

PRESBYTERIAN YOUTH IN VICTORIA



Presbyterian Youth Victoria

ANNUAL GENERAL MEETING 2008 & ANNUAL REPORTS JANUARY – DECEMBER 2007

16th February 2008
St Kilda Presbyterian Church

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AGENDA

1. Constitution	<i>Russell Graham</i>
2. Present	<i>Russell Graham</i>
3. Apologies	<i>Russell Graham</i>
4. Additions to agenda	<i>Russell Graham</i>
5. Minutes of Previous Meeting	<i>Russell Graham</i>
6. Business arising from Minutes	<i>Russell Graham</i>
7. Correspondence In/Out	<i>Russell Graham</i>
8. Annual Reports (January – December 2007)	<i>Various</i>
9. Financial Report and Budget	<i>Sarah Brightwell</i>
10. 2008 Calendar	<i>Russell Graham</i>
11. 5 Year Plan Update	<i>Andrew Vines</i>
12. Election of PYV Council	<i>CENC Representative</i>
13. Additional Business	<i>CENC Representative</i>
14. Closure	<i>CENC Representative</i>

**MINUTES OF ANNUAL GENERAL MEETING
HELD ON 17TH FEBRUARY 2007
AT ST KILDA PRESBYTERIAN CHURCH**

Due to a major malfunction of the minute secretary's computer, these minutes were lost before being circulated or printed. As a result, there are no minutes to confirm.

Motion: That the secretary ensures that the minutes of AGMs are either presented as hard copy, or uploaded to a remote server by the time of the first council meeting following an AGM.

PYV PRESIDENT'S REPORT 2007

After many years of exciting growth and expansion, 2007 was a year of consolidation and gains. God's amazing gifts to PYV continued to flow, with an abundance of volunteers, resources and opportunities.

Council

As PYV Councils are only elected for a 12-month period, as each year passes the AGM is a moment where it feels like the future of PYV hangs in the balance. As the AGM can be unpopular and poorly attended, the nerves of PYV's senior leaders can sometimes be tested. However, we didn't need to worry but rather needed to focus of God's amazing provision for PYV. This year's turnout was encouraging with 24 people in attendance, the highest for a number of years. The highlight of the day was the thirteen delegates nominated for the ten Council positions. It was particularly pleasing to welcome some younger-blood onto Council; Andrew Burns and Shady Mehanni. The following delegates were elected:

Russell Graham (President)
Sarah Brightwell (Treasurer)
Andrew Burns*
Dean Carroll*
Rene Jabour
Shady Mehanni*
Ruth Ronalds*
Alex Venn
Kirsty Watson
Sarah Weber

** New to PYV Council in 2007*

The AGM however was tinged with sadness as it marked Kingsley's departure from the position as President. PYV thanks Kingsley for his faithful and valuable service to the organisation and looks forward to working with him in the future in whatever capacity he chooses.

From 1 July 2007, I had the pleasure of handing over the President's position to Alex Venn. I chose to take a six-month break from the presidency due to overseas travel and my impending wedding. I thank Alex for his excellent work in keeping the work of PYV rolling along in my absence.

*Russell Graham
(President - February - June 2007)*

Over the past 2 years, PYV has sought guidance and experience from Murray Norman, director of PY in NSW. As camp attendance climbed in Victoria, PYV's leadership model stretched. This is a fantastic problem to have but the transition to a new more effective model of leadership has its difficulties. Through regular updates and 'tweaking', 2007 saw a consolidation of this model on camps, made even more efficient by the completed job descriptions. Delegation and council responsibility for running events also continued to develop with the 'council reps' role. With these roles and structures working, PYV now has the ability to see camps and activity numbers grow well into the future. Praise be to God!

Council meetings in 2007 were productive and with the introduction of set topic forums, pressing issues were able to be discussed and tackled. Music, future workers, leadership and 21C were all presented by a nominated council member, giving them the opportunity to pose questions and develop possible solutions in round table discussion.

2007 also saw the introduction of bi-monthly meetings. On reflection, during the busy months (traditionally Aug-Dec) it is recommended that 2 additional meetings are set, taking the total council meetings for the year to 8.

CENC

2007 marked a maturing of the relationship between PYV and CENC. Thanks to the efforts of Scott Kroeger and the Council, PYV and CENC had a mutually beneficial relationship based upon a new-found trust. PYV would like to thank the CENC for their continued support and advocacy of PYV in all branches of the church.

