if our kids are with church people, at a church event, then they must be growing spiritually.
3. Scholars like Karen Jones argue that just because a youth ministry program is doing events, does not make the ministry successful:

“Doing big events for event’s sake is not legitimate ministry. There are scores of life-changing, must-attend, unlike-any-other, deeply spiritual, ultimately challenging, once-in-a-lifetime, activities promoted by youth ministry entities, as well as hundreds, if not thousands, of resources available to ministers that offer assistance, and suggestions for planning major events. *The challenge for ministers is not to discover places for their youth to go or things for their youth to do--the ultimate challenge is to answer the question: ‘Where should my youth go and what should my youth do if I want them to experience the fruits of a ministry that is both faithful and effective by kingdom standards?’* . . . How can a youth minister distinguish between calendar-cramming and purposeful planning when it comes to scheduling? The secret is to plan with intentionality.”

-Karen Jones *Starting Right-*

1. Recently events like Lock-ins and ski trips have been highly criticised by youth ministry scholarship. Why do you think that is? Is there anything bad about a Ski Trip or a Lock-in? What would be required for a Lock-In or a Ski Trip to be successful according to Karen Jones (the quote above)?
2. How should SYG define a successful event? What would need to be required?
   1. Lucky for you the YLT has already answered that question! We consider an event to be successful when it helps the students develop in one of the areas of the Visioning Document!
3. One of the goals of the Major Events Team is to help SYG students develop in the specific areas listed on the Visioning Document. This means that all Major and Minor Events need to have a direct purpose from and be balanced between all areas in the Visioning Document.

# Job Description: Major Events Coordinator

1. Purpose of Major Events Team
2. Overall Job Requirements
3. Types of SYG Events
4. Major Events Job Requirements
   1. Things to consider

4.   Minor Events Job Requirements

a.   Things to consider

     5.   Things to Consider when Scheduling an Event

     6.   SYG Event Policies

**Purpose:** The Purpose of the Major Events Team is to strategize and plan the calendar and events for the year. They work closely with the Youth Ministers to ensure that all events are healthy and planned effectively. The team is responsible for injecting the SYG Visioning Document into the students through Major and Minor Events.

**Values:** Organized, self-motivated, creative, team player, spiritual mentor

## Types of SYG Events

***Major Events-****These events are the most important events at SYG. They focus directly on developing one area of our mission. We are very intentional about these events and, therefore, it is important that every student attend these events if at all possible. These Events are planned and executed by the Major Events Team. The youth ministry team (ministers and interns) attend these events and the volunteers are chosen and recruited and trained by the Volunteer Recruitment Team. These events come out our budget and scholarship money is set aside to help any student who may need financial support. We try to keep the date of these events consistent throughout the year so parents can plan accordingly. These events are heavily advertised by following the SYG communications policy listed in every Major Events Notebook.*

Major Events can Include: Family Retreat, High School Mission Trip, Middle School Mission Trip, High School Retreat, Middle School Retreat, Senior Sunday, 6th Grade Promotion.

***Minor Events-*** *These events are coordinated by Major Event Coordinators and students. The Purpose of these events is to train our students how to plan effective events. One or more of the youth ministry team (youth ministers and interns) will be in attendance at these events. They do not usually include much travel or overnight stay. These events usually have a budget of $100 and are relatively low cost; scholarship money is usually not available.*

Minor Events can include: Scriptural Knowledge, Trinitarian Theology, Christian Identity, Mission/Evangelism, Investing in the Church, Attendance/Involvement, Prayer, Bible Reading, Giving, Leadership/Service, In-Reach, Self-Control/Discipline, Family Relationships, Intergenerational Relationships, Personal Relationship with God, Christian Friendship, Church Involvement.

**FYI (Unofficial) Events-***These events are not hosted by SYG. They can be events that are hosted by the Sunset Church of Christ (Not Sunset Youth Ministry), Parents, or different organizations not affiliated with Sunset. These events are beneficial for the youth but they may or may not focus on the Visioning Document. The youth ministry team (ministers and interns) may or may not be at these events. We do not budget or plan for these events and usually no scholarship money is available for this event out of SYG’s budget. We lightly communicate these events as information is passed along to us; however, Major Event Coordinators can turn a Sunset FYI event into a Minor Event or we try to avoid planning Major and Minor Events over Sunset hosted FYI events.*

Sunset Hosted FYI Events can Include: Spring Bash, Friends Day, Velocity, LTC, Trunk or Treat, VBS, Mission Sunday.

