

# Memphis Conference Youth Council Application

Candidates must complete the following application forms, including necessary signatures (all forms are included in this document):

- a. CYC Application Form
- b. Conduct Form
- c. Candidate Agreement Signature Page
- d. Candidate Travel Authorization Form
- e. Candidate Photo/Video Release Form
- f. Candidate Medical Release Form

To be eligible to serve on Conference Youth Council (CYC), each candidate must complete an application in its entirety by the given deadline.

## Eligibility

- Must be endorsed by your pastor or youth pastor and parent/guardian
- Member of a local church in the Memphis Annual Conference (MAC) of the United Methodist Church
- High school student
- CYC members are limited to a total of three terms in office.

*The general duties of CYC include:*

- CYC must be active and involved members in their local church.
- Lead and represent the student activity in the Memphis Annual Conference.
- Communicate regularly and respond promptly to all inquiries for information.
- CYC must have access to their email and group message at least once daily and more often nearing times of scheduled events.
- Complete all assigned projects and responsibilities to the best of your ability and by assigned deadlines.
- Attend all required meetings, events, and conference calls, in their entirety, for their term of office.
- Represent Memphis Annual Conference with excellent standards of professionalism, etiquette, and public relations to promote Conference Youth events.
- Make visits to a local church within the candidate's district to discuss CYC and encourage further participation of current and newcomers.
- Have rehearsed and be ready to deliver all remarks, speeches, and scripts to the best of their ability. This includes prior practice to ensure the best possible presentation
- Keep a clean, powerful, and positive social media presence. CYC members will need to ensure their social media pages are of the utmost professionalism as they will represent God, their, church, the Conference Youth Council, and the entire Memphis Annual Conference.

# Candidacy Phases

Candidates must advance from each phase in order to be an eligible candidate. Only candidates who advance to Phase II will be eligible to be slated on the Council.

- Phase I – Application Evaluations
- Phase II – Interviews will be conducted on May 31, 2019 at Covenant United Methodist Church.

*Note: Candidates will only advance through each phase if they meet the set criteria*

## Phase I – Application, Evaluations

- Application Submission  
*Application must be submitted in its entirety by stated deadline*
- Clergy (1) and Lay (2) References

Completed Applications can be emailed to [cyouthcoordinator@gmail.com](mailto:cyouthcoordinator@gmail.com) . Applications are due on May 10, 2019.

## Phase II – Interviews

- Virtual Interviews  
*Conference Youth Staff assumes all candidates have/can get access to a web cam for this part of the candidacy process*

## Phase I Outline

### Phase I (Part One –Application)

- It is mandatory that the candidate completes all forms in their entirety. Every component of the application must be filled out. Any blanks in the application will prevent the candidate from being able to submit the application.  
(Part Two—References)
- It is imperative that all reference forms are completed and submitted within one week of the due date of the application. Any late submissions or incomplete forms will result in the candidate being disqualified from the process due to an incomplete submission. Reference letters must be submitted via e-mail to [cyouthcoordinator@gmail.com](mailto:cyouthcoordinator@gmail.com). There must be 1 Clergy reference and 2 Laity references. Non-relative references only.

### Phase II Interviews

- Candidates that have advanced to this phase will be emailed regarding the time of their interview on **May 31, 2019 at Covenant United Methodist Church in Cordova, TN**. If the candidate cannot make it to the in-person interview, a virtual interview can be set up.

# Conference Youth Council Code of Conduct Form

*CYC and related Educational programs offer training to students with career objectives in the fields of ministry. Because individual conduct and appearance is an aspect of this training, it becomes the responsibility of participant to see that proper conduct is adhered to at all times. Violations of this conduct code will not be tolerated and may result in being sent home at the individual parent and/or guardian expense, removal from CYC office, suspension from future CYC activities, and/or other appropriate measures.*

- Any trouble with the law could result in removal from office.
- Inappropriate sexual conduct, material, and/or behavior are prohibited during an event.
- Participants should keep their adult advisors informed of their activities and whereabouts at all times while involved in a Conference Youth event.
- Any postings on a social media network that damage Christian witness or any posting that opposes the mission of the UMC will result in immediate removal from office.
- Participants are expected to conduct themselves in a professional leadership manner. If any infractions are documented, consequences will be completed in a timely fashion or face immediate removal from office.