Workers

2007 also marked a settling in of the roles of our two workers in PYV; Andrew Vines as YouthWorker and Emma Venn as AdminWorker. Andrew continued to be glue which bound all of PYV's activities together. He has done, and continues to do, amazing work in effecting the lives of young people through the ministry of PYV, and we thank him greatly for this. Emma really stepped up in 2007 and proved to be an invaluable resource to the PYV Council by taking on the Secretary role and much of the administration load. Her enthusiasm, helpfulness and initiative in improving PYV work practices was greatly valued by Council.

Denomination

PYV is in safe hands thanks to the hard work of the CENC YouthWorker, committed council, and prayers and support of the denomination. Further awareness of PYV's work in the denomination and by ministers across the state is still needed, and events such as the 2008 'Big Plug', continued CENC 'Fuelled Training Days' and the involvement of PYV in events such as Ministers Family Camp, State Assembly and regular camps and events should see this grow. I feel the denomination is yet to fully embrace and see the importance PYV for its potential to build individuals in local congregations through its leadership development, training, networking and fellowship opportunities. I pray that 2008 will see the state as a whole understand the importance of what PYV seeks to do;

To glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.

Other highlights

- The launch of a redesigned www.pyv.org.au
- More beautifully designed PYV publicity material (thanks Rachel Stasse)
- An enthused group of PYV'ers attending 21C
- Successfully running the children's & youth programs on Ministers Family Camp
- And always.....more good times, great camps & events and strengthened relationships.

All the glory to God!

*Alex Venn
(President - July - December 2007)*

YOUTH WORKER REPORT

It is a privilege to spend my time working for as vibrant and evangelical an organisation as PYV.

The past twelve months has seen few major structural changes, as most of the elements of the five year plan had been introduced by this time last year. I believe that there has been, however, a maturing and growth within these structures:

- "Camp teams" are running at an executive level, although there is more work to be done in terms of recruiting leaders for long-term commitments.
- The leaders' chaplain system has gone through minor refinements and is beginning to function well.
- The foundations training scheme has made progress, with four students completing a PTC short course as well as the 15 who did intensive stream on summer camp. Train24 has continued to develop, although the progress of FUELLED (now run by the CENC) is an area of concern - as it is one of the few times when there is an opportunity to train leaders in strategic thinking about local church youth ministry.

In addition to the above elements of the five year plan, I have spent considerable time in this past year assisting with PY Tasmania's winter camp, the national 21C conference and the OS08 mission team, and the formulation of a local youth strategy at YOSH.

I see the following as challenges for me in 2008:

- Assisting council to develop a vision for the medium-long term which will further contribute to youth evangelism and nurture across our state.
- Better implementation of the web-based training resources that have been developed over the past 24 months, especially with regard to council oversight independent of myself and training of leaders to participate in regular review of them.
- Finding, and beginning to work with a ministry apprentice who will be equipped to carry on some of my role after mid-2010.
- Work more closely with my review group to optimise the areas of PYV in which I am involved - including how I can relate to a widening pool of leaders (We have now over 95 leaders on our database - representing a doubling of numbers since I began this position).

From a personal point of view, it seems hard to believe that I'm already half way through my initial appointment of three years. 2007 was a busy year, the highlight of which was the birth of our first daughter Tia in October. A few of my personal goals for this year are to:

Spend more time with Suzy and the kids.

Finish my formal studies by July.

Spend more time reading and reflecting for personal growth.

Andrew Vines

SENIOR CAMP REPORT

The theme of the Camp was understanding human sexuality biblically. In sum, camp was great. Apparently many came to camp a little apprehensive, perhaps because they didn't really know what to expect or how well they would cope, since it is a topic that few in the church today are willing to enter into.

Matt James spoke at two of the sessions, covering the topic of "God's good work – sexuality." He reminded campers that God has built into humans a powerful chemistry, a permanent chemistry, and a creative chemistry. He also taught that true love must be based on God's eternal and passionate love for his people.

There was opportunity to have single-gender talks with Helen Bell and Toby Macintosh speaking to girls and guys respectively. These talks were received well, leaving everyone more equipped for the specific challenges that young people face in today's world.

Something that stood out to one camper after the first talk was the amazing maturity around the campsite. Instead of the crude remarks and jokes that could have been going around, people were being very supportive and encouraging to those around them. This was, no doubt, pleasing for all the leaders that had put so much work into this camp and its topic.

Of great benefit was the time spent in small, gender-specific groups of similar age where more in-depth discussion of some of the issues was possible. At certain stages two groups of the opposite sex would combine, allowing them to compare notes and better understand the struggles that their peers experience in everyday life.

