

PRESBYTERIAN YOUTH VICTORIA

REGIONAL CAMP JOB DESCRIPTION

Session Coordinator

Requirements For Role

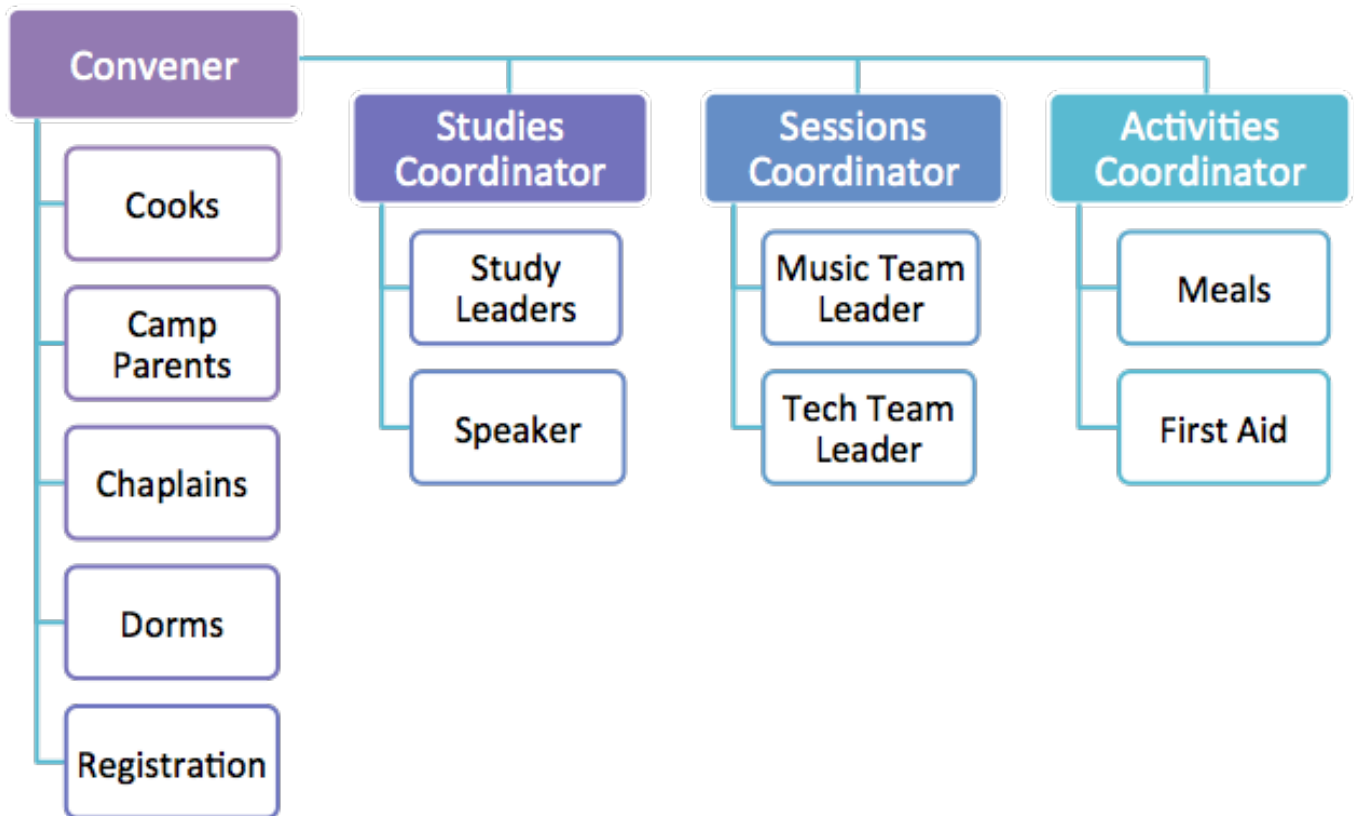
Complete the PYV Leadership Accreditation process. Generally, the session coordinator will have led on previous PYV camps.

Aims of Role

- To provide sessions which aid campers in glorifying and learning about God.
- Provide campers with ideas for worship in their home churches.

Reporting Structure

As Sessions Coordinator you report and are accountable to the Camp Convener.



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Responsibilities of your Role

- Recruiting and supervising the Music team and the Tech team, through their respective team leaders.
- Preparing a five minute devotion on the importance of playing / singing with a servant-like and humble heart at every music rehearsal, ending in prayer.
- Collaborating with the Music Team Leader, Speaker, and Tech Team Leader to develop a session program / running sheet for each session of the camp (sample included at end of this job description).
- Ensuring sound, lighting, video, and other needs of the Speaker/s and Musicians are met.
- Ensuring Music Team Leader has chosen biblically sound songs.
 - PYV, like all organisations, has copyright obligations. Please speak with AO to ensure everything is done properly and CCLI numbers are used.
- Ensure presentation slides are prepared before sessions. This will refer to both songs, announcements, and anything the speaker is using.
- Concerning the sessions:
 - Arranging for someone to read the Bible passage(s),
 - Arranging for someone to pray,
 - Organising any 'extras' - e.g. testimonies, vox pops, items, etc.
 - 'Look Beyond' Spot: We want to encourage Christ-like compassion, generosity and good works among our young people. Plenty of them have jobs and the ability to sponsor a child or give to mission work, and all of them can pray. The habit of praying for and supporting good works is best-learned young. To encourage this, we ask you to include, where possible, a short 'Look Beyond' spot in at least one of your sessions. This could take the form of a testimony (maybe from a missionary or missionary's kid), a video/YouTube clip about a Christian organization (such as Compassion, Barnabas Fund, the Bible Society, APWM or Mukti Australia) or another form you choose. We won't take donations of money for anything at camp, but can give the youth information about it to take home and discuss with their parents first.
- Enforcing camp discipline in conjunction with other leaders.
- Evaluating this job description with modifications and suggestions.

