



**YOUTH FORUM / 2012**  
at Hamilton Conference Annual Meeting  
CAW Family Education Centre  
Port Elgin, Ontario  
**June 1-3, 2012**

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**LEADERSHIP INFORMATION**

**YF Coordinators for 2011 are Diane Matheson and Deb Siertsema**  
**Theme: Find the Spark... Free the Spirit!**

**Description of the Program**

Youth Forum is an opportunity for High School students to meet other United Church teens, participate in leadership activities, worship and learn together, share challenges of the faith and church, and have fun! This year while Conference explores the theme 'Let the Spirit Lead...' Youth Forum's theme will be *'Find the Spark . . . Free the Spirit'*

Youth Forum will gather in Port Elgin on Friday at the opening of the Hamilton Conference Meeting where it will have its own space provided at the CAW Family Education Centre. The program will travel to Port Elgin United Church for Friday and Saturday overnights.

The leadership team will be expected to participate in training by the Conference Committee on Sexual Abuse Prevention and Response, at a time to be determined. Leadership will not be approved without this training.

The program is led by the Coordinators, Home Group Leaders, Worship Leader(s) and Chaplains, with Hamilton Conference Staff Support. The gathering is a leadership development weekend for everyone involved – youth and leaders. It is expected that, through our theme, all of the participants be nurtured in faith and arrive at new questions and understandings about our participation in God's purposes as United Church people.

**Description of Leadership Roles**

All the members of the leadership team:

- Provide a positive, safe, fun, friendly, calm and high quality presence and program for the youth
- Participate in the entire program and support youth and fellow leaders
- Encourage youth to participate in entire program
- Spend time getting to know the youth (e.g. over meals)
- Give leadership when needed and based on your gifts and skills
- Attend the annual meeting times with the youth (if not needed for other work)
- Follow the covenant/ holy manners created by the group, Hamilton Conference policies and Youth Forum's Code of Conduct (e.g. never be alone with a youth)
- Help with extra duties, like preparing or setting up meals
- Attend planning meetings as possible and keep up to date by e-mail
- Represent Hamilton Conference and the United Church well
- Promote the program and encourage participation

- Receive mileage to all meetings, including Youth Forum
- Receive an honorarium (If your leadership is part of another paid Church position, please speak to the Conference Staff about your honorarium)
- Need to complete an application form, provide references and Police Record Check prior to program start.
- Last but not least, stay overnight at a church or a similar style of location.

#### Co-ordinator (one or two people):

- Develop Youth Forum program in consultation with Conference Staff as well as the leadership team
- Set and chair planning meetings
- Ensure adequate and appropriate supervision is present for the entire event
- Respond constructively to conflict within the leadership team or Youth Forum and inform Conference staff
- Respond responsibly to any health and safety concerns during the program and inform Conference staff
- Check application references (can ask other members of leadership team to help)
- Develop and strengthen leadership team
- Purchase food and snacks and any program supplies (Conference Staff will ensure reimbursement)
- Ensure that there is opportunity for meeting/discussion with President, Executive Secretary and theme speaker (if possible)
- Ensure that participants understand voting and other procedures - the names of the participants must be shared with each presbytery - Waterloo allows 10 votes from YF and the other presbyteries have less
- Ensure leadership team and participants understand Code of Conduct and create a Covenant/Holy Manners
- Work with Conference Staff on being in touch with youth before program
- Ensure Facebook page is up to date and appropriate
- Write a report after the annual meeting for insertion into the Conference record of the annual meeting

#### Home Group Leaders (number depends on youth registration)

- Get to know youth in home group, check-in with them frequently to ensure well-being, inclusion and comfort in the program
- Problem-solve any conflicts or concerns in home group, informing Co-ordinator and/or Chaplains (depending on situation)
- Plan activities for home group times to get to know each other and debrief the program
- Help youth to participate in the work of the court and leadership as appropriate to the meeting/worship.
- Provide other leadership as needed (e.g. games, workshops, worships)

#### Chaplains

- Provide pastoral support as needed to youth and leadership team
- Provide positive and safe atmosphere
- Create a space for quiet reflection, conversation and prayer
- Give leadership in worships (as needed)

#### Music/Worship Leader (may be one or two people)

- Plan Youth Forum worships, with support as needed from Chaplains and Home Group leaders
- Ensure copyright is respected in the YF worship
- Create worship space
- Give leadership in home groups (as needed)

#### Conference Staff:

- Support Co-ordinator and leadership team in planning and leading the program
- Be main contact for fellow Conference Staff on promotion and administration
- Work with A&B Committee to ensure the schedule and logistics are as smooth as they can be
- Work with Worship & Theme

(cont'd)

- Ensure that safe space training is done under the leadership of the Conference Sexual Abuse Prevention and Response Committee.
- Communicate information to Co-ordinator(s), leadership team and Conference Staff
- Responsible for budget
- Ensure a report is written after the annual meeting for insertion into the Conference record of the annual meeting.
- Respond to questions from Churches, youth and parents
- Update Applications and Code of Conduct
- Be available in person or by phone 24 hours during the program, especially to respond to issues of conflict or health and safety

### **What training and support will I receive if I agree to be a Home Group Leader?**

Leaders may expect to be trained, prepared and supported in the following ways:

1. A description of leadership roles is provided (above);
2. Training in safe practices for youth programming will be provided, including training by the Hamilton Conference Coordinating Committee on Sexual Abuse Prevention and Response.
3. Leaders will have an opportunity to meet one another, learn information about the program as well as provide planning input and ideas;
4. Lorna MacQueen, as staff person from the United Church's Hamilton Conference Office is on hand to assist in whatever ways are needed;
5. Coordinator(s) takes responsibility for the content of the program.