All in all the camp was well-received and gave people lots to think about and use for the future.

Sourced and amended from *fellow workers* July 2007

SOCIAL REPORT

The PYV Social this year was a huge success! People came from all over Victoria and gathered in Croydon Hills where we met with one another and learned about God. There was a punk theme, and the talk focussed on the fact that since punks are very outgoing and that they stand out from the crowd – in a similar way we, as Christians, should “stand up and stand out” for Jesus. All who attended were encouraged to make it plain that they are followers of Christ by their words and actions.

People were very outgoing with their costumes, and they varied from wigged monkeys to people wearing lots of eye-liner and spiky hair. Catching up with the youth and leaders of PYV and sharing news and stories is a very beneficial part of the Social. The much appreciated supper was provided by members of the Croydon Hills congregation and good music was provided in the dancing room. Those who didn't want to dance enjoyed the separate space to sit, talk and mingle, and all had a great night.

Thanks to Brad Ronalds and his crew (mostly from Croydon Hills Prezzie) for another successful and safe Social.

Sourced and amended from *fellow workers* July 2007

GIRL'S DAY OUT

The purpose of this event is to encourage young Christian women through fellowship and to assist their growth in Christ. Last year's Girls' Day Out had very encouraging attendance and feedback. This year's event was held at Heathmont Presbyterian Church, with an exciting new speaker: Michelle Macintosh (from Bundoora Presbyterian).

The first talk was about Ruth: how she gave up everything to be with God and is an example of what women should try to be like. The second talk was from Genesis 1:27-31, about how everyone is made in God's image and thus we should see them in that way. The talks were very challenging and over all, the day was a great success!

Girls' Day Out seeks to provide a caring environment to discuss and hear about everyday, common struggles of women, and to instruct us in the godly way to live our lives. It is becoming clear that this event fills a need for the youth in the wider church, so if you weren't able to make it this year – please come along next year. Also, if you are a not-so-young woman, why not come along to offer advice and support?

Well done once again to Hannah Veith and Ruth Ronalds for organising this event that fills an identified need amongst our young women, and whose benefits are obvious.

Sourced and amended from *fellow workers* July and November 2007

MINISTERS FAMILY CAMP

This year saw the first Ministers Camp Youth Program officially run by PYV following a request by the HCC. Funds supplied by the HCC helped purchase materials before camp that allowed such purchases to occur with minimal difficulty.

The 'Aginda' site was declared unsuitable for use - a replacement campsite called 'Acacia' on the other side of town was used instead. The problem of distance between the sites was solved by borrowing buses from the Mornington Presbyterian and the Balwyn Korean congregations to run shuttles between these sites. This system worked well as it greatly reduced the need for leaders to transport campers themselves. As leaders and campers were sleeping at 'Acacia' (away from their families at 'Norval'), we would like to thank the HCC for organising Camp Parents Gary and Margaret Ware to monitor the youth after the evening session and throughout the night. This role worked well.

Scott and Nancy Kroeger spoke to the youth and led a challenging set of talks and small groups on being "Agents of Change" in our denomination. The children's program looked at the royal kingship of Jesus and had success with splitting into graded streams. The crèche put on a program about God's Promises that was commented on by one parent as the best they had seen.

A big "Thankyou" to the Youth Worker, the program convenors, all the leaders and the HCC's support. We look forward to next year.

Alex Venn

VOLLEYBALL

You know the deal, a couple hundred youth from around the state, half a dozen volleyballs, and three trophies. July 14 saw the annual PYV Volleyball competition take place for 2007, at the usual venue, Ashburton Pool & Recreation Centre.

Teams competed in the Mixed, Men's and Best Cheer Squad competitions, but the real aim of the day was to have fun and not take it all too seriously! The day was a brilliant success in all aspects. It was up to a standard that anyone looking for some good, entertaining, and moderately competitive volleyball would have enjoyed. It was this standard that, along with the fact that the people playing were all from Presbyterian churches across Melbourne who sought to play in a Christ-like manner, made it successful. An important thing about the day is that the competitors were not playing for any self-glory, but rather tried to play fair, and let everyone have a go. In a sense, the day is an opportunity to apply what everyone has been learning throughout the year in the youth groups they attend, this time in a sports scenario.

In the end, it was the boys from Burwood who took home the much-coveted Men's trophy, but they had better watch their backs, as great potential lies in so many of our churches to win next year. The winners in the Mixed competition were Croydon Hills, while Surrey Hills regained the Cheerleading trophy.