## Overall Job Requirements:

* Meet with the youth ministry staff three times a year to help develop the major and Minor events calendar.  These three meetings will be held in the beginning of: March, June, and October.
* Ensure that every event (both Major and Minor) fall within the SYG Visioning Document.
* Each Major Event Coordinator will be responsible for handling 1 Major Event and 1 Minor Event per year.
* Work with Youth Ministers and Volunteer Director to recruit volunteers for Major and Minor Events. (Generally a ratio of 1 adult for every 5 kids).
* Live by the SYG Life Covenant.

**Things to Consider When Scheduling Any Event:**

* Ensure enough time for PR and meetings.
* Make sure we are not taking away from our Sunday Morning Curriculum (7 stand alone lessons).
* Avoid planning events on 1st Sunday of the month because of SLT.
* Generally try to avoid major family times like holidays.
* Try to keep Major Events dates consistent
* No more than 1 major event per month per demographic (i.e. HS, MS, Girls, Boys).
* Allow 1 full week in between all events.
* During school semester - no more than 2 minor events (zero major events).
* During school semester - no more than 1 major and 1 minor.

General Event cost for 1 student per year:

Major:      $507

Minor:     $  93

FYI:         $585

Total:       $600 – $1,185

## Major Event Job Requirements:

* When planning events: the major events team will divide up the events evenly between all members of the team.  The major events team members will then partner with the Youth Ministers to help develop these events, by working together to:
  + Complete logistical forms for the event (i.e. reservation, food planning, travel, etc.)
  + Advertising for the event should follow the Preparation Timeline found in the Major Event Notebook.  Different forms of advertisement should consist of but not limited too: Both facebook accounts, bulletin announcements, announcements in class, letters if so desired, and announcement background in shack.
  + Try to keep Major Event cost low (generally between $35-$50).
  + Work with other volunteers to help implement and develop the handling of publicity, registration, food, decor, programs, transportation, set up, clean up, photography, and technical needs of each event.
  + Work with the youth ministry team to develop a target number for the event.  In developing this target number, also work to develop a promotional process for reaching this target number.
  + Through the process of the event and after the event is completed, work on the event notebook for the event.  So to better plan for the future of this event.

**Things to Consider when Planning a Major Event**

* *See Major Event Notebook*

## Minor Event Job Requirements:

* Each Major Event Coordinator will be responsible for 1 Minor Event a year.
* Try to keep Minor Event cost low (generally between $0-$10).
* Pick and lead a group of 2 or 3 high school students to help you plan the events.
* Preparation for Minor Event Checklist:
  + At the 3 Major Event Meetings a year, the Major Event Coordinator needs to come prepared to add to the Finalized Calendar with 1) Minor Event date, 2) 2-3 student helpers, and 3) purpose of event from Visioning Document.
  + 1.5 month out: Meet with or email the Youth Ministers to update them on all event details.
  + 1 month out: Event sign up online ready (if needed).
  + 1 month out: Event ready to be advertised (includes: time of event, date, Powerpoint slide, food information, money information, etc…)
  + 1 week out: Event sign up online closed (if needed)
  + 1 week out: Details finalized. Meet with or email Youth Ministers final details.
* Make sure that the Youth Ministers are in the know on the event as it is being developed.
* Ensure that each event is being advertised according to the SYG Preparation Timeline.
* Mentor/Train the students how to plan effective events by:
  + Deciding on one area from the Visioning Document in which the event will focus.
  + Lead the students in coming up with an overall plan for the event
  + Help the students think about advertising in class for the event

**Things to Consider about Minor Events:**

* Ensure that the event is not a “shotgun” events (an event that tries to accomplish many different things), but instead has one purpose and goal that is taken from the Visioning Document.
* Every Minor Event should be different in purpose from other Minor Events.
* As the Major Event Coordinator you are in charge of the event, not the students. Your goal is to train the students how to do the job of a Major Event Coordinator. Sometimes you will have to help them refine their area or tell them to come up with a different event idea if their idea does not look like it is going to work.
* Different students should be picked for each event and generally we encourage for the students to not be related to the Major Event Coordinators.
* Remember that Minor Events do not need to include much travel or expense. These are not typically seen as overnight events.

