



Committee Handbook

A Note of Thanks

One of my favorite Bible stories comes from Mark, chapter 2. I never get tired of hearing how four determined friends tore a hole in the roof and lowered a paralytic onto the floor in front of Christ. And I never cease to be amazed at Mark's commentary on corporate faith. Mark records, "When Jesus saw their faith, he said to the paralytic, 'Son, your sins are forgiven.'"

I love that story because it so clearly depicts what I see happening every day in Young Life. Kids keep finding forgiveness at the feet of Christ, but behind every kid stands an entire team of determined adults. And just like the team of faithful friends in Mark 2, the Young Life team consists of four corners. I don't know the personal profiles of the four friends in Mark, but I am very familiar with the four corners of corporate faith in Young Life. It takes the combined muscle of donors, committee, volunteer leaders and staff to tackle the tremendous task of getting kids to Jesus Christ.

I hope you get the picture. Without faithful folks serving on Young Life committees across this country and around the world, we would stumble badly in our efforts to carry kids to Jesus. We might be able to drag kids to the door, but we would never be able to lift kids to the roof. And the roof is where we often need to be in Young Life — on the edge, outside the box, above and beyond the call of duty — creating a window of opportunity through which kids can see Christ.

One commentary said that Jesus recognized the "ingenuity and persistence" of the four friends as faith. I'm sure He would say the same about the adults who work to make Young Life a reality in their communities. Whether you're just getting started on a local area committee or you've been at it a while, we need the ingenuity and persistence that comes from your love of Christ and kids to help shoulder the weight of this tremendous mission. Thank you for joining the team. And congratulations. Just like the four friends in Mark, you've just secured a front row seat to watch Jesus work. I hope you enjoy the view.

Denny Rydberg,
(Former) President



Committee Membership

Guidelines

- The ideal local area committee has at least 10 members.
- Committee members will most effectively **serve for at least two to three years**.
- The **chair should serve at least two years**. When possible, as a chair's term or commitment comes to an end, it is wise to begin training a replacement (sometimes a "co-chair").
- **Membership may be extended** upon review with the chair and staff person.
- Each committee should set its own **standards for attendance and participation**. If a member needs to be removed, the feeling should be unanimous among all members.
- Area committees are made up of a variety of members. [Read more](#) about filling out your group.

Leadership Positions

Leadership positions are usually elected during the annual organizational meeting.

- **Chair:** Unofficial member of all subcommittees; link to the front lines of ministry through personal relationship with staff; record all meeting minutes (unless delegated).
- **Finance Manager:** Administrative responsibility with area director for funds involved in committee projects; record income and expenditures for area; create monthly financial report; prior to the end of the fiscal year, submit annual financial report on area and initiate preparation of next year's budget; liaison with Mission Services regarding area finances.
- **Subcommittees:** Subcommittees should be formed to address new needs each year. Ideas for effective subcommittees include:

Prayer Subcommittee

Finance Subcommittee (TDS Team)

Community Relations Subcommittee

Recruitment Subcommittee

Golf Subcommittee

Banquet Subcommittee

Ways Members Can Get Involved

Committee members are encouraged to support kids, support leaders or become involved in the community as a way to support Young Life in the local area.

Responsibilities

- **Personal Service**

- Attend and participate** in meetings.

- Develop personal friendships** with staff.

- Take a leadership role** on one sub-committee or event.

- Promote** Young Life's current programs and activities to the community.

- Visit** a Young Life club or kids' activity at least once a year.

- Work** on special events and fundraisers.

- **Spiritual Support**

- Seek** and follow God's wisdom.

- Fellowship** with other believers.

- Pray** for the Young Life ministry.

- Pray** for staff, volunteers, kids.

- Act as personal and loyal friend** to staff.

- Provide prayer, fellowship and counsel** to staff and volunteers.

- **Financial Support**

- Establish a financial strategy** to ensure the payment of all budgeted area expenses, salaries and other obligations.

- Assist staff** in planning annual operating budget.

- Assist staff** in developing a strategic plan for fundraising using the Taking Donors Seriously™ (TDS) program.

- Give** financially to the area, as able and led.