Thanks to Andrew Sprague for again organising a great event.

Sourced and amended from *fellow workers* July and November 2007

JUNIOR CAMP

This year's Junior Camp was the biggest ever with 105 campers (30 more than last year) and a leadership team of 34 (including 24 study leaders). It was run at Lady Northcote Campsite with many of the campers attending for the first time.

The great positive through God's grace was that 3 people came into a living relationship with Jesus.

Bill Medley gave four talks from the Gospel of John. Bill effectively interacted with the campers through his talks and also challenged the leaders. The study leaders all did a good job of leading their groups.

Joy Venning and Danielle Bilyj did a fantastic job coordinating the programme, basing the activities on the theme "Black and White". Assigning campers to only one group, which stayed together all camp, was helpful in developing relationships. Music and Tech/PA were well led by Jordan Ridgewell and Alex Venn respectively.

In addition to camp parents (Will and Larissa Belcher) four leaders' chaplains attended. The chaplains fulfilled their roles through leading the leaders' meetings devotions, mentoring the leaders and even helping out with activities as a bonus.

In summary, the camp ran very well and the campers remained safe and well-behaved.

Shady Mehanni – Camp Convenor

SUMMER CAMP

This years' camp started off well with about 80 campers and 40 leaders, everyone arrived safely and settled into camp life very well. John Stasse's "One Another" talks were well received with campers being challenged in how to Receive, Admonish, Bear Burdens, Forgive and Love One Another. Alan Harman again did a fantastic job with the older campers in the Intensive Stream.

Nic Bilyj and the Activities team worked well together and the work load was spread out very well – this is a must for each camp. People felt that the activities were balanced well with free time and all the campers took part in all the activities without complaining despite the heat.

A few changes were made to the camp parents' job description. The purpose of these changes was so that the camp parents and campers have more opportunities to build relationships and to share with each other.

A change for the future - Camp mum or dad could double up as leaders' chaplains.

A few changes were also made to the leader's job description and the convenors job description as a result of the changes mentioned above. This was so that there were no conflicting statements between the three job descriptions.

Some feedback received on the camp was that:

- it was very relaxed and there was less pressure on leaders and campers, and
- both campers and leaders enjoyed the camp.

Overall I felt the team of leaders was fantastic and the campers, the best.
Praise God for a great camp.

Marton Murany - Summer Camp Convenor

FINANCIAL REPORT

I would just like to take this opportunity to thank the council for all their support and encouragement to me throughout the year as I undertook my first year in the Treasurer's position for PYV.

We can certainly praise God for the past year in which He has graciously provided for and continued to bless PYV. The year saw the continual receipt of interest on the monies invested in the Common Fund at a rate of 20%. This has been a continual blessing of income for supporting the existing work of PYV and providing many avenues of opportunity for expanding into new areas of mission.

Below are just some of the areas in which PYV has been able to continue and develop:

- Andrew Vines continued as PYV's youth worker and we have been blessed with constant financial support to maintain his position
- Began storing the PA equipment at a storage company to ease the stress and burden on those who tirelessly contribute to PYV's work
- Began developing the website with thought to the future to more efficiently and effectively use the resources available, especially in regards to the energy and time commitment required for organising camps
- Undertaking the youth program at Ministers Family Camp
- Committed to support the short-term mission trip to the Middle East which is taking place in 2008
- Continual subsidies for camps to encourage attendance of youth for their development and deepening of their understanding of the Word of God and strengthening of friendships with fellow believers

The year ahead is one that is full of exciting new opportunities to use the resources that PYV has to continue to bring glory to our God. This will be in the continual development of all existing areas such as music, the website, volleyball, leaders and camps. New opportunities to continue to spread the gospel have also developed; foremost of which is the mission trip to the Middle East. Council has also decided to allocate some funding to assist camps of Presbyterian churches that are outreaching to their communities.

The council of PYV appreciates your continual prayers, especially for wisdom in the use of the bountiful financial resources that PYV is blessed with. Please pray that in all decision-making the short and long term aims and growth of PYV would be wisely considered.

I look forward to the challenges and opportunities that will arise in the next year and may God continue to bless the work of all those involved with and supporting PYV.

Have a fantastic year!
Sarah Brightwell

BUDGET

Refer to handout.

PYV AIM & OBJECTIVES

AIM

To glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.

OBJECTIVES

- To provide support and nurture for youth in their Christian development and outreach.
 - To provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
 - To promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
 - To encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
 - To adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.
-

PYV JOB DESCRIPTIONS

JOB DESCRIPTION – State Councillor

Aim

As a PYV State Councillor you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.

