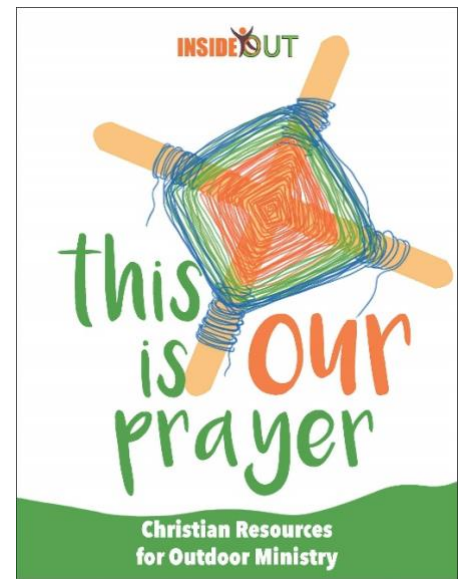




Great Plains Annual Conference Camping Ministry

UMY Institute Adult Coordinating Team (ACT) Application Packet



Responsibilities: To serve as part of the Adult Coordinating Team implementing the plan Vision Team has worked on for UMY Institute 2020: Our Prayer. Check out the attached job description for the open positions.

Characteristics: Ability to lead by Christian example, servant leadership, team player, being comfortable up-front and behind the scenes, and committed (be ready to plan, work and follow through, and make the adult coordinating team for institute a top priority).

Abilities: Previous experience as an adult care group leader at UMY Institute and other leadership experience, improvisation, flexibility, active in local church, graceful authority, and public speaking.

You Can Apply if you...

- Attended at least one session of Institute as an adult in the past
- 23 year of age or older and Safe Gatherings certified
- Feel called to the open positions on ACT after prayerful consideration
- Have served in other local church leadership positions and are looking for new challenge
- Are committed to the full week of Institute, July 20th to 25th (ACT arrive at camp on July 19th)

How do you apply?

1. Fill out the enclosed application form.
2. Two reference forms must be filled out by persons (not related to you) who know your activities and abilities as a leader. One reference preferably would be someone from the local church you attend. The second reference must be from a United Methodist clergy person. (Make it easy for your references to give you a good recommendation by downloading forms for them and supplying them with pre-addressed, stamped envelopes in which to mail the references!)
3. Attach a recent picture of yourself to help the Vision Team members identify you more easily.

**Your Application and reference forms must be received by Wednesday, November 20th, 2019 at 5:00pm.
The Vision Team – A/YCT transition meeting will be on Saturday, January 18th, 2020 at Camp Chippewa.**

Send or e-mail your application to:

**UMY Institute
C/O Kurt Cooper
1305 Merchant
Emporia, KS 66801
umcmesu@gmail.com 620-342-5854**

2020 UMY Institute Adult Coordinating Team Application

Name: _____

Years/ Sessions at Institute as an adult: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell #: _____

Church: _____ District: _____

E-mail Address: _____

Position(s) currently open for the summer of 2020

Youth Coordinating Team Coordinator Male

Musician in Residence

(to apply for these positions you must plan to attend Institute 2020 and 2021)

Position(s) currently open for the summer of 2021

Community Life Coordinator

(to apply for this position you must plan to attend Institute 2020, 2021, and 2022)

Please answer the following questions on a separate sheet(s) of paper:

1. Describe your faith journey.
2. What do you think the purpose of Institute is as a "Christian Community"?
3. How have you seen Institute affect the faith journey of youth and their relationship to Christ?
4. In what ways have you been involved in Institute? (Care Groups, Vision Team, etc.)
5. Describe various leadership positions you have held (local church, school, community, etc.) and tell what you have learned about leadership from those experiences.
6. Which position are you applying for and what gifts do you bring to this work?
7. What do you see as the most important part of the ACT role at Institute?
8. What key qualities do you think a good leader must possess?

I have given my reference forms to:

Name: _____ Phone #: _____

Name: _____ Phone #: _____

I have read and understand the Responsibilities and submit this application to be a member of ACT for Institute 2020. I carefully and prayerfully considered my decision to apply. I understand the commitment I make by applying for this position and will honor that commitment if I am selected.

Signature: _____

UMY Institute 2020

Adult Coordinating Team (ACT) Application Reference

This reference is for: _____

The person named above is applying for a leadership position on the Adult Coordinating Team (ACT) of the United Methodist Youth Institute. Institute is a week-long summer camp that functions as a time of Christian community for senior high youth and is sponsored by the Great Plains Annual Conference Camping Ministry of the United Methodist Church. The ACT plans and implements activities and carries out responsibilities that give youth the opportunity to experience Christian fellowship, spiritual growth, and God's presence in their lives. The ACT as a team serve a very important role at Institute. Please on a separate page answer the following questions carefully, thoughtfully, and honestly. This form is confidential and will not be viewed by the applicant.

How do you perceive the applicant's:

1. Leadership qualities (up-front and behind-the-scenes?)
2. Relationship with Christ?
3. Relationship to and involvement in a local church?
4. Ability to express their personal feelings and ideas? Skills in listening to others?
5. Relationships with others? (Youth and Peers) Sense of responsibility?
6. Do they follow through with commitments? Are they a team player?

What is your relationship with the applicant? _____

Are there any other comments you may have about their interpersonal skills, and/or leadership abilities?