For Your Information

With the majority of your role as Sessions Coordinator occurring at camp, it is anticipated that you will be able to Study lead, but not Activity or Dorm lead. If you feel you can Activity or Dorm lead without compromising the tasks in your role please speak with your Camp Convener. In addition, you need to ensure that you are setting a good example as a leader by turning up to meals on time and going to bed on time.

You are responsible for all who are involved in the sessions. Remember that people who appear up the front in sessions need to be able to present a Godly character, and this is reflected in their appearance and manner. Good timing is important as part of running of the sessions. You need to closely plan and coordinate when and for how long each item will run. Please also ensure you are early to each session and that the auditorium and any space used by the tech and music teams are clear of inappropriate items.

Regional camps are intended to equip young Christians to live out their faith in contemporary society, please seek to encourage this throughout the sessions.

Please make sure you are familiar with PYV's policies, which are available at pyv.org.au/resources/pyv-policies.

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What to do if a child discloses something to you:

PYV Camps are places where it is always possible that we will hear something from a camper that will require us to act. Here are some basic guidelines for you to follow.

- Never promise to keep something a secret. You can, however, assure a camper you will not pass anything on unless necessary.
- Listen non-judgmentally to what is being said. Assume that what you are hearing is true.
- Make sure the camper is safe before making a report. This might mean asking other leaders to sit with the camper, or making sure they are with a group of campers. Or, if necessary, taking them to first aid.
- As soon as possible, find either the CENC Rep (often YMD Brian Harvey) or Camp Convener. You will be handed either a paper-form or a laptop. Please complete the appropriate forms as carefully and completely as possible.
- From there, the CENC Rep will discuss with the Safe Church Unit the appropriate course of action.

We would also remind you that such a disclosure should be kept confidential. The only person you might discuss this with is the CENC Representative and the Camp Convener. Where appropriate, you might inform a study leader or dorm leader that something has been disclosed. No details need to be given, but this can help those leaders understand why that camper might seem a little withdrawn.

Training For Camp

Leading on a PYV camp requires a leader to attend that camp's relevant training day. While training occurs in local churches throughout Victoria the training day will be a full day of camp specific training and team building, and as such all leaders are required to attend.

Leaders who will be unable to make training day will be informed that they will be placed on an emergency leader list, and will be leading if someone pulls out or if camper numbers are higher than planned. It is at the Camp Convener's discretion only for someone to lead on a camp without attending the relevant training day. Camp Conveners will be required to inform the PYV Council of the reasoning behind this should it occur.

Timeline of Tasks

Due Date	Jobs
Four Months Before Camp	<ul style="list-style-type: none"> • Attend campsite with members of Camp Executive if required. Take a camera and paper and pen to record items of interest, particularly regarding the location of the sessions. • Attending meeting with Camp Executive to discuss all aspects of camp including theme, activities and ideas, and to pray together. • Meet with Camp Convener to discuss potential Music and Tech Team Leaders.
Three Months Before Camp	<ul style="list-style-type: none"> • Recruit Music Team and Tech Team leaders. Meet with both together to discuss camp, and the role of the sessions in that. Give them their job descriptions also.
Two Months Before Camp	<ul style="list-style-type: none"> • After reviewing confirmed leaders list, discuss with Music Team Leader potential musicians to play at camp. • Ensure Music Team Leader has begun process of selecting songs for camp, in line with PYV's Music Policy.

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Due Date	Jobs
One Month Before Camp	<ul style="list-style-type: none"> • Attend training day and meet with Music and Tech Team Leaders regarding requirements for camp. • Review list of songs chosen by Music Team Leader. • Ensure digital versions of the song lyrics have been given by the Music Team Leader to the Tech Team Leader. Make sure they match what's on the sheet music too. • With Speaker, Tech Team Leader and Study Coordinator determine most effective layout of session room.
One Week Before Camp	<ul style="list-style-type: none"> • Develop and then confirm with Camp Convener the run sheet for an introductory session. This will include camp rules, introducing the Speaker, camp parents, exec team, merchandise promotion etc. Send to participants by email so they can prepare for session.
Day One Of Camp	<ul style="list-style-type: none"> • Arrive at camp up to two hours before registration start time. • Help unpack any equipment and oversee setup of sessions room. • Coordinate running of session.
During Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Coordinate running of session/s.
Final Day Of Camp	<ul style="list-style-type: none"> • Attend Camp Executive and leader meetings as needed. • Coordinate running of session. • Assist in packing of all equipment.
One Month After Camp	<ul style="list-style-type: none"> • Attend post-camp debriefing session, discussing the camp's strengths and weaknesses, and future improvements. • Review this job description and recommend any modifications to the Camp Convener. • All confidential information about leaders and campers contained in emails or hard copies, must be deleted.

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Sample Session Structure

Start Time	Item
8.58 AM	Show a video while campers are being seated.
9:00 AM	Welcome to morning session, announcements, call to worship
9:05 AM	Songs x 2
9:10 AM	Bible reading
9:13 AM	Testimony
9:20 AM	Songs x 2
9:30 AM	Prayer
9:35 AM	Talk
10.00 AM	Song x 1
10:05 AM	Prayer and final instructions for what's happening next in the day
10:10 AM	Depart for Morning Tea

Last Updated - 17/04/2018 by YMD Brian Harvey