# MAJOR EVENT COORDINATOR

## Things to consider:

**Major Events Team Purpose Statement:**

*The Purpose of the Major Events Team is to strategize and plan the calendar and events for the year. They work closely with the Youth Ministers to ensure that all events are healthy and planned effectively. The team is responsible for injecting the SYG Visioning Document into the students through Major and Minor Events.*

**Description and Responsibilities**: Many of these tasks will be assigned to other members of the team. The Major Event Coordinator’s responsibility will be to coordinate their efforts and help where necessary.

* The most important things to remember is that every Major event needs to be planned and executed in a way that is consistent and directed towards one of the areas on the SYG Visioning Document.
* Identifying a reasonable Target Number is the second most important task. We will focus on reaching that number of students if at all possible. It needs to be a reasonable target that provides area for growth. Work with the Communications Coordinator (Currently the Youth Ministers) to develop a promotional process for reaching that target.
* The youth staff have been met with well before the event (typically between 3 and 12 months prior, depending on the event) to develop an implementation plan.
* An appropriate number of volunteers have been recruited for the event.
* A target number of volunteers has been determined for the event, and The efforts of volunteers have been coordinated: Working with the Youth Ministers and the Volunteer Director to recruit an appropriate number of volunteers to work with the event.
* Logistics: The Major Events Notebook has been used to help the team plan the logistics. (For example: food, transportation, set-up, pick up and drop off times and locations, and number of adult leaders needed, typically 1 for every 5 students).
* Registration: Forms have been placed on Sunset Youth’s website and Facebook pages. Payment forms have been created by Penny and a link placed on website and Facebook.
* Photography: An adult has been designated as the photographer for the day, and the

Photographer will give pictures to the Youth Ministers the day after the event so a slideshow can be crafted and shown in class the following Wednesday..

* An event notebook has been prepared to be used by the next year’s coordinator of this event, or information has been added to the existing notebook.

**Purpose of the Major Event Notebook:** *The purpose of this notebook is to work with you and not against you. The goal of this notebook is to help plan out our event successfully. The intention is to help you walk through our event with ease, but also provide us a way to write notes for the next year. Please fill out this notebook in its entirety. Everything you do in this notebook makes it easier for the person doing the next year’s notebook.*

# Major Event Notebook Template

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Number of Students:

Target Number of Volunteers:

**Preparation Timeline:**

Date:

\_\_\_\_\_ (6 months out) Added to the Calendar

\_\_\_\_\_ (6 months out) Event Notebook Ready to Give to Key Volunteer

\_\_\_\_\_ (6 months out) Event Coordinator Recruited

\_\_\_\_\_ (3 months out) Registration open

\_\_\_\_\_ (3 months out) Promotion begins

\_\_\_\_\_ (2.5 months out) Food, Transportation and Publicity Plans in Place;

All Key Volunteers Recruited

\_\_\_\_\_ (1 month out) Clarity Check-in Between Major Event Coordinator and Youth

Program Coordinator

\_\_\_\_\_ (1 month out) Registration closed.

\_\_\_\_\_ (1 week out) Contact Parents regarding important details.

\_\_\_\_\_ (1 week after) Event Notes Completed and Returned to the Youth Program

Coordinator

**Attach Estimated Budget:**

Check List:

\_\_\_Food

\_\_\_Travel

\_\_\_Scholarship (enough for 10% of the target number)

\_\_\_Housing

\_\_\_Speakers/Photographer

\_\_\_T-shirts

\_\_\_Additional Fees

\_\_\_Online Registration

**Attach Income for this Event (Budget, fundraising, registration, ect…):**

**Attach Schedule of the Event:**

**Attach Food Logistics:**

* Person Responsible:
* Number Served:
* Number o Meals:
* Attach Food Menu

**Attach Transportation Details:**

* Person Responsible
* Number of Seatbelts Needed
* Transportation Details
  + Map
  + Drivers

