



USA | CANADA

DISTRICT PRESIDENT HANDBOOK

UCNYI RESOURCES

U S A / C A N A D A N Y I

NYICONNECT.COM

BLOG

The UCNVI Blog combines original posts written by Nazarene youth leaders and curated posts from some of the most reputable voices in youth ministry today. Posts cover a wide range of topics from categories such as Missional, Discipleship, Leadership, and Culture.

VIDEO LIBRARY

UCNVI has recently completed dozens of video projects. Are you looking for a video covering a specific topic in youth ministry? Select the "Videos" tab to explore videos featuring the thoughts of Nazarene leaders on relevant issues in youth ministry. Be sure to check back occasionally to view new videos.

YOUTH MINISTRY RESOURCES

NYI Connect currently features running lists of UCNVI's ministry partners, youth ministry blogs, websites, and helpful tools. Learn about the target audience, strengths, cost, and offered resources of top youth ministry sites, explore a variety of youth ministry blogs, and discover tools that can make your job easier.



USACanadaNYI



@USACanadaNYI



usacanada_nyi

USA/Canada NYI
17001 Prairie Star Pkwy
Lenexa, KS 66220

usacanadanyl@nazarene.org

913.577.0550

Table of Contents

Introduction..... 2

About This Handbook..... 2

District President Toolbox..... 2

Getting Started 3

Basic Responsibilities..... 3

Building District Credibility 4

Building the District Team..... 5

The Executive Committee..... 5

Council Structure 6

Council Member Qualifications 6

District NYI Council Meetings 7

Committees 8

Standing Committees 8

Ad Hoc Committees..... 9

Raising Up New Leaders 9

Leadership Development..... 10

Finance..... 11

Budget 11

Reimbursements 11

Communicating with Leaders 12

Calendar Planning 12

Event Planning 13

Medical & Liability 15

District NYI Convention..... 16

Global NYI Convention 17

File & Save 17

Introduction

Congratulations, you are an NYI District President! You are beginning a journey that will be rewarding in new and exciting ways. As a District President, you will build new relationships with youth leaders, pastors, volunteers, district leaders, and students. You will have the privilege of providing leadership on your district in every area of ministry. Whether at a camp, convention, a retreat, or a variety of district events, the District President is seen as the leader of leaders. Hopefully, you will have many event directors and volunteers to help make your district ministry effective, but you are now their leader.

Don't panic! If you enter this new journey with a positive attitude, you'll be blessed with a broader outlook on ministry and a stronger desire to see young people develop an ever deeper relationship with Jesus Christ. As an added bonus, this experience will extend your view of NYI and the Church of the Nazarene. It will help shape you as a leader and minister of the Gospel of Christ. As you represent your district on the field, regional, and global levels, do it with the utmost of character and professionalism. Consider this an assignment from the Lord, and walk in the power and presence of the Holy Spirit in all you do.

About This Handbook

In the pages that follow, you will discover helpful material that will help you carry out your role as District President. Keep in mind, however, that every district is unique, and the materials and suggestions in this Handbook may not always fit your particular context. As you read through these pages, do so with your district's particular context in mind. One of the beautiful things about NYI's structure is the large degree of freedom leaders have to experiment and adapt local and district systems and structures so they function in the most effective ways. Of course, any adaptations should be consistent with the *NYI Charter* and the *Manual* of the Church of the Nazarene.

District President Toolbox

A toolbox of helpful resources has been created on nyiconnect.com to help you lead your district effectively. Simply navigate to the "Resources" tab and select "District President Toolbox" from the dropdown menu. Helpful information, templates, and sample information

have been organized into the categories *NYI Charter & Ministry Plans, Council & Meetings, Finance, District Events, District NYI Convention, and Medical & Liability*. This toolbox will be the go-to place for all District NYI leadership information and resources. Be sure to check back occasionally to view new resources or contact the USA/Canada NYI Office at usacanadanyl@nazarene.org for additional help.

