Paragraph 520

**Young Adult Work**

¶520. Young Adults are persons from the ages of 18 to 35.

§1. Ministry to young adults shall be carried out in those groups, auxiliaries, and organizations consisting of persons in that age category, including the Young Adult Fellowship, Young Adult Missionary Circle (Phyllis H. Bedford Circle), Young Adult Choir (s), Young Adult Usher Board (s), the Young Adult Division of the Sunday Church School, and other organizations established for that purpose.

§2. The Young Adult Fellowship may be divided into chronological age groupings such as 18-21 years of age, 22-25, and 26-30; or 18-25, 26-35; or any other groupings as determined feasible. For the purpose of ministry, it may be further divided according to social and cultural needs and interests.

§3. There may be established a Young Adult Council consisting of the officers of all Young Adult organizations of the church.

(a) The council shall coordinate all the activities of the Young Adult ministries.

(b) The officers of the Young Adult Council shall be President, Vice-President, Secretary, Assistant Secretary, Treasurer, Chaplain, and other officers deemed necessary. (See Young Adult Council Manual produced by the General Department of Christian Education for the program operations of Young Adults).

Paragraph 1136

¶1136. The Connectional Young Adult Ministry Constitution and Bylaws

***Article 1— Name***

§1. This organization shall be known as the Connectional Young Adult Ministry of the Christian Methodist Episcopal Church.

***Article 2— Purpose***

§1. The purpose of the Connectional Young Adult Ministry of the CME Church is to assist the Connectional, Episcopal Districts, Region, District, and local church in planning, developing, and implementing of programs that include not only Christian mission , but other appropriate needs that aide in the nurturing and growth of young adults that will assure the full involvement, participation, and development of leadership capabilities of young adults in carrying out the mission of the church.

***Article 3— Organization***

§1. Any person who is a member in good standing with the CME Church and between the ages of 18 and 35, inclusive, shall be known as a member of the Connectional Young Adult Ministry.

§2. The Connectional Young Adult Ministry shall be the governing body of the Christian Methodist Episcopal Church as it relates to young adult involvement in all local, district, and Regional young adult councils.

§3. The administrative division of the Connectional Young Adult Ministry shall be known as the executive board.

§4. The organizations of the Connectional Young Adult Ministry shall be grouped according to each Episcopal District of the CME Church, their Regions, District Conferences and local churches.

§5. The Young Adult Ministry shall be comprised of organizations of all local, district, and Region, and Episcopal Districts representing each church in the CME Connection, with the Connectional Young Adult Ministry operating under the General Department of Christian Education.

§6. The organizations at the regional conferences, district conference, and local church conference levels shall be called Young Adult Councils.

***Article 4—Connectional Young Adult Ministry***

§1. The Connectional Young Adult Ministry Executive Board shall have the power to organize, constitute, provide leadership and consultation for its organizations; to write, compile, and promote the established ministry; to make decisions on questions referred to it in consultation with the Secretary of the General Board of Christian Education and the Director of the Connectional Young Adult Ministry; and to perform every lawful act necessary or expedient for efficiently conducting the business of the group as authorized in the Discipline of the CME Church. It shall have the power to make recommendations to the General Department of Christian Education and to have the recommendations forwarded to the General Conference of the CME Church (Or General Connectional Board) for consideration, when necessary.

§2. The Connectional Young Adult Ministry Conference shall meet quadrennially in the summer.

§3. The quorum for the Conference Connectional Young Adult Ministry Conference shall be according to Robert’s Rules of Order.

***Article 5— The Executive Board***

§1. The officers of the Connectional Young Adult Ministry Executive Board shall be: President, Vice-President, Secretary, Assistant Secretary, Treasurer, Chaplain and Parliamentarian. All officers must be active members in good standing 0of the CME Church.

§2. The Elected and Appointed Officers, and one representative from each Episcopal District shall compose the Executive Board of the Connectional Young Adult Ministry Council. The Secretary of the General Board of Christian Education and the Director of the Connectional Young Adult Ministry shall serve as ex-offico members who offer guidance in the development and implementation of the overall program of Young Adult Work

(a) The Connectional Young Adult Ministry Executive Board with counsel from the General Secretary of Christian Education and the Director of Young Adult Work, shall have the power to act upon all issues brought before it by members and groups of the episcopal, annual, and district conference levels. It shall have the power to make recommendations to the General Conference and to submit for circulation proposed amendments to the Constitution and Bylaws.