- **Public Relations**

- Represent** Young Life and its mission in the community as faithful followers of Jesus Christ.

- Take the necessary steps** to gain local community interest in and acceptance of the ministry of Young Life.

- Recruit** new committee members.

- Be available** to handle inquiries by parents and other adults about the local Young Life ministry.

Meetings

- Committee meetings will be held once a month on a recurring date (to be voted on) in the latter half of the month.
- An optional dinner may be offered beforehand, but is not required.
- Meetings will consist of prayer, ministry report, and committee reports.
- Most decisions on committee and sub-committee activity will *not* be made at monthly meetings. Such decisions and activity should be made outside meetings and should be summarized or reported on during meetings.
- *Monthly meetings will be limited to an hour in length.*
- Committee members are expected to make every effort to attend annual gatherings (hosted by local area or region) for community, team building, and continuing education.

Terms

- Committee positions are held for no more than three years. Ideally, as committees grow, the three-year phases will be: *shadow/aid, perform/recruit, mentor/recruit.*
- Committee members will agree to a background check and faith/conduct policy.

Young Life Brazoria County

Committee Job Descriptions

Committee Chair

One of the most important volunteer leadership positions in the area ministry is the committee chair(s). All committees should name a committee chair(s) to work with the area director to ensure that committee members share in the **ownership** of the ministry with the local staff, volunteer leaders, local donors and regional director.

Job Description

- Along with the area director, provide spiritual leadership for the committee.
- Act as a liaison and advocate between staff and committee.
- Communicate issues of accountability from the committee's perspective.
- Build trust in the ministry.
- Provide leadership for the recruitment, selection, retention and retirement of committee members.
- Place committee members in positions to best utilize their talents.
- Lead in developing a vision for Young Life's potential in the community.
- Represent the committee to the Young Life organization.
- Stand alongside the staff and bring the rest of the committee along.
- Maintain close relationships with the staff so staff can communicate needs and problems, as well as successes.

Basic Strategies to Develop

The committee chair working together with the area director should:

- Develop a good relationship with the area director.
- Plan effective meetings.
- Lead effective meetings.
- Create ownership for the ministry with committee members.
- Delegate work to committee members.
- Hold committee members accountable.

At a minimum, the committee chair and area director should develop the following processes:

- Recruiting and selecting a committee chair(s).
- Recruiting, selecting, retaining and retiring committee members.
- Taking care of staff and if possible volunteer leaders.
- Implementing basic Taking Donors Seriously (TDS) — taking care of top-tier donors, hosting a banquet and conducting a letter-phone strategy (call-a-thon).

Qualifications

- Has the gift of leadership.
- Can motivate others.
- Is organized.
- Is able to plan and lead meetings.
- Can delegate and hold people accountable.

Time Requirement: 10-15 hours per month

Prayer Coordinator

Being a Young Life staff person or a volunteer leader is a rewarding responsibility! However, building friendships with kids in order to earn the right to tell them about Jesus and helping them grow in their faith make the staff and leaders more susceptible to spiritual warfare. Therefore, staff and leaders need extra care and support. The local committee can have a major role in providing this care through prayer.

Job Description

On a **consistent** basis, the area prayer coordinator **collects** prayer requests from the local area staff and **distributes** those requests to several different groups.

Basic Strategies to Develop

Area-Wide Prayer Strategy: Involve as many people as possible from inside and outside the area who will pray for the Young Life ministry. Obtain general prayer requests from the area director on a monthly basis. It might also be helpful to list answered prayers as well as requests.

- Develop an e-mail distribution list. Obtain names of people who are willing to pray for the ministry from the local committee, donors, church prayer groups, volunteer leaders, staff, banquet list, senior citizens in rest homes, etc.

Committee-Wide Prayer Strategy: The committee should pray as a group for the staff, volunteer leaders and donors and about key issues related to the ministry.

- Develop an e-mail distribution list of committee members and staff. Check with the area director and other staff for detailed requests for prayer.
- Make prayer an important part of the committee meeting. Prayer could be held for an hour before the meeting. Members could meet weekly during lunch at a specific location for prayer.

Individual Prayer Strategy: Each committee member should be paired with a specific staff member or volunteer leader to pray specifically for them.