**Publicity (usually 3-6 months prior to event):**

Types Used:

Commercials \_\_\_\_\_\_\_

Emails \_\_\_\_\_\_\_

Church Bulletin \_\_\_\_\_\_\_

Youth Newsletter \_\_\_\_\_\_\_

Website \_\_\_\_\_\_\_

Facebook Fan Page \_\_\_\_\_\_\_

Facebook Group \_\_\_\_\_\_\_

Bulletin Board \_\_\_\_\_\_\_

Phone Text \_\_\_\_\_\_\_

Personal Phone Calls (Adult Callers) \_\_\_\_\_\_\_

Personal Phone Calls (Youth Callers) \_\_\_\_\_\_\_

Invitation \_\_\_\_\_\_\_

Registration Forms \_\_\_\_\_\_\_

\_\_\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach appropriate information

**Logistics:**

Registration Forms

Attach Registration List (Those that Registered and Paid or were Scholarship)

**Attach Handouts and Additional Info**

Flyers, printed schedules, letters, etc.

**Attach Notes for Next Year:**

**Attach Actual Budget:**

**SYG Suggested Packing List for Events**

*Please make sure all clothing falls within SYG dress code policy.*

*Please make sure students do not bring items classified as “prohibited” by SYG Policies.*

**Bedding**

□ Sleeping bag or sheets/blankets for twin size bed

□ Pillow

**Toiletries**

□ Deodorant

□ Glasses/Contacts/Solution

□ Toothbrush/Toothpaste

□ Hairbrush/Comb

□ Shampoo

□ Soap

□ Towel

□ Flip Flops (for shower if you want)

□ Make-up

□ Medicine

**Clothing**

□ Jacket or sweatshirt

□ Closed toe shoes

□ Long pants for hiking and cooler evening weather

□ Comfortable clothing

□ Modest shorts

□ Modest swimming clothes *(if needed)*

□ Pajamas

□ Socks

□ Underwear

□ Old clothes and shoes if participating in a game that you could get dirty.

**Miscellaneous**

□ Bible

□ Pen

□ Reusable water bottle

□ Flashlight

□ Sunscreen and Bug Spray

□ Camera (optional)

□ Recreational games

SYG DRESS CODE

***Edited from Frenship ISD “Dress Code”***

The dress standards of the Sunset Youth Group are meant to promote a positive, spiritual learning environment where the focus is on instruction and not on clothing. SYG recognizes that parents are essentially responsible for their student's dress and general appearance. Our dress code is established to instill discipline, prevent disruption, and affirm authority. Students shall come to SYG class and events looking clean, neat and ready to learn, wearing clothing that is modest and will not be a health or safety hazard to the student or others. SYG prohibits any clothing that in the Youth Leadership Team’s judgment may cause disruption of, or interference with, normal SYG operations. We believe that a student's behavior is influenced by his or her attire. Therefore, consistent with applicable law, the following requirements for student dress and grooming are established:

Standards:

* The general appearance of the student and his or her clothing should not interfere with the instructional program.
* Clothing should be designed, constructed and worn in a manner that is not suggestive or indecent.
* Clothing that exhibits pictures, emblems, slogans or writings that are lewd, offensive, vulgar, or obscene, or that depict or advocate violence, or advertise tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF (LEGAL) is prohibited.
* Any tight-fitting clothing deemed to be improper will not be allowed. This includes leggings, leotards, biking shorts/tights, etc.
* To prevent inappropriate exposure when a student is sitting, standing or performing other normal activities, the length of a dress, skirt, or shorts must be longer than “fingertip length,” i.e., the length must extend beyond the point where the student’s fingertips fall when his/her arms are at the side).
* For female students, tops with straps less than 3” wide (secondary students), spaghetti straps, halter tops and/or tops without a standard armhole are prohibited. For male students, tops without a standard armhole, tank tops, or other like tops are prohibited. Any top/shirt showing bare midriff is prohibited.
* Any clothing with excessively improper fit is prohibited. The waist of pants must be worn at the proper place on the hips. No sagging or bagging pants/shorts are permitted.
* The wearing of pajamas and/or other similar sleeping attire is prohibited outside of designated sleeping areas.
* Pants or shorts with holes in them are prohibited. Any undergarment may not be visible.
* Any apparel or accessory that denotes gang-related association is prohibited (i.e. rags, bandanas, chains, spiked or studded items, colored rosary, or other physical alterations as identified by local law enforcement.)
* During coed and gender specific swim times all girls must wear shorts and a shirt that fit within the clothing standards mentioned above girls are also allowed to wear one piece bikini’s or  tankini’s; however, the girls midriff must be covered.  All guys must wear shorts that fit within the clothing standards above. Prohibited swimwear include speedos, strapless swim tops, tight fitting clothes, two piece bikini’s or any swimsuit that reveals midriff on girls.