Getting Started

It's important to get a good picture of all this new position entails. If possible, you should first schedule a time to talk with the outgoing District President about what the role has looked like in your specific context.

Second, the District NYI Executive Committee (made up of the District NYI President, Vice President, and Treasurer) should hear from you soon. It may be wise to have a meeting with this important group to listen to them, as well as share your concerns and/or dreams about your new position.

Next, call your Field Youth Coordinator and ask to be informed of your responsibilities as a member of the Field NYI Council. Learn when the next Field Council meetings will take place and make plans to attend.

Finally, you should familiarize yourself with the *NYI Charter* and Ministry Plans, specifically, your *District Ministry Plan*. The *District Ministry Plan* is designed to be a guide as you lead your district. Categories covered include *Membership and Ministry Focus, Leadership, Council, Meetings, and Ministries*.

Basic Responsibilities

Taken from the *District Ministry Plan*, below are the written responsibilities of a District NYI President:

- Giving leadership and direction to District NYI, working in cooperation with NYI and district leadership.
- Chairing the District NYI Council to cast a vision for youth ministry on the district.

- Facilitating the development of youth ministry on the district and working with the District NYI Council to define the district NYI ministry focus according to needs.
- Presiding at the District NYI Convention.
- Encouraging the development of NYI ministry in each local church within the district.
- Representing the interests of NYI on all appropriate district boards and committees.
- Submitting an annual report to the District NYI Convention and District Assembly.
- Presenting an annual budget to the District Finance Committee (or appropriate district body) and to the District NYI Convention for approval.
- Serving as a delegate to the Global NYI Convention.
- Serving as a member of the Field NYI Council, if so designated by the ministry plan of the field.

Building District Credibility

Call your District Superintendent and ask about the district boards and/or committees with which you will be involved. Although NYI is accountable to the District Superintendent and the District Advisory Board, many districts ask their District NYI President to be present for meetings with NMI and SDMI. Some districts include the District NYI President on the District Advisory Council. Talk to your District Superintendent about your District Finance Committee and your responsibilities in regards to your NYI budget.

A good working relationship with your District Superintendent and/or the District Advisory Council is vital. It is advisable to stay in close communication with your District Superintendent, to whom you are accountable. Your District Superintendent may or may not attend your council meetings, but he/she is an ex officio member of your District NYI Council. Keep them informed. The burden is on you to ensure they know the plans of your Council.

The District NYI President is the most visible NYI leader on the district. It is important that you create an atmosphere of respect and credibility for NYI from your district leaders and pastors. Work with your District Superintendent to find ways to keep the ministries of NYI continually before the district. Take advantage of all district gatherings to promote the

upcoming events of NYI. Look for and request times to hear from the district pastors regarding NYI. Learn what they support and what they would like to see added or improved to your district ministry. Let them know their concerns are valid and act as a liaison between them and your District NYI Council.

Building the District Team

A good District NYI President will work to create and shepherd an effective team. Make an effort to be acquainted with all youth workers, both professional and volunteer, and maintain an accurate database of names and contact information. Regular communication is a great way to encourage your district team. It may also be wise to develop a plan to call each youth pastor or local NYI President. This can be an invaluable time to listen to the needs of local youth workers. It's best to try and involve all professional youth pastors on your District NYI Council. These leaders will be the creative geniuses behind your ministry.

Always contact new youth pastors that move to your district. Take time to call them or meet with them, if possible, and welcome them to your district. Learn about their passions for ministry and help connect them to the District NYI. However, be sure to allow new youth pastors time to settle into their local contexts. Give them at least a year to learn the rhythms of their local church and the district before giving them too much responsibility.

The District NYI Council

The Executive Committee

According to the *District Ministry Plan*, the Executive Committee is composed of the district officers (President, Vice President, and Treasurer) and District Superintendent. These members should have a clear understanding of their expectations. Review the responsibilities of NYI officers found in the *District Ministry Plan* and communicate them to your Executive Committee. Help them understand their importance as district leaders and impress on them that importance of dependability.