(b) The Connectional Young Adult Ministry Executive Board shall have the power to carry on the business of the Connectional Young Adult Ministry when the Connectional Young Adult Ministry Quadrennial Conference is not in session.

(c) In the absence of the President, the Vice-President shall preside at the meetings.

§3. Election of the Connectional Young Adult Ministry Executive Board of the Connectional Young Adult Ministry shall follow the procedures prescribed in the Bylaws.

§4. With the exception of the Parliamentarian and Episcopal District representatives, the members of the Executive Board shall be elected by a simple majority vote at the regular meeting of the Connectional Young Adult Ministry in its Quadrennial Conference.

Executive Board Duties

*President*

The president is the liaison and/or representative to external departments of the CME Church and Ecumenical Boards.

· World Methodist Council

· Churches United in Christ – Young Adult Task Force

· Pan Methodist Council Young Adults

· NAACP Youth and College (Social Justice/Faith Leaders)

· Connectional Board (under the umbrella of the Board of Christian Education)

If necessary, the president can assign a member of the Young Adult Council or larger young adult population, in consultation with the CYAM Advisors, to serve on one of the Ecumenical Boards in their place.

The president calls and presides over regular meetings and/or special meetings as needed.

President establishes the strategic plan for the quadrennium. The president also supports the Young Adult Council and implores the Executive Board to execute the vision.

The president can appoint, as needed, members of the Executive Board for specific duties (their duties may end at the completion of the Connection event or the connectional term). These duties include:

· Serving as ecumenical liaison.

· Participates both connectionally and locally

· Considers focus groups and partnerships with local churches and organizations.

· Conducts the transitional meeting at the end of the quadrennium.

The President maintains a relationship with Bishop and General Connectional Officers in all Departments of the CME Church.

Vice *President*

The Vice President serves to support the President in establishing and carrying out the Strategic Plan. The Vice President:

· Presides in the absence of the President (via the Discipline and Roberts Rule of Order.)

· Collaborates with the President to identify strengths and gifts of board members.

· Coordinates and monitors the progress of the Committees of the Young Adult Council.

· May serve as an Ecumenical Liaison.

· Serves as the Chief of Staff

*Treasurer*

The Treasurer maintains the finances of the Connectional Young Adult Ministry.

· Develops budget, in conjunction President, for the quadrennium.

· Develops budget for all retreats and individual programs based on projected items.

· Assesses financial situations for the CYAM.

· Maintains and verifies all spending according to financial procedures.

· Crafts requisitions to be submitted with the approval of the President, to the Episcopal District Director or General Secretary of the Department of Christian Education.

*Secretary*

The Secretary establishes connection between boards, and maintain correspondences between the CYAM, Episcopal Representatives, and the General Connectional Body.

* Maintains email account, social media, and all files.
* Types and distributes agenda for meetings.
* Takes meeting notes and distributes for record purposes.
* Assists on special committees as necessary.
* Collates transition notebook

*Assistant Secretary*

The assistant Secretary serves in the absence of the Secretary.

* Assists the Secretary with duties.
* Assists on special committees as needed and/or assigned.
* Serves as special assistant to Vice President.

*Chaplain*

The Chaplain sets the spiritual agenda for the CYAM Young Adult Ministry:

* Identifies opportunities for worship and prayer including weekly devotions, prayer calls and worship services for retreats and Young Adult events.
* Recruits clergy and lay in the church to enhance the ministry pursuits.
* Leads and executes planning for worships services

*ATTENDANCE*

*Members of the Young Adult Council are required to attend and work with the following:*

*- Young Adult Council General Body Meetings*

*- Appointed Committee Meetings*

*- Quarterly Episcopal Representative Check in*

*- Young Adult Council Annual Retreat*

*- CYAM Young Adult Retreat*

*Absences*

*As young adults, the council recognizes that life happens and may hinder the ability for attendance. The Council asks that Officers/Representatives notify the group at least 24 hour in advance of meeting (emergencies will be recognized).*

*Council members are allowed 3 unexcused absences and 3 excused absences per conference year. Excessive absences can result in termination of duties.*

*Hiatus*

*In the event of major life changes (job, family, health), Officers/Representatives must notify the President and Secretary in writing by requesting a hiatus. Reports must still be completed by the due dates.*

*Resignation*

*In the event that an officer/representative resigns from their position, the following steps must be followed:*

*- The officer/representative must notify the President of their decision. The President will then notify the Director/General Secretary of Christian Education.*

