



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Youth & Young Adult Ministry Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

The Youth Committee provides youth and young adults with opportunities to grow in faith and to fully participate in the life of St. Mark's.

Accountability:

The Youth and Young Adult Committee is accountable to the congregation through the Congregational Council.

The committee oversees the work of its subcommittees:

- Confirmation Subcommittee
- Youth Group Subcommittee
- Young Adult Subcommittee

The following volunteers are associated with this committee:

- Assistant Youth Leaders

Relationships:

The Youth & Young Adult Education Committee will work most closely with the Pastor, the Youth Leader and Assistant Youth Leaders, the St. Mark's Council, and its committees (most likely Sunday School, and Congregational & Community Care).

Membership / Governance:

1. The membership of the committee shall consist of:
 - a. No less than three and normally no more than seven members of the congregation appointed by the congregational council for terms of two years; there is a strong preference for at least one youth member and one young adult.
 - b. Youth Leader
 - c. The Pastor (ex officio and non-voting).

Responsibilities Specific to this Committee:

1. Each spring, after the Annual General Meeting, review and/or develop long-term goals, and develop an annual plan for activities that St. Mark's will undertake in the upcoming twelve months in each of three areas:
 - 1.1. Youth of confirmation age (grades 8 and 9)
 - 1.2. Post-confirmation youth (grades 9 to 12)
 - 1.3. Young adults (high school graduates to age 30)
2. Develop the necessary subcommittees (one per area) to carry out these plans, as well as the standing activities outlined below.
3. Follow the "Responsibilities of All St. Mark's Committees", below.

Responsibilities Specific to the Confirmation Subcommittee:

1. Be responsible for planning and hosting confirmation classes when they occur at St. Mark's
2. Plan and host the confirmation service and celebration.
3. Help confirmation students find a service opportunity (such as playing a role in worship or being on a committee)
4. Match each confirmation student with a prayer partner.

Responsibilities Specific to the Youth Group Committee:

1. Support the Youth Leader in the planning and organizing of fundraising activities.
2. Support the Youth Leaders with the financial and logistical arrangements for CLAY gatherings, Thanksgiving retreats, Winter retreats, and other events.
3. Promote and encourage attendance of youth leaders at synod training events.
4. Provide constructive feedback to the Pastor on the performance of the youth leaders.

Responsibilities Specific to the Young Adult Committee:

1. Develop programming that helps young adults transition from being youth to independent adult members of St. Mark's and allows them the opportunity to feel part of a vibrant community. Activities might include:
 - 1.1. Social events that build a sense of community
 - 1.2. Service projects
 - 1.3. Opportunities for learning and broadening their faith
 - 1.4. Outreach opportunities to welcome new members in this age group

Responsibilities of All St. Mark's Committees

Finances

1. Prepare a budget request for submission to the Finance Committee during the annual budget preparation cycle (e.g., typical expenses).
2. Regularly review year-to-date expenditures against what has been allocated to the committee in the congregational budget.

Connection to Council & Congregation

3. Delegate at least one member of the committee to be present at the congregational Annual Meeting.
4. When scheduled by the congregational council, provide representation at All Committee meetings.
5. Communicate the ongoing work of the committee and its rationale to the broader St. Mark's community through a variety of media.
6. Make recommendations to the congregational council on matters pertaining to:
 - a) expenditures that exceed the budget allocated to the committee.
 - b) fundraising initiatives.
 - c) amendments to the committee's Terms of Reference
 - d) proposed initiatives that exceed the scope of the Committee's terms of reference or, in consultation with the Pastor, are of a significant nature.
 - e) new initiatives that will place demands on the time of staff beyond what has been budgeted.

Decision-Making

1. Familiarize its members with and follow St. Mark's general Policy on Committees.
2. Ensure that actions taken by the committee are congruent with the mission, vision and values of the congregation and strategic directions identified by the congregational council.
3. Quorum for meetings shall be a majority of appointed committee members. No decisions shall be finalized if a quorum is not attained.
4. The committee shall strive to reach decisions by consensus. If a vote becomes necessary, a majority of members present shall be required to affirm any proposed action.
5. When a proposed action of the committee will intersect or overlap with the mandate of another committee, consultation with that committee must take place before the action is taken.

Committee Roles and Positions

1. Prior to May 31 of each year, the committee shall elect from amongst its members a chair and secretary. The Council Chair and the church office shall be informed of the election results.
2. The committee may make recommendations to council regarding nominees to fill vacant committee positions.

Reporting

1. Electronic copies of committee meeting minutes or notes shall be sent to the office support staff who shall place them into the council meeting document folder for review by the congregational council.
2. Provide a report for inclusion in the Bulletin of Reports for the congregation's annual meeting.

Relationship to Staff

1. Ensure that the Pastor (an ex-officio member) is invited to all meetings.
2. The Committee will not direct the work of the office support staff or the Director of Music Ministry without the knowledge and consent of the Pastor.