Council Structure

All members of the District NYI Council are either elected by the District NYI Convention or appointed by the District NYI Council. You have likely served in some fashion on this council, but you are now its chairperson. Get to know each council member and the specific position they hold if you haven't done so already.

Each district will structure their Council according to the youth ministry needs of their particular district. The following is a sample list of ministry positions to consider having as a part of the District NYI Council:

- President
- Vice President
- Secretary
- Treasurer
- Event Directors (i.e., quizzing, camp, retreats, talent and sports, etc.)
- Age Level Representatives
 - Middle School Representative
 - High School Representative
 - College Age Representative
- District Trainer(s)
- Others deemed necessary by the District NYI Council (youth pastors, etc.)

Keep in mind that the size of your district will dictate how your Council is structured. For smaller districts, it may be tough to recruit enough people to fill all of your positions. Some leaders may need to do double duty. Also, do not do all of the recruiting yourself. Allow members of the District NYI Council to do some of the leg work too.

Council Member Qualifications

According to the District Ministry Plan, only NYI members who are members of the Church of the Nazarene on the district may serve as District NYI Council members.

Your District NYI Council may wish to include in your *District Ministry Plan* some additional qualifications for council members.

Some suggestions for minimum qualifications are:

- Have a current saving relationship with Jesus Christ and daily pursuing a life of godliness
- Regularly attend the services and activities of the local church
- Be a faithful tither and supporter of the local church
- Have experience in the local NYI
- Be a frequent participant in recent District NYI events or ongoing programs
- Be accountable to the District NYI President and Council
- Commit to faithful attendance at regularly scheduled Council meetings

District NYI Council Meetings

You are responsible for scheduling and planning your District NYI Council meetings. Your council members will be most responsive if the meetings are well organized and properly led. Remember, the District NYI Council is composed of volunteers so make their time serving the District NYI as valuable as possible. Additionally, if you can, and when it is appropriate, conduct some of your business via email or text conversation. That way, when you do have a meeting, you will be ready to tackle the more important details.

It would be advantageous for you to familiarize yourself with parliamentary procedure. Get a copy of *Roberts Rules of Orders* and learn the basics in regards to motions, voting, etc. As a guide, you will find in the *District Ministry Plan* a section outlining the responsibilities of the NYI Council. You should be familiar with those guidelines and communicate them to your council members.

The first Council meeting of each church year should include a time of getting acquainted, as well as organization. You will elect or re-elect your ministry leaders and clearly communicate the expectations for all council members. If your district has written job descriptions for leadership positions, your first meeting is a good time to revisit those

documents, as well as any policies set forth by your district. One recommendation is to ask each ministry director to update their job description at the conclusion of the year. Sample council meeting agendas and other meeting resources can be found on the **District President Toolbox** on nyiconnect.com.

Committees

Standing Committees

You will quickly find that events, and the district as a whole, will run better when you involve a diverse group of leaders. Even those individuals with the best of intentions will run out of energy if they attempt to manage an event or program by themselves. You will find it helpful to run events and programs by committee. If your context supports it, committees should be formed to run your events. In addition to the elected Executive Committee, a few examples of committees you might find helpful are:

- Finance Committee
- Camp Committee
- Retreat(s) Committee
- Leadership Development Committee
- Nursing/Medical Committee

These committees should be chaired by the directors that have oversight of the event in question. For example, if applicable, your Finance Committee would be chaired by your NYI Treasurer. The rest of the committee members need not be elected, but can be appointed by the District President or the Executive Committee. These committees will then report to the larger NYI Council.

In addition to increasing your effectiveness at event and program coordination, committees will help raise up future leaders as they work together to execute a plan. This is a great way to include the youth pastors, youth volunteers, and even senior pastors on your district who have a passion for youth ministry.