*- The officer/representative must notify their respective Bishop of their decision. At this time, they can recommend a replacement.*

*- The officer/representative will submit a formal letter to the Connectional Young Adult Ministry, briefly disclosing their reason for terminating their service.*

*- The President will contact the Bishop to discuss replacement and the appropriate transition.*

*- The new Officer/Representative will be notified by the Bishop of the update, then the contacted by the President to be installed and transitioned. At this time, the Officer/Representative will be oriented of their duties and assigned to a Committee.*

*- The new Officer/Representative will be formally introduced at the next Young Adult Council Meeting.*

*Termination*

*An an officer/representative can be recommended for termination from their position under the following circumstances:*

*- Repeated unexcused absences from Council meetings/events*

*- Lack of participation on Committees without notification.*

*- Excessive absences in any conference year.*

*1) After two unexcused absences, council members will be given a warning. After the initial warning, President will notify the Director of the concern. Bishops will be notified of unexcused absences.*

*2) After the warning, if the absences persist, Council member will meet with President, Director and General Secretary.*

*3) Bishops will be notified of the decision and a replacement will be requested.*

*In the event that an officer/representative is recommended for removal from their position, the following steps must be followed:*

*- The officer/representative will meet with the President and Director decision. The President will then notify the Director/General Secretary of Christian Education.*

*- The officer/representative must notify their respective Bishop of their termination.*

*- The officer/representative will submit a final form of their progress and remit all Connectional Young Adult Ministry items to the President within a week after notification.*

*- The President will contact the Bishop to discuss replacement and the appropriate transition.*

*- The new Officer/Representative will be notified by the Bishop of the update, then the contacted by the President to be installed and transitioned. At this time, the Officer/Representative will be oriented of their duties and assigned to a Committee.*

*- The new Officer/Representative will be formally introduced at the next Young Adult Council Meeting.*

***Article 6— Episcopal Districts***

§1. The Connectional Young Adult Ministry shall be divided geographically into districts, the number and levels set forth by the General Conference of the CME Church – Episcopal, Regional, and district levels.

§2. Each Episcopal District shall have representation on the Executive Board of the Connectional Young Adult Ministry and hold meetings according to their established meeting schedule.

§3. Each Episcopal District shall select elect during the Connectional Young Adult Ministry Quadrennial Conference its Episcopal District representative.

§4. The Episcopal District shall also select a elect a member to serve on the Elections Committee during the Connectional Young Adult Ministry Quadrennial Conference.

§5. The Episcopal District shall have the power to make recommendations to the Connectional Young Adult Ministry Executive Board, and to propose amendments to the Constitution and Bylaws of the Conference.

CYAM EPISCOPAL REPRESENTATIVES

Episcopal Reps

Each District has one Episcopal Representative who serves on the Young Adult Council. The Episcopal Representative is:

* Elected by their Episcopal District
* They are to be connected with the Bishop and the Director of Board of Christian Education of Episcopal District

The Episcopal Representatives

* Assist the Presidents and officers in each Region.
* Carries out the following duties:
  + Write a quarterly update featuring YA ministries in the District.
  + Attend Annual Conferences and Leadership Training School.
  + Hold one District wide Young Adult event during one of the District events (leadership training school, Winter Council, Spring Convocation or Annual Conference or other settings as available in their districts).
  + Plan the Young Adult track with the Episcopal Director of Christian Education and the Region’s Young Adult Director(s) for Leadership Training School.
* Work to become as delegates or orderlies at General Conference.

Episcopal Representatives may have a District-wide committee composed of Young Adult Regional presidents to assist in gathering information on YA Best Practices. Supportive funding is to be provided by each Episcopal District and/or the budget of the Episcopal Director of Christian Education.

Connectionally, Episcopal Representatives assist with the planning and execution of the Young Adult Retreat at the Unity Summit. Each person will sit on one committee to assist in the planning. Representatives attend the Christian Education retreat in February and Unity Summit.

* Travel for the Unity Summit comes from each Episcopal District
* Travel for the Christian Educators Retreat (in February) comes from the Department of Christian Education

Episcopal Representatives should attend Church Conference, their District Conference and Annual Conference.

***Article 7— Young Adult Councils***

-\*§1. Each group at the local, district, and Regional levels shall have the power to recruit and select its members, subject to the rules and regulations of the Connectional Young Adult Ministry.