- The committee member should solicit individual prayer requests from the staff member or volunteer leader.

Qualifications

- Understands the power of prayer.
- Has the gift of prayer.
- Is able to elicit the needs and concerns of others.
- Good listening skills.
- Can organize.

Time Requirement: 8 hours per month

TDS Chair

Without a doubt the secret to a successful Taking Donors Seriously (TDS) team is an effective TDS chairperson(s). He or she is the driving force of the team's ability to identify and build a relationship with the area's top-tier donors. In addition, the TDS chair leads the development of the TDS strategy for the area. The TDS chair and the committee chair need to work together closely to coordinate support for the ministry.

Job Description

The TDS chair will:

- Recruit a TDS team.
- Arrange a local training session for the TDS team.
- Work with the area director and the TDS team to establish the non-negotiables of TDS: financial prayer strategy, case statement, leadership team, Field Development Tool (PPL and Cash Flow) strategy and plan.
- Attend annual regional TDS training sessions.
- Work with the area director to recruit and select the next TDS chair.
- Take the eLearning course [online](#).

Basic Strategies to Develop

- Organize and hold the TDS team accountable to complete all calls to prospective top-tier donors and current top-tier donors.
- Ensure that the committee chair and the committee solicit funds from all other donors at a banquet or during a call-a-thon.
- Develop a system to manage and update the area's Field Development Tool (PPL and Cash Flow).
- Develop a process to manage and update the area strategy and plan.

Check out the TDS Handbook ([order a copy or view online](#)) for in-depth information and suggestions for all of these essential strategies.

Qualifications

- Has the gift of leadership.
- Is honest and trustworthy.
- Is organized.
- Is talented with finances, budgeting and/or accounting.
- Can delegate and hold people accountable.

Time Requirement: 8 hours per month

Finance Manager

The finance manager is in place to oversee and assist with the management of the finances in the local Young Life area.

Job Description

The finance manager will:

- Communicate with the area director to ensure all Young Life financial policies are followed.
- Communicate with the TDS (Taking Donors Seriously) chair to notify them of impending financial needs of the area in a timely manner.
- Communicate with the area director and committee chair to develop the area's annual budget.
- Monitor Young Life financial reports (Revenue and Expenses, Trial Balance Report, Field Development Tool).
- Prepare and present financial reports at committee meetings.

Basic Strategies to Develop

- Participate in a PPL (Priority Prospect List) and Cash Flow training through the Field Development office.
- Communicate with the donor care specialist to ensure monthly giving reports are accurate and timely to allow for timely communications with donors.
- Understand the mission wide [deficit policy](#) and how it affects the area.
- Monitor the campership PPL and anticipate transfers from general operating to camp fund.
- Keep the cash flow realistic with projects by communication with area director and committee chair monthly.
- Anticipate and communicate expenses and income before they occur.

Qualifications

- Understands the needs for financial health in the area.
- Maintains confidentiality.
- Desires to work with numbers.
- Is organized.
- Is talented with finances, budgeting and/or accounting.

Time Requirement: 8 hours per month

Fundraising Chair

As a nonprofit organization, Young Life relies solely on financial contributions from the community to fund its daily operations. While recurring gifts are perhaps the most important foundation for healthy financial growth, one-time gifts through individual fundraising events (such as banquets, golf tournaments, crawfish boils, clay shoots, etc.) are also a necessary part to raising the annual budget. The fundraising chair oversees and assists with area fundraising campaigns throughout the year.

Job Description

The fundraising chair will:

- Recruit a fundraising sub-committee (banquet chair, golf chair, etc.)
- Act as a liaison between fundraising sub-committees, staff and local area committee.
- Communicate needs, strategy, vision, etc. of sub-committees to staff and committee.
- Coordinate sub-committee to present at committee meeting(s).
- Prepare and present fundraising reports at committee meetings.

Basic Strategies to Develop

- Communicate with committee chair, finance manager, and staff to understand area's fundraising needs
- Communicate with and care for sub-committee
- Work closely with TDS chair and staff to develop and understand area's financial calendar and strategy

Qualifications

- Communicates with and leads people well.
- Maintains confidentiality.
- Is organized.
- Is talented with finances, budgeting and/or accounting.
- Can delegate and hold people accountable.