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Church and town: _____ District: _____

Church Position if Church leader: _____

Email Address: _____

Thank you for your time to help us select the 2020 UMY Institute Adult Staff!

Please Send in form by Wednesday, November 20th, 2019 by 5:00pm

Mail or e-mail to: **UMY Institute**
 C/O Kurt Cooper
 1305 Merchant
 Emporia, KS, 66801
 umcmesu@gmail.com

Institute Vision Team Guidelines Appendix 2

Youth Coordinating Team Coordinators – Male and Female (YCTCM and YCTCF)

Before Institute:

1. Attend January Vision Team meeting.
2. Attend combined A/YCT meeting prior to the session.
3. If more than one session, consult with other sessions' YCTCs to coordinate responsibilities.
4. Send out Youth Care Group leader application by March 1st. Notify those selected by April 1st. Work with Care Group Staff Coordinator to develop Staff Training Event. (Date(s) set by Vision Team).
5. Utilize Camp Chippewa as a potential retreat space for the team's work together.
6. Follow the purchase and reimbursement policies of Camp Chippewa via the CCIC.
7. Facilitate Youth Coordinating Team in carrying out its tasks as described in the Youth Coordinating Team job descriptions.
 - a. Mentor youth into their leadership roles at Institute.
 - b. Call and convene Youth Coordinating Team meetings prior to the session and during the session.
 - c. Follow Safe Gatherings guidelines for meetings. Including having two adults present at all YCT meeting times.
 - d. Handle team building among Youth Coordinating Team.

Facilitating the Week:

1. Serve as a process person for Youth Coordinating Team dynamics.
2. Make sure the Youth Service Funds are secure. Be responsible for getting the funds to Camp Chippewa Institute Coordinator daily and inform the Community Life Coordinator of the amount collected.
3. Know the emergency procedures. Share this knowledge with adults so participants can be informed.
4. Participate in daily A/YCT meeting.

After Institute:

1. Maintain an electronic file and notebook to pass onto the next Youth Coordinating Team Coordinator of significant events, comments, and observations.

Updated October 2019

Institute Vision Team Guidelines Appendix 3

Community Life Coordinator (CLC)/Vision Team Co-Convener

Before Institute:

8. CLC is to call and convene all Adult Coordinating Team (ACT) and/or A/YCT meetings. CLC and the Camp Chippewa Institute Coordinator (CCIC) should schedule 1-3 meetings prior to Institute and at least one (1) meeting after Institute.
9. If there are multiple sessions, confer with other sessions CLCs to coordinator responsibilities.
10. Coordinate with the CCIC to check in with all ACT members regarding their progress with responsibilities.
11. See that each member of ACT understands their job description.
12. Work with the CCIC to complete the Institute camper information booklet.
13. Attend Institute Staff training.
14. Attend the January Vision Team meeting.
15. If there are multiple sessions, attend and co-convene a joint A/YCT meeting prior to camp.
16. Coordinate with ACT contacting the Bishop about availability to visit Institute when appropriate.
17. Serve as a Co-Convener for Vision Team until the following year (July to January).

Facilitating the Week:

5. Responsibility for community life decisions belongs to the CLC and the CCIC for
 - a. Minor (leaving campus for practice, arriving late, etc.)
 - b. Major—final decision lies with CCIC after doing the following:
 - i. fact finding
 - ii. consults with ACT and/or YCT when appropriate
 - iii. makes sure A/YCT are brought on board with the issue
 - iv. consults entire staff
6. Call and convene staff (total staff and A/YCT) meetings during the week.
7. Work with Technology Coordinator to prepare evaluation form for use during the session (if there are multiple sessions, consult with the other CLC to create a consistent evaluation for each session).

After Institute:

2. Collect notebooks, notes, and electronic files from A/YCT for use by Vision Team.
3. Work with A/YCT and Vision Team to tabulate evaluation forms for new Vision Team using standardized evaluation form for all sessions.
4. Provide Care Group/Staff Coordinator with evaluation summary from session.
5. Provide the Camp Chippewa Director with evaluation summary from session.
6. Contact Vision Team Representatives from each session, schedule and co-convene Vision Team meetings.
7. Maintain an electronic file and notebook to pass onto the next Community Life Coordinator of significant events, comments, and observations.

Updated October 2019

Musician in Residence (MIR)

Before Institute:

18. Attend January Vision Team meeting.
19. Attend staff training.
20. Work with Vision Team and/or A/YCT to select Youth Musicians in Residence.
21. Consult with the Spiritual Life Coordinator and the Youth Coordinating Team as to the music needs for the week (worship, orientation, community happenings, etc.)
22. Consult with the Technology Coordinator as to any technology needs for music for the week.
23. Consult with the Camp Chippewa Institute Coordinator as to any specific facility needs for the week (practice space, etc.)

Facilitating the Week:

8. Work with the A/YCT to coordinate music for the week of Institute.
9. Be intentional in involving both youth and adults in the music leadership for the week.
10. Work with and mentor Youth Musicians in Residence through the week.
11. Be mindful of the theme in preparing music for the week.
12. Lead a music related Lifesaver or Creative Involvement for the week of institute.
13. Consult daily with the Spiritual Life Coordinator as to the music needs for daily worship.

After Institute:

8. Make any needed recommendations to Vision Team for the next session of Institute.
9. Follow Safe Gatherings guidelines when mentoring or following up with group participants.

Updated October 2019