§2. Each group shall have the power to make its own Bylaws. The Bylaws must not conflict with the Constitution or Bylaws of the Connectional Young Adult Ministry.

***Article 8— Amending the Constitution***

§1. This Constitution may be amended by the following procedure;

(a) Any member wishing to amend the Constitution shall forward, in writing, the proposed change to the local level, district level, and the Annual Conference for consideration. If favorably acted upon by two-thirds of the votes cast, the proposed change shall be sent to the Episcopal District Representative who will then forward the same to the Connectional Young Adult Ministry Executive Board within Forty-five (45) days following the Annual Conference.

(b) Any changed proposed by the Executive Board, Standing or Special Committees, shall be forwarded to the Connectional Young Adult Ministry Executive Board and caused to be disbursed at least five months prior to the Connectional Young Adult Ministry Conference.

(c) The proposed amendments shall be read and discussed during the first business session at the regular meeting of the Connectional Young Adult Ministry.

(d) Voting upon the proposed constitutional amendments shall be by the agreed upon method of voting by registered attendees at the Connectional Young Adult Conference Connectional Young Adult Ministry Quadrennial Conference. The Elections Committee assigned by each Episcopal District under the supervision of the Chairman of the Department of Christian Education and General Secretary of Christian Education, shall monitor and count the votes at the Connectional Young Adult Ministry Quadrennial Conference. Each registered attendee will vote on proposed changes. Two-thirds of the total number of votes cast shall be required for adoption.

2016-2020 CYAM Committee Job Descriptions

*(adapted from descriptions developed by Paige Perry)*

It shall be the responsibility of the **Creative Worship & Study Committee** to:

1. Explore and access the spiritual needs for the CYAM via Facebook, Twitter,

Instagram, Survey Monkey, etc.;

2. Plan intentional worship services that provides an impact, meets the needs of the

CYAM, and runs efficiently;

3. Work to create an environment conducive to a meaningful worship experience;

4. Help and encourage fellow young adults to engage in spiritual study, meditation,

prayer, and other ways of preparing themselves to worship;

5. Make appropriate suggestions to the Executive Board regarding guest

speakers/presenters, Bible Study leaders, etc.;

6. Transmit the worship information to the CYAM secretary for inclusion in the

worship bulletin;

7. Have the ability to work with other volunteers and committees as requested.

It shall be the responsibility of the **Fellowship/Social Committee** to:

1. Plan and provide activities to meet the social needs of the CYAM;

2. Schedule the date, time, location, etc. of activities/events within enough time to

report to the CYAM Director and/or President so that appropriate spacing can be

allotted during the Summit;

3. Serve as hosts and hostesses: Engaging and welcoming each YA in a time of

Fellowship (all Executive Board members and Staff are expected to share in

these duties);

4. Make appropriate suggestions to the Executive Board regarding;

5. Coordinate any/all details to include, but not be limited to, running errands,

purchasing supplies, setup of furniture, creation of decorations, etc.;

6. Have the ability to work with other volunteers and committees as requested.

It shall be the responsibility of the **Public Relations & Marketing Committee** to:

1. To organize production and distribution of cost effective advertising (social

media, newsletters, etc);

2. Makes regular posts on all electronic social media sites about the

activities/events, conferences, etc.;

3. Maintain an email list of YA contacts and forward major publicity coverage to

them;

4. Work in conjunction with all committees to ensure that YAs receive information

regarding the CME Unity Summit;

5. Have the ability to work with other volunteers and committees as requested.

It shall be the responsibility of the **Social Justice & Mission Project Committee** to:

1. Establish and carry out the CYAM social justice agenda;

2. Have the general oversight of promoting and coordinating all mission activities;

3. Coordinate suggestions and ideas with the CME Mission coordinator;

4. Make contact with the Pastor and/or designated officials of the particular city and

host church where the Unity Summit is being held, and access the needs of that

community;

5. Use creativity in developing ways to support missions that will leave a lasting

impact on the community once we have departed;

6. Consult with Bishop over Missions;

7. Have the ability to work with other volunteers and committees as requested.

It shall be the responsibility of the **Financial/Sponsorship Committee** to:

1. Develop and maintain the budget for the quadrennium;

2. Work closely with Unity Summit and other special event fiscal committees.

3. Consider various streams of income to supplement the budgets;

4. Develop fundraising activities and oversees the 2020 40th Anniversary

Committee;

5. Establish and maintain the CYAM store.

6. Have the ability to work with other volunteers and committees as requested.