Time Requirement: 8 hours per month

Leader/Staff Care Coordinator

Being a Young Life staff person or a volunteer leader is a rewarding responsibility! However, building friendships with kids in order to earn the right to tell them about Jesus and helping them grow in their faith can be taxing. Therefore, staff and leaders need extra care and support. The local committee can have a major role in providing this care.

Job Description

The care coordinator is responsible for planning and organizing the care of the local staff and volunteer leaders. The coordinator may want to develop a subcommittee to assist in this effort. This planning should involve having the committee members or parents care for the staff and volunteer leaders in a variety of ways: prayer, befriending, mentoring, spiritual support, office work and assisting with fundraising.

Reminder: The local area committee is primarily responsible for the care of the area director and any other staff. The staff is primarily responsible for the care of the volunteer leaders. If the committee has the time and ability to take care of the staff person(s) and also help take care of the volunteer leaders that would be great.

Basic Strategies to Develop

Area-Wide Leader Care: The coordinator should plan and organize three area-wide events to care for the staff and volunteer leaders. Possibilities might include a beginning-of-the-year welcome/appreciation picnic, a Christmas meal with a white elephant exchange and an end-of-year thank you dinner with an appreciation gift. Committee members should attend all of these activities.

Individual Leader Care: The area leader/staff care coordinator or a subcommittee member COLLECTS information from the area staff and volunteer leaders about their needs and DISTRIBUTES that information to a committee member or parent partner(s). The person is responsible for communicating with the staff member or volunteer leader and providing personal support throughout the year. Periodically, the coordinator should monitor the committee members or parent partners to ensure that each is caring for his or her staff member or volunteer leader.

Qualifications

- Has strong organizational skills.
- Is creative.
- Is proactive.
- Possesses the gifts of exhortation and encouragement.

Time Requirement: 6 hours per month

Ministry Support Coordinator

In any given Young Life area, especially those with multiple ministries, *a lot* needs to happen in order for effective ministry to take place! Areas often have Campaigner nights in people's homes throughout the community, WyldLife and YoungLives events need parent volunteers to help provide food, possible transportation help, or even childcare. While you may choose a different name for this group in your area, we call them the "*Ministry Support Team*." The coordinator will establish, oversee and communicate with the *Ministry Support Team* (MST) as needed. You may find that this committee person also should chair (and come from within) the support team itself.

Job Description

The coordinator will:

- Recruit volunteers who want to be on the team.
- Solicit information from these volunteers about their gifts and talents and what projects, events or initiatives they would like to lead or help with.
- Provide committee members tasked with various projects, events or initiatives with the names and contact information about MST friends who want to serve on their subcommittees.
- Periodically thank the MST for their help and support.

Basic Strategies to Develop

- Send recruitment letters to parents of highly involved students, people on the "potential committee" list, folks who've said "no" to committee because of the time commitment, retired committee members and long-term donors asking them to consider joining the team.
- Work with the committee chair and staff to decide when the MST needs to be matched with the appropriate coordinator of upcoming projects, events or initiatives.

Qualifications

- Enjoys working with volunteers.
- Has strong organizational skills.
- Can multi-task and prioritize.
- Has the gifts of encouragement and help.

Time Requirement: 6 hours per month

Fundraising Sub-Committees

Clay Shoot Chair

Young Life exists in an area because the community is willing to financially support the ministry. The sporting clay tournament is an important event each year in a local area. The sporting clay tournament serves to celebrate, inform, proclaim the Gospel, affirm, give thanks and raise financial support. Generally, the primary purpose for a sporting clay tournament is to raise funds. The sporting clay tournament should be an important part of the area's overall Taking Donors Seriously (TDS) strategy.

Job Description

The clay shoot chair oversees the entire event by providing leadership and direction for all of the event subcommittee. The chair delegates and follows up with the various subcommittee members. These subcommittee members are: prayer team, corporate sponsors, food, marketing, registration, raffle and follow up.