### **Safe community for everyone**

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Our duty of care to the youth requires that all leaders participate in training by the Hamilton Conference Coordinating Committee on Sexual Abuse Prevention and Response. As well, leaders need to complete the application and submit references and an up-to-date police check. (This information will be kept in confidence in the Hamilton Conference Office.)

All those under consideration for leadership will be interviewed by the Hamilton Conference Youth Forum coordinators and member(s) of the leadership team. In addition, all Leaders agree to abide by the Code of Conduct for Youth Events.

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Thank you for considering this position. Please indicate your willingness to take on the role of Leader by completing the application below and returning it to Hamilton Conference before the deadline.

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# YOUTH FORUM at Hamilton Conference Annual Meeting

CAW Family Education Centre  
Port Elgin, Ontario  
June 1-3, 2012

## LEADERSHIP APPLICATION FORM

*All leaders need to complete this application form and submit two references.*

*Leaders must be twenty-one years of age or older.*

*Potential leaders will be interviewed and must present an up to date police check at or before the interview.*

*Application Deadline: January 30, 2012*

Name: \_\_\_\_\_ Phone (day): (\_\_\_\_\_)\_\_\_\_\_

Address: \_\_\_\_\_ Phone (home): (\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_ e-mail: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Male  Female

21 years of age or older? Yes  No

Congregation: \_\_\_\_\_ Presbytery: \_\_\_\_\_

I would like to be (please circle one) Coordinator(s), Home Group Leader, Chaplain, Worship/ Music Leader

T-shirt adult size (please circle one)      S      M      L      XL      XXL

Are you a confirmed member of the United Church of Canada? Yes  No

Have you previously been a Youth Forum Leader? Yes  No  If yes, when? \_\_\_\_\_

Have you attended a previous Hamilton Conference Youth Forum?  
Yes  No  If yes, when? \_\_\_\_\_

Have you attended General Council Youth Forum?  
Yes  No  If yes, when? \_\_\_\_\_

Previous experience leading High School youth. Please tell us context and ages (i.e. Church, camping, school, sports). Attach additional sheets, if necessary.

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**Page 2 of 4 of the YF leadership application form**

Special interests/skills/training that you bring (i.e. drama, crafts, music, sports, storytelling, knowledge of the church court, games, worship, cooking, education, First Aid etc.)

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What are some of the ways you hope to grow through your Youth Forum leadership? What are your hopes for the participants?

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**References:**

Please provide us with the full contact information for two references. **Please have your references fill out one of the reference forms provided on the website and return it to the Conference Office by the application deadline.** One reference should be someone you have worked with using your skills with youth, and be able to comment on your expertise, reliability and sense of boundaries. For returning leaders, your references should be updated from any past applications.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_\_) \_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Email Address

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Home Phone

(\_\_\_\_\_) \_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Email Address

**Leadership Planning Meetings**

Leaders will have an opportunity to meet one another, learn information about the program as well as provide planning input and ideas at planning meetings. **All leaders are expected to attend at least one of these meetings.**

**Coordinating Committee on Sexual Abuse Prevention and Response**

Leading youth groups is a privilege and a responsibility. The safety and security of our young people is one of our faithful covenants. Therefore, we require that all leaders attend an information and training session provided by the Conference Committee on Sexual Abuse Prevention and Response at a date and time to be determined by the leadership team. This time will also include team building and other training. **All leaders are expected to attend this training.**

**Police Check**

**All members of the leadership will need to provide an up to date Police Record Check.** If you do not already have a Police Records Check, a letter from Hamilton Conference requesting this for volunteer reasons is available which will lower the fee. The cost of the Police Records Check will be reimbursed by Hamilton Conference.

**Signature and Declaration**

*I will provide the references required.*

*I will provide the Police Check required.*

*I have read the above information. I will attend at minimum one leaders planning meeting and the Sexual Abuse information session.*

*I am committed to being a full-time leader at Youth Forum 2012 in Port Elgin, and I agree to provide responsible and appropriate leadership at Youth Forum, and will work collegially and faithfully with the other leaders, Youth Forum Coordinators and Youth Forum participants.*

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Applicant Signature

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Date

**Please mail this form to:**

Lorna MacQueen  
United Church of Canada Hamilton Conference Minister  
Faith Formation for Discipleship  
Box 100 Carlisle, ON L0R 1H0

905-659-3343 x.223

[lmacqueen@hamconf.org](mailto:lmacqueen@hamconf.org)

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# Medical Information Form

**IMPORTANT: We must have this information or you will not be able to participate in Youth Forum.**

Name: \_\_\_\_\_

Health Card Number: \_\_\_\_\_

Allergies and medications: \_\_\_\_\_

Special diet (i.e.: vegetarian, diabetic, other) \_\_\_\_\_

Current medication(s): \_\_\_\_\_

Dosage and frequency: \_\_\_\_\_

Self Administered  OR Administered by an adult

Special needs: \_\_\_\_\_

Family doctor: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_

## Permission for Emergency Medical Attention:

**Please Print**

In the event of an emergency, I \_\_\_\_\_ give permission for Hamilton Conference Staff or their designates to permit emergency treatment for myself if it is deemed necessary. All efforts will be made to contact the following person(s) for permission before treatment is given.

Emergency Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency phone number(s) during Youth Forum,

(\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

### PHOTOGRAPH and VIDEO RELEASE

I give permission for the photograph and/or video image, of myself, as taken by authorized persons, to be used as memory or promotional material in various United Church of Canada print and electronic resources, including online community locations and Hamilton Conference web site for the promotion of Youth Forum and Youth Events in Hamilton Conference of The United Church of Canada.

\_\_\_\_\_

Participant's signature

\_\_\_\_\_

Date