Ad Hoc Committees

Through the course of the year there will be ad hoc committees that need to be formed. These committees are essential to the proper functioning of the District NYI. You will probably have the same set of committees each year, only their makeup will vary from year to year. They include the following:

- Nominating Committee (See *District Ministry Plan* for a list of required participants)
- Scholarship Committee
- Policy and Procedure Committee (could help set consistent behavior expectations across all events)
- NYC Planning Committee

Raising Up New Leaders

Unfortunately, we may not always be able to plan the time of our departure from the office of District NYI President. It is important to invest in a current member of your District NYI Council who may fill your shoes when you move on. If a suitable replacement does not currently sit on your Council, begin to recruit someone to join the District NYI who might one day take your place.

Investing in successor is important for a variety of reasons. First, it helps provide continuity through years of ministry. Second, it helps preserve a collective administrative, theological, and visionary memory. Without continuity in these areas, it will be easy for your District NYI to lose track of its mission and purpose.

However, investing in a successor is not just important for the role of District NYI President. Each of your ministry leaders or directors should actively be looking to invest in new leaders who can one day step into their role. Changes in calling, employment status, life situations, health, or any number of things could leave the District NYI without a qualified leader for a specific ministry. For larger districts that are able to field teams of people to run events like camp, this will be less of a problem. For smaller districts, ensuring continuity between leaders is of great importance.

Here are a few ideas to help you raise up new leaders:

- Create a handbook, digital or otherwise, with pertinent information about the role of District NYI President. Event or program leaders should do the same.
- Possible things to include:
 - A clear statement of mission and vision for the District NYI
 - Contact information for district leaders (District Superintendent, District Treasurer, District Secretary, etc.)
 - Address and email distribution lists
 - A three year calendar
 - Policies for your position/event
 - Templates for budgets, agendas, reports and the like
 - District reimbursement forms
- Communicate early and often with the person you think would be able to faithfully execute your position.
- Allow future leaders into your decision making processes

Leadership Development

One of the great privileges of the District NYI is to provide leadership development opportunities for the volunteer and professional youth workers on your district. An annual Youth Worker Retreat or one-day event in order to train, encourage, and equip is one of the best things you can offer youth workers and local churches on your district. Contact your Field Youth Coordinator or the USA/Canada NYI Office for assistance in providing leadership development opportunities on your district.

In addition to creating a leadership development opportunities on your district, be sure to point youth workers and churches to the many resources available on **nyiconnect.com**. This is an easy way to connect volunteer and professional youth workers to ongoing, free access to resources developed by and for NYI leaders.

Finally, be sure to invite other district leaders and youth workers to join you in attending the annual NYI Leadership Conference. NYI Leadership Conference provides an excellent

opportunity for your district to connect with and collaborate with others. As a District NYI President, you play a vital role in communicating the details of this conference to other NYI leaders on your district.

Finance

Budget

Fiscal responsibility will serve you well as a District President. You will lead your Council in preparing an annual budget to present to your District Finance Committee. Learn how your district operates regarding the district allocation to NYI. Work closely with your District NYI Treasurer to understand the entire financial picture of NYI. A good NYI Treasurer is worth his or her weight in gold.

Planning a budget is one thing; living with it is another. Always emphasize the importance of taking good care of the NYI finances to the District NYI Council. Make sure every event director keeps clear and accurate financial records and that they are reported promptly to the District NYI Council. Failure to handle money properly will not only cause major problems with the District NYI, but could lead to personal ruin for you and members of your Council.

For assistance with budget planning, visit the **District President Toolbox** to view and download sample budgets and other guides that may help you as you seek to craft an accurate budget.

Note: You will need to budget each year to cover any expenses associated with attending NYI Leadership Conference. In addition, your district should set aside money each budget year for quadrennial events such as Nazarene Youth Conference and Global NYI Convention.