Basic Strategies to Develop

Some essentials for planning and implementing a successful event:

- Determine the right type of event.
- Set date, time and place of event.
- Reserve tournament location.
- Recruit and delegate sub-committee assignments.
- Generate a guest list.
- Invite guests.
- Conduct tournament follow up.

Qualifications

- Can organize.
- Is comfortable with multi-tasking.
- Can delegate and hold others accountable.
- Possesses the gifts of hospitality and leadership.

Time Requirement: 4-16 hours per month, depending on the timing of your event

Banquet Chair

Young Life exists in an area because the community is willing to financially support the ministry. The banquet is an important event each year in a local area. The banquet serves to celebrate, inform, proclaim the Gospel, affirm, give thanks and raise financial support. Generally, the primary purpose for a banquet is to raise funds. The banquet should be an important part of the area's overall Taking Donors Seriously (TDS) strategy.

Job Description

The banquet chair oversees the entire event by providing leadership and direction for all of the event subcommittee. The chair delegates and follows up with the various subcommittee members. These subcommittee members are: prayer team, table hosts, corporate sponsors, food, decorations, registration and name tags, program and follow up.

Basic Strategies to Develop

Young Life has developed "The 10 Essentials" for planning and implementing a successful banquet. These 10 requirements are to:

- Determine the right type of event.
- Set date, time and place of event.
- Reserve banquet location.
- Delegate committee assignments.
- Recruit table hosts.
- Generate a guest list.
- Invite guests.
- Make table seating assignments.
- Plan program.
- Conduct banquet follow up.

A 40-page [Banquet Handbook](#) provides in-depth information and suggestions about the 10 essentials.

Qualifications

- Can organize.
- Is comfortable with multi-tasking.
- Can delegate and hold others accountable.
- Possesses the gifts of hospitality and leadership.

Time Requirement: 4-16 hours per month, depending on the timing of your event

Golf Chair

Young Life exists in an area because the community is willing to financially support the ministry. The golf tournament is an important event each year in a local area. The golf tournament serves to celebrate, inform, proclaim the Gospel, affirm, give thanks and raise financial support. Generally, the primary purpose for a golf tournament is to raise funds. The golf tournament should be an important part of the area's overall Taking Donors Seriously (TDS) strategy.

Job Description

The golf chair oversees the entire event by providing leadership and direction for all of the event subcommittee. The chair delegates and follows up with the various subcommittee members. These subcommittee members are: prayer team, corporate sponsors, food, marketing, registration, auction and follow up.

Basic Strategies to Develop

Some essentials for planning and implementing a successful event:

- Determine the right type of event.
- Set date, time and place of event.
- Reserve golf tournament location.
- Recruit and delegate sub-committee assignments.
- Generate a guest list.
- Invite guests.
- Conduct tournament follow up.

Qualifications

- Can organize.
- Is comfortable with multi-tasking.
- Can delegate and hold others accountable.
- Possesses the gifts of hospitality and leadership.

Time Requirement: 4-16 hours per month, depending on the timing of your event

Crawfish Boil Chair

Young Life exists in an area because the community is willing to financially support the ministry. The crawfish boil is an important event each year in our area. The crawfish boil serves to celebrate, inform, proclaim the Gospel, affirm, give thanks and raise financial support. Generally, the primary purpose for the crawfish boil is to raise “campership” and funds for the area. The crawfish boil should be an important part of the area’s overall Taking Donors Seriously (TDS) strategy.

Job Description

The crawfish boil chair oversees the entire event by providing leadership and direction for all of the event subcommittee. The chair delegates and follows up with the various subcommittee members. These subcommittee members are: prayer team, corporate sponsors, food, marketing, registration, and follow up.

Basic Strategies to Develop

Some essentials for planning and implementing a successful event:

- Determine the right type of event.
- Set date, time and place of event.
- Reserve crawfish boil location.
- Recruit and delegate sub-committee assignments.
- Generate a guest list.
- Invite guests.
- Conduct crawfish boil follow up.

Qualifications

- Can organize.
- Is comfortable with multi-tasking.
- Can delegate and hold others accountable.
- Possesses the gifts of hospitality and leadership.

Time Requirement: 4-16 hours per month, depending on the timing of your event