

YOUTH DIVISION

Responsible for overseeing the youth rallies, seminars and secondary school field trip workshops.

CO-ORDINATOR

1. Chair monthly divisional planning meetings.
2. Recruit department leaders & co-ordinate with them the responsibilities of the division.
3. Provide facilities division with information relating to physical, audio and video requirements.
4. Liaison with seminar division plans for seminars.

DIVISION SECRETARY

1. Prepare with the Co-ordinator, the agenda for the Planning Meeting.
2. Record & distribute the minutes to the departments.

DEPARTMENT LEADERS

1. FRIDAY SECONDARY SCHOOL FIELD TRIP

Plan several rotating 55 minute seminars for students, ages 13 to 18 years. Times: 9:45 am, and 10:55 am.
Invite seminar presenters 10 months in advance. Invite a missions speaker and worship team to hold a 1:00 pm youth rally.

Contact Christian Secondary Schools, 6 to 8 months in advance of the conference.

Request rooms from facilities division.

Register each school. Provide attractive information about the seminars and the rally speakers 4 months in advance and invite the schools to respond.

Arrange for welcome hosts when the schools arrive, and seminar hosts.

Provide on-site arrangements (parking, room numbers, etc.) 2 months in advance.

2. YOUTH LEADERS' TRACK

Plan and co-ordinate seminars for youth leaders for Friday afternoon and Saturday.

Invite seminar presenters for youth leaders 6 months in advance of the conference.

Recruit and schedule seminar hosts/hostesses.

Make arrangements for A/V requirements from audio-video production division.

Prepare publicity information and make available to publicity division 4 months before the conference.

3. SATURDAY SEMINARS FOR YOUTH & YOUNG ADULTS

Invite seminar presenters for youth (ages 13-18 years) and young adults (ages 18-25 years) 6 months in advance of the conference.

Recruit and schedule seminar hosts/hostesses.

Make arrangements for A/V requirements from audio-video production division.

Prepare publicity information and make available to publicity division 4 months before the conference.

4. YOUTH RALLIES (Friday evening & Saturday morning, afternoon and Sunday morning)

YOUNG ADULT RALLIES (Saturday evening)

Confirm speakers at least one year in advance of the conference.; prepare information re expectations for speakers.

Arrange for MC for each rally.

Arrange music leaders & musicians; determine all sound requirements; confer with audio-video production division

Arrange printed order of service for each session: platform guest arrangements: worship band, special music and speaker.