Reimbursements

Your District NYI should have a clear policy when it comes to spending and reimbursements. Council members should be reimbursed (if they choose) at a predetermined amount for mileage to and from your meetings. Expenses for ministry leaders should be reported in a timely manner with full accountability. Your district should

have some type of expense request form for leaders to turn in with all receipts for each reimbursement. The District NYI Treasurer is usually responsible for keeping track of all financial records.

Communicating with Leaders

A communication plan is crucial to effective leadership, especially if your district is large and spread out. It is likely that you will default to your preferred method of communication. If you text or email, then you may be prone to think everyone prefers to communicate that way. As you meet with your Council, ask each leader what their preferred method of communication is. Then, make sure that you have a complete list of contact information for each Council member, noting which method they prefer.

At the same time, it isn't always possible to communicate with everyone in their preferred method. Make sure that the District NYI Council knows how you will be communicating important information to them. It always helps, however, to know that that one member will not read your important email unless you follow up with them.

Calendar Planning

Your district calendar should be planned at least a full year in advance. Your calendar needs to be communicated and evaluated in light of the other district events. It is very beneficial to meet with your District NMI President, District SDMI Chair, and District Superintendent to review the year's calendar of events. If possible, it would be helpful to curate a three year calendar with the other auxiliaries and the District Superintendent. Doing so before your main calendar planning meeting with your District NYI Council will help avoid conflict and streamline planning.

Keep in mind that some events, like camps or retreats that entail booking facilities, may require more than a year's advance notice to change. Placing NYI events over or too close to other events is an invitation for low attendance at the event and a negative perception of your leaders from members of the district. Remember, we are not in competition with NMI, SDMI or anyone else. We are all on the same team! Effective and long term calendar planning that involves others on the district is a win for all involved.

Event Planning

If your District NYI does not have one, it would be wise to implement a policy that clearly defines many of the details involved in planning an event. There is no reason to start over each time the event comes around or a director position changes hands. This policy should consider the following:

- NYI Purpose Statement and a call for all ministries to support the purpose
 - If an event does not support the mission of the District NYI, it is time to revisit the purpose of that event.
- Promotional guidelines for all events.
 - Basic reminders of what should be communicated in all district promotional material such as district name, targeted age group, dates, times (start & finish), costs, direction of monies and timeline expectations, location, directions to event, director name/number, speaker/musicians, etc.
 - Time frame expected for promotions for each event
 - All events should be noted on a district calendar presented at the District NYI Convention and District Assembly.
 - Complete promotional mailers should be sent to all district churches with time to promote, plan, and respond. Main events such as camps and retreats should be promoted at least four to six months in advance. Smaller events should have at least a two month promotional lead time. It may seem like sending out a mailer via the postal service is antiquated. While electronic forms of communication have become increasingly important, it may still be necessary to mail a physical promotion of the event. Some churches still rely heavily on printed promotions.
 - Communication guide for the district (i.e., website, newsletter, etc.)
- Boundaries expected (i.e., no fireworks, firearms, alcohol, tobacco, etc.)

- Medical Release Forms
- Nurse or doctor at all events
- Sponsor to Student ratio (minimum of 1:10 recommended)
- Sponsor Guidelines and/or applications with pastor recommendation
 - Minimum age
 - Communicate that background checks will be required. Your District Advisory Board may have a policy regarding this matter. If the District Advisory Board does not have a policy regarding background checks, it is imperative that you work with them to craft one.
- Budget expectations from event leaders
 - Administrator costs at event
 - Structure the District NYI budget so that the District President and all event directors will not pay registration fees. The budget should also consider any personal expenses these directors may incur.
 - Sponsor costs
 - It's recommended to keep registration fees for sponsors at all events to a minimum, if not completely free. Sponsors many times are sacrificing work or family time to serve your district. Lifting any financial burden from them to serve will be very beneficial.
- Post event expectations
 - Event Directors should be expected to provide a detailed report to the Council and a general report to the District NYI Convention. Reporting to the District NYI Council and NYI Convention.
 - The detailed report to the Council should include the following:
 - A celebration of the positive impacts the event had (professions of faith, students called to ministry, lives transformed, and the like)