Who you report / are responsible to

You are directly responsible to the PYV State Council and the CENC Representative.

Prerequisites

As a member of State Council you should:

- be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.

- be outgoing and able to readily relate to Christian and non-Christian youth.
- have experience with local church youth ministry.
- be a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.
- be able to demonstrate a growing Christian maturity through daily Bible Study and prayer. This includes the need for a humble, servant attitude towards all people associated with PYV.
- be willing to sign the Declaration of Commitment.
- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.

Responsibilities

You are responsible to:

- Attend all State Council meetings where possible. Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events, the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.
- Represent a true voice in Council meetings of the cross section of PYV youth, eg. male, female, Year 7 to 18+, city, country, regional, etc.
- provide assistance in running events.
- promote PYV events where possible.
- ensure that all decisions made at State Council meetings stay in line with affairs passed by Annual General Meeting.
- Never make decisions on behalf of the Council without having it approved by the Council first.
- Follow and ensure the PYV Constitution is upheld at every PYV State Council meeting, camp and event.
- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- Submit to the authority and decisions of PYV state council meetings and the directives of the CENC Committee as a whole.
- Evaluate this job description with modifications and suggestions.

Requirements for the position

You must:

- Go through the PYV leadership accreditation process,
- Obtain a copy of the PYV Protecting Children Policy – for your information.
- Obtain a copy of the PYV Reporting an Incident Policy and Form – for your information.
- Obtain a Working With Children Check (exemptions apply for VIT registered teachers).
- Keep a copy of this job description.

Child Protection Protocols for this position

All ‘campers’ (or young people attending a PYV event who are under the age of 18 years) and others under your leadership, regardless of age, are covered by these protocols.

NOTE: These do not replace the Declaration of Commitment or the PYV Protecting Children

Policy:

- Do not allow yourself to be in any area alone with a camper or person under your leadership. Always have other campers or another leader with you.
- If a camper of the opposite sex comes to you for counselling, immediately take them to a Camp Parent of the same sex as the camper who can talk to them. NEVER counsel or talk through issues with a camper of the opposite sex.
- If a camper of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a camper discloses information to you regarding any kind of abuse or neglect, you must divulge this information to the CENC Representative. However, be careful not to reveal this confidence to any other person on camp.

I have read and understood this Job Description, the PYV Protecting Children Policy and the PYV Reporting an Incident Policy and Form:

JOB DESCRIPTION – President

Aim

As the PYV President you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.

Who you report / are responsible to

You are directly responsible to the PYV State Council and the CENC Representative.

Prerequisites

As a member of State Council you should:

- be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.
- be outgoing and able to readily relate to Christian and non-Christian youth.
- have experience with local church youth ministry.
- be a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.
- be able to demonstrate a growing Christian maturity through daily Bible Study and prayer. This includes the need for a humble, servant attitude towards all people

associated with PYV.

- Be willing to sign the PYV declaration of commitment.
- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.

Responsibilities

You are responsible to:

- Attend all State Council meetings where possible.
- Chair State council meetings, ensuring that:
 1. They are run in a God-honouring way,
 2. All decisions made at State Council meetings stay in line with the practices of our church, including affairs passed by Annual General Meeting.
 3. Delegate a council member to act as President for the following meeting if the President cannot be present.
 4. The needs of the cross section of PYV youth, eg. male, female, Year 7 to 18+, city, country, regional, etc. are considered.
 5. The council and its office-bearers are diligent in the planning of events and in reaching their short- and long-term goals.
- promote PYV events where possible.
- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- present a spoken report at General Assembly if invited or delegate another member of State Council to speak.
- Pastorally care for the members of the State Council throughout the year in prayer, devotional studies, guidance, advice and personal care.
- Evaluate this job description with modifications and suggestions.
- Write a report for the AGM on how you fulfilled your role as President.

Requirements for the position

You must:

- Go through the PYV leadership accreditation process.
- Obtain a copy of the PYV Protecting Children Policy – for your information.
- Obtain a copy of the PYV Reporting an Incident Policy and Form – for your information.
- Obtain a Working With Children Check (exemptions apply for VIT registered teachers).
- Keep a copy of this job description.

Child Protection Protocols for this position

All ‘campers’ (or young people attending a PYV event who are under the age of 18 years) and others under your leadership, regardless of age, are covered by these protocols.