SYG List of Prohibited Items

***Taken from the “Texas Education Code”***

The SYG List of Prohibited Items is taken from the *Texas Education Code*. The *Texas Education Code (TEC)* is a set of the state statutes (laws) governing public education in Texas. It applies to all educational institutions supported in whole or in part by state tax funds, unless specifically excluded by the code. The law requires the School Districts to establish standards of student conduct and to identify the circumstances under which a student may be removed from a classroom, campus, or alternative education program, transferred to an alternative education program, suspended, or expelled. The law further requires the District to provide as appropriate for students at each grade level, methods, including options for: managing students in the classroom and on school grounds, disciplining students; and preventing and intervening in student discipline problems, including bullying, harassment, and making hit lists. The Code provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline. SYG has followed the TEC guidelines to ensure the safety and wellbeing of all of our students. The SYG Prohibited Items is not a contract and can be amended by the Youth leadership Team at any time; however, any change or amendment to the Code will be approved by the Youth Leadership Team. List of Prohibited items as well as appropriate discipline has been listed below.

*The following items are prohibited on SYG Events and will be confiscated and returned at the end of the trip to the student’s legal guardian.*

* Possessing or using matches or lighters
* Using or possessing a pellet gun, air-powered rifle/gun, toy gun, look-alike weapon, or any other instrument that may be perceived by a third party as a firearm
* Possessing or using martial arts objects (such as shurikan (throwing stars), nunchakus (“nun-chucks”), tonfa (wooden weapon), staff, baton (short stick), bolo (long cord with weights at end))
* Using, exhibiting, or possessing a knife
* Possessing or using a knife with a blade of 5 ½ inches or less without prior campus administration permission.
* Using, exhibiting, or possessing a club
* Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the spiritual environment or invades the privacy of others
* Possessing stereo head sets, CD players, cassette players, or electronic games without permission.
* Using, displaying, or having in operational mode an electronic communications device without permission.
* Possessing fireworks of any kind, smoke or stink bombs, or any other kind of pyrotechnic device.
* Possessing, smoking, or using tobacco products

*The following items on found on a SYG event will lead to confiscation of the item and notification to legal guardian. If deemed appropriate by members of the YLT, the student may be sent home.*

* Possession or distribution of pornographic materials
* Possessing, using, or exhibiting school supplies (i.e. pencils, scissors, pens, etc.), a razor, box cutter, chain, or any other item in a manner that threatens to inflict or actually inflicts bodily harm to another person.
* Using, exhibiting, or possessing a firearm
* Using, exhibiting, or possessing a prohibited weapon
* Selling, giving or delivering to another person or possessing, using or being under the influence of marijuana, a controlled substance, a dangerous drug or any synthetic drug that alters a student’s physical appearance, actions, breath, or speech
* Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband, which has the intent to create an altered physical or psychological state
* Possessing drug paraphernalia (roach clips, rolling papers, needles, baggies with residue, razor blades, pipes, etc.)
* Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using or being under the influence of alcohol.
* Engaging in conduct that would be an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.
* Possessing, giving, selling or delivering to another person an over-the-counter (OTC) drug or medication. Medication and substances not in their original container shall be presumed to be a controlled substance under this code.

**In short, if you would not wear it, or bring it to school, do not wear, or bring it to an SYG Event!**