- A reflection on what went well and what could be improved for the following year.
- A reflection regarding how well the event fit the mission and purpose of the District NYI
- A detailed accounting of income and expenditures
- An account of attendance, student/sponsor ratios and the like
- The general report to the NYI Convention should include the following:
 - A celebration of the positive impacts the event had (professions of faith, students called to ministry, lives transformed, and the like)
 - A reflection regarding how well the event fit the mission of the District NYI
- An attempt should always be made to communicate significant spiritual decisions and moments to local pastors or parents.
 - This includes:
 - Celebrations of salvations, calls to ministry, life transformations, etc.
 - Conversations regarding suicide, mental health struggles, revelations of any type of abuse at home, must be shared. Students sometimes feel more comfortable revealing the darkness of their lives at events like district retreats and camps. Be sure that event directors and those volunteering with these events understand their legal obligations to report suicidal thoughts and abuse.

Medical & Liability

It's an unfortunate reality that there will be times when our students get hurt. Even with events that seem to entail minimal risk, there is still a possibility a student may need medical attention. While we cannot always prevent injury or the need to seek medical help for our student and volunteers, we can ensure that we have appropriate policies and procedures in

place that accept and cover the district's legal liability and responsibility. You can find sample medical release forms, treatment guides, and other helpful resources to help in this area on the **District President Toolbox**.

Knowing that you have a consistent plan in place for the handling of medicines, medical, and weather related emergencies can relieve a great amount of stress when things do not go as planned. Be sure to work in conjunction with your District Superintendent and District Advisory Board in forming these kinds of policies. If your district does not already have some kind of emergency preparedness policy, the District NYI can be a leader in this area.

District NYI Convention

The District NYI President is the chair of the annual District NYI Convention. Planning the details of the convention falls under your responsibility. You should familiarize yourself with the rules and regulations of the convention found in the *District NYI Ministry Plan*.

To insure a good attendance at your District NYI Convention, lead the District NYI Council in thinking creatively. You may have a special activity or service in conjunction with your business session. Do whatever is necessary to help students be involved with your annual NYI Convention. Helpful resources such as sample convention agendas and a *District NYI Convention Checklist* are available on the **District President Toolbox**.

Recognition of leaders and special friends to NYI should be considered at your convention. This could be done in your president's report or at other times. Presenting a Timothy Award to any deserving servant is a good way of celebration at the convention.

The Field NYI

As a District NYI President, you now are a vital part of the ministry of your field (formerly known as educational region or zone). You will be joining other District NYI Presidents and Field NYI Council members as you represent your particular district. You will be very involved with your annual field event held on your university campus. Your Field NYI will have some type of annual financial expectation you will want to lead your Council in supporting. Your Field NYI Council will meet once or twice a year. You are a vital part of this Council and it is very important for you to attend these meetings. As the liaison between your district and the field, these meetings are where you receive the necessary information

to pass on to your district. In addition, this is your opportunity to speak for your district concerning the ministries of the field. If circumstances will not allow your attendance at a Field NYI meeting, make sure to send a district representative in your place. Your District NYI Vice President, Secretary, or Treasurer would serve you well.

Global NYI Convention

As the District NYI President, you are a member of the quadrennial Global NYI Convention. In the year previous to the Global NYI Convention, your District NYI Convention will elect your district delegation according to the *District NYI Ministry Plan*. Your annual district budget should set aside funds each year to adequately fund the expenses for your delegation. You will be expected to lead your district delegation to the Global NYI Convention which may include coordination of travel, lodging, and meals.

File & Save

Everything you do should be filed and saved. Keep good records of all meetings and events. Store files both electronically and as hardcopies. In the years ahead, you and your successors will be very thankful you took the time to preserve these documents. Upon your departure as District NYI President, it is your responsibility to pass on to your successor all records and policies of your District NYI.