NOTE: These do not replace the Declaration of Commitment or the PYV Protecting Children Policy:

- Do not allow yourself to be in any area alone with a camper or person under your leadership. Always have other campers or another leader with you.
- If a camper of the opposite sex comes to you for counselling, immediately take them to a Camp Parent of the same sex as the camper who can talk to them. NEVER counsel or talk through issues with a camper of the opposite sex.
- If a camper of the same sex comes to you for counselling, ensure you do so in an

open area, never a closed room.

- If a camper discloses information to you regarding any kind of abuse or neglect, you must divulge this information to the CENC Representative. However, be careful not to reveal this confidence to any other person on camp.

I have read and understood this Job Description, the PYV Protecting Children Policy and the PYV Reporting an Incident Policy and Form:

JOB DESCRIPTION – PYV Treasurer

Aim

As the PYV Treasurer you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the PCV and in the courts of the Church.

Who you report / are responsible to

You are responsible to the CENC via PYV State Council, the CENC, and must also report to the PCV Church Office Manager.

Prerequisites

As a member of State Council you should:

- be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.
- be outgoing and able to readily relate to Christian and non-Christian youth.
- have experience with local church youth ministry.
- be a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.
- be able to demonstrate a growing Christian maturity through daily Bible Study and prayer. This includes the need for a humble, servant attitude towards all people associated with PYV.
- be willing to sign the Declaration of Commitment.

Responsibilities

You are responsible to:

- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.
- Attend all State Council meetings where possible. Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events, the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.
- Represent a true voice in Council meetings of the cross section of PYV youth, eg. male, female, Year 7 to 18+, city, country, regional, etc.
- Promote PYV events where possible.
- Ensure that all decisions made at State Council meetings stay in line with affairs passed at the Annual General Meeting (AGM).
- Follow and ensure the PYV Constitution is upheld at every PYV State Council meeting, camp and event.
- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- Submit to the authority and decisions of the PYV President and CENC Representative; and the CENC as a whole.
- Be familiar with basic accounting, banking and general financial procedures.
- Maintain the financial records of PYV.
- Keep the PYV council and CENC accurately informed of the finances by presenting a monthly financial statement to both committees.
- Report on a monthly basis to the PCV Church Office Manager.
- Act on behalf of the council to make payments to nominated payees from accounts belonging to the council.
- Act as registrar, if required, for any events that receive money or delegate a suitable person to do so, in negotiation with the Camp or Event Convener.
- Present an annual financial report at the annual AGM and to the CENC.
- Present a budget report for the coming financial year at the AGM and to the General Assembly via the CENC.
- Submit a budget to the GMP Committee for funding (if necessary).
- Keep a record of all assets owned by the PYV and the locations at which they are kept.
- Evaluate this job description with modifications and suggestions.
- Write a report for the AGM on how you fulfilled your role.

Requirements for the position

You must:

- Go through the PYV leadership accreditation process,
- Obtain a copy of the PYV Protecting Children Policy – for your information.
- Obtain a copy of the PYV Reporting an Incident Policy and Form – for your information.
- Obtain a Working With Children Check (exemptions apply for VIT registered teachers).
- Keep a copy of this job description.

Child Protection Protocols for this position

All ‘campers’ (or young people attending a PYV event who are under the age of 18 years) and others under your leadership, regardless of age, are covered by these protocols.

NOTE: They do not replace the Declaration of Commitment or the PYV Protecting Children Policy.

- Do not allow yourself to be in any area alone with a camper or person under your leadership. Always have other campers or another leader with you.
- If a camper of the opposite sex comes to you for counselling, immediately take them to a Camp Parent of the same sex who can talk to them. NEVER counsel or talk through issues with a camper of the opposite sex.
- If a camper of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a camper discloses information to you regarding any kind of abuse or neglect, you must divulge this information to the PYV President. However, be careful not to reveal this confidence to any other person on camp.

I have read and understood this Job Description, the PYV Constitution, Councillor's Declaration of Commitment and obtained a copy of the PYV Protecting Children Policy:

JOB DESCRIPTION – Secretary

Aim

As the PYV Secretary you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.

Who you report / are responsible to

You are directly responsible to the PYV State Council and the CENC Representative.

Prerequisites

As a member of State Council you should:

- be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.
- be outgoing and able to readily relate to Christian and non-Christian youth.
- have experience with local church youth ministry.
- be a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.

- be able to demonstrate a growing Christian maturity through daily Bible Study and prayer. This includes the need for a humble, servant attitude towards all people associated with PYV.
- be willing to sign the declaration of commitment.

Responsibilities

You are responsible for:

- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.
- Attend all State Council meetings where possible. Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events, the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.
- Represent a true voice in Council meetings of the cross section of PYV youth, eg. male, female, Year 7 to 18+, city, country, regional, etc.
- provide assistance in running events.
- promote PYV events where possible.
- ensure that all decisions made at State Council meetings stay in line with affairs passed by Annual General Meeting.
- Follow and ensure the PYV Constitution is upheld at every PYV State Council meeting, camp and event.
- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- Submit to the authority and decisions of the PYV President and CENC Representative; and the CENC Committee as a whole.
- be reasonably familiar with the basic business meeting procedures involved at State Council meetings.
- record accurate minutes within State Council meetings.
- Email a draft minutes out as an agenda to all council members prior to the next council meeting.
- Print out a final copy of the draft minutes the night before the Council meeting for each Council member.
- Email the completed minutes all council members at least ten days after the last council meeting.
- handle all correspondence within State Council meetings.
- represent state PYV when responding to incoming mail and when posting outgoing mail, using the PYV letterhead.
- collate annual reports for presenting at Annual State Conference.
- Evaluate this job description with modifications and suggestions.
- Write a report for the AGM on how you fulfilled your role.

Requirements for the position

You must:

- Go through the PYV leadership accreditation process,
- Obtain a copy of the PYV Protecting Children Policy – for your information.
- Obtain a copy of the PYV Reporting an Incident Policy and Form – for your information.
- Obtain a Working With Children Check (exemptions apply for VIT registered teachers).

- Keep a copy of this job description.

Appendices

See your job description's templates and documents under the Leaders section of the PYV Website on www.pyv.org.au to help you plan, organise and fulfil your role year round.

Child Protection Protocols for this position

All 'campers' (or young people attending a PYV event who are under the age of 18 years) and others under your leadership, regardless of age, are covered by these protocols.

NOTE: These do not replace the Declaration of Commitment or the PYV Protecting Children Policy:

- Do not allow yourself to be in any area alone with a camper or person under your leadership. Always have other campers or another leader with you.
- If a camper of the opposite sex comes to you for counselling, immediately take them to a Camp Parent of the same sex as the camper who can talk to them. NEVER counsel or talk through issues with a camper of the opposite sex.
- If a camper of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If a camper discloses information to you regarding any kind of abuse or neglect, you must divulge this information to the CENC Representative. However, be careful not to reveal this confidence to any other person on camp.

I have read and understood this Job Description, the PYV Protecting Children Policy and the PYV Reporting an Incident Policy and Form:

PYV CONSTITUTION

(Last amended Council Meeting, 24 March 2007)

1. NAME

1.1 The youth organization of the Presbyterian Church of Australia in the state of Victoria, subject to the authority of the General Assembly and its Christian Education and Nurture Committee (CENC), shall have the name Presbyterian Youth in Victoria (PYV)

2. BASIS

2.1 PYV accepts:

- a) The Word of God as its supreme standard in all matters of life and faith.
- b) The Westminster Confession of Faith, read in the light of the Declaratory Statement 1901, as its subordinate standard as an expression of the sense in which we understand and accept the Holy Scriptures.

2.2 No withstanding anything contained in this constitution, PYV is subject to the rules and procedures of the codebook of the Presbyterian Church of Victoria.

2.3 PYV operates under the authority of the General Assembly of the Presbyterian Church of

Victoria, which has delegated oversight to its Christian Education and Nurture Committee (CENC).

3. AIMS

3.1 PYV aims to glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.

3.2 Specifically PYV's objectives are:

- a) To provide support and nurture for youth in their Christian development and outreach.
- b) To provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- c) To promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socializing and fellowship.
- d) To encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- e) To adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.

4. THE ANNUAL GENERAL MEETING

4.1 The Annual General Meeting (AGM) of PYV shall be held annually at such a time and place as the preceding AGM or the PYV Council may determine. Such a meeting shall take place within 13 months of the preceding AGM.

4.2 Delegates to the AGM shall consist of a maximum of three people from each parish who are appointed annually in writing by their local Session. Such appointments are to be presented to the President by the commencement of the AGM. Delegates are to be communicant members of the Presbyterian Church of Victoria and shall not be less than 18 years of age.

4.3 Each delegate shall have one vote. Any person who does not meet the requirements of 4.2 above, or is not physically present at the AGM will not be entitled to vote on any matter considered at the AGM.

4.4 Notice of the proposed business of the AGM shall be given in writing to each Session in Victoria at least 14 days before any such meeting.

4.5 The quorum for the PYV AGM shall be 10 voting delegates representing parishes in at least 3 Presbyteries.

4.6 The business of the PYV AGM shall be conducted as far as possible under the standing orders of the code of the Presbyterian Church of Victoria and shall meet to:

- a) Consider the PYV Annual Report.
- b) Endorse the PYV Budget for the financial year following the year reported in the Annual Report.
- c) Consider any proposed amendments to the PYV Constitution.
- d) Deal with any other business as the AGM deems fit.

4.7 The procedure for the election of office bearers to PYV Council shall be as follows:

- a) All positions on the PYV Council shall be declared vacant and the CENC's delegate to the PYV AGM shall preside over the election.
- b) Candidates for election must fulfill the criteria for being a delegate to the PYV AGM as in 4.2 above. Nominations will be accepted in writing in absentia where the nominee demonstrates that they meet the criteria in 4.2 above and 4.7.3 below
- c) Save with the consent of CENC, candidates for election shall have a demonstrated history of recent and regular attendance and involvement in PYV events.
- d) Nominations shall be called for President.
- e) Nominations shall be called for Secretary.
- f) Nominations shall be called for Treasurer.
- g) Nominations shall be called for any other office-bearing positions as deemed necessary by the PYV AGM.
- h) Nominations shall be called for non-office bearing positions on PYV Council.
- i) Each delegate shall receive a purpose designed sequentially numbered voting form (approved by the CENC).
- j) Where the number of nominations exceeds the number of positions available for each office-bearing or non office-bearing position, each delegate shall indicate their order of preference for those nominated.
- k) No results of the election will be announced at the PYV AGM.
- l) The CENC's delegate to the AGM shall collect the completed voting forms and delegate nomination forms and present them at the next meeting of the CENC. At this meeting the CENC will:
 - m) Verify results against returned voting forms,
 - n) Check the suitability of the nominees,
 - o) Check that the nominees have appropriate member status and their sessions' approval and;
 - p) Inform all nominees by mail as to the success of their nomination.
- q) Where any nominee is judged unsuitable, the CENC shall personally inform the nominee of their unsuccessful nomination and the reasons for their lack of suitability.
- r) The CENC may – after discussion with the outgoing PYV Council – substitute an unsuitable nominee with the next suitable nominee.

5. SPECIAL GENERAL MEETINGS

5.1 A 'Special' General Meeting of PYV may be convened by:

- a) PYV Council or the CENC at any time, or
- b) The Secretary who shall convene a 'Special' General Meeting, within one month, on receipt of a requisition in writing signed by at least 8 voting delegates representing parishes in at least 2 Presbyteries.

5.2 Except as noted in 5.1 above, the announcement and conduct of a 'Special' General Meeting of PYV shall be subject to the same procedures as those of the AGM.

6. PYV COUNCIL

6.1 The PYV AGM shall delegate the oversight of the affairs, business and property of PYV to the PYV Council.

6.2 Save with the consent of the PYV AGM, the CENC and the General Assembly, neither PYV Council nor any of its sub-committees shall:

- a) Borrow money (whether on security or otherwise) or mortgage any assets of PYV: or

b) Enter into any contract or arrangement for the acquisition or disposal of any real estate or for the erection of, or substantial alterations to, buildings or property.

6.3 The positions within PYV Council will be:

- a) President
- b) Secretary
- c) Treasurer
- d) Up to a maximum of seven additional Councillors including such other office bearers as the PYV AGM deems necessary
- e) A representative of the CENC

6.4 The quorum for a PYV Council meeting shall be at least the number of members of PYV Council less two.

6.5 In absentia, elected members of PYV Council may not vote, have a proxy vote or initiate action at PYV Council. Each member of PYV Council present at a meeting of PYV Council shall have one vote.

6.6 Members of PYV Council are to be given at least ten days notice of all meetings.

6.7 PYV Council meetings shall be chaired by the President, or in his/her absence, a member delegated by the president.

6.8 Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.

7. TENURE

7.1 No person may be a member of PYV Council for more than ten consecutive years.

8. SPEAKERS AT ACTIVITIES ORGANISED BY PYV COUNCIL

8.1 The names and addresses of proposed speakers at PYV events should be given to CENC for approval before the proposed persons are asked to speak.

9. AMMENDMENT OF CONSTITUTION

9.1 This Constitution may be amended by a resolution passed by a two-thirds majority of a PYV AGM or 'Special' General Meeting, provided that the amendment be submitted in writing before the commencement of the meeting, subject to final approval by the CENC.