*By signing below, the parties agree to abide by all policies and information included the Conference Youth Council Code of Conduct form.*

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*CYC Candidate*

*Date*

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*Pastor/Youth Pastor*

*Date*

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*Parent/Guardian*

*Date*

# Conference Youth Council Candidate Agreement

Conference Youth Council members agree to uphold and fulfill the responsibilities of their office and the General Duties of all conference leadership as outlined in this guide.

If elected, the candidate agrees to attend the following events in their entirety:

| Title   | Date                      | Location                         |
|---|---------------------------|----------------------------------|
| New Team Training & Retreat Team Assignments                        | August 10-11, 2019        | To Be Announced                  |
| Youth Lay Servant Training (Required for all who are not certified) | August 16-18, 2019        | Reelfoot Rural Ministries        |
| Local Church Visit  | By October 13, 2019       | Your Choice within your district |
| Fall Retreat  | October 25-27, 2019       | Lakeshore Camp & Retreat Center  |
| Justice Retreat**   | November 8-10, 2019       | Lakeshore Camp & Retreat Center  |
| Youth Annual Gathering Programming Weekend                          | January 25-26, 2020       | To Be Announced                  |
| Local Church Visit  | By February 23, 2020      | Your Choice within your district |
| Justice Retreat**   | February 28-March 1, 2020 | Lakeshore Camp & Retreat Center  |
| Spring Retreat  | March 13-15, 2020         | Lakeshore Camp & Retreat Center  |
| Youth Annual Gathering  | May 29-31, 2020           | To Be Announced                  |

\*\* Indicates that the event is offered but not mandatory.

Conference Youth Council are expected to attend all required functions in their entirety. Failure to attend events can result in removal from office. Candidates should confirm with their pastor/youth pastor, parent, and employer to ensure they will be able to attend all events. We will allow participation through Skype/Facetime for one planning event during the year when circumstances warrant.

If any of the following occur, the youth may be removed from CYC:

- Missing or not arriving on time for any official Conference Youth Council meeting or event/conference that is required of members without verbal communication. (By signing below you agree to be present at CYC events listed below.)
- Violations of the Conference Youth Council Code of Conduct.
- Lacking sufficient preparation and readiness for meetings, conferences, and events on two (2) separate occasions.

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CYC Candidate

Date

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Pastor/Youth Pastor

Date

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Parent/Guardian

Date

# Conference Youth Council Travel Authorization Form

All students must adhere to their church's Safe Sanctuary and transportation policy and procedures. Please attach a copy of the completed district form pertaining to student travel during the candidate's year and complete the form below. Note: This form covers all official Conference Youth functions during the Candidate's term in office.

Please list all potential ways the Candidate may travel to events:

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Travel Authorization (If you wish to authorize any of the following travel options below please mark with an X and initial to the left of it).

X The above named student may drive herself/himself to Conference Youth functions as part of her/his official responsibilities.

X The above named student can be transported to Conference Youth functions as part of his/her official responsibilities by means of parents and/or public transportation.

X The above named student will be allowed to ride with other Conference Youth Council Members or Staff to get to and/or from Conference Youth functions as part of her/his official responsibilities.

X The above named student will be allowed to ride with representatives of the Memphis Annual Conference or its agents/contractors to get to or during the above function as part of her/his official responsibilities.

X The above named student will be allowed to ride with other Conference Youth Council Members DURING Conference Youth functions as needed to facilitate transportation. "During" is defined as the time between the scheduled start and finish of the meeting as outlined in this document.

Please note it is the responsibility of the student/youth pastor/pastor/parent to arrange other modes of transportation. Missing events could lead to the student's dismissal from the team.

The Conference Youth Council Travel Authorization Form includes two pages. As a clergy, my signature below verifies that the above modes of transportation are not in violation of the Safe Sanctuary and student transportation policy.

By signing below, I understand and agree to allow my son/daughter/student to travel by the means mentioned above to any Conference Youth event.

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*CYC Candidate*

*Date*

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*Pastor/Youth Pastor*

*Date*

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*Parent/Guardian*

*Date*

# Conference Youth Council Photo/Video Release Form

I, \_\_\_\_\_, grant the United Methodist Church, permission to use photos/videos of in any and all its digital and print publications, including internet and social media, without payment or any other consideration.

I, \_\_\_\_\_, hold harmless, release, and forever discharge United Methodist Church from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on the behalf of my estate have or may have by reason of this authorization.

I, \_\_\_\_\_, have read this release before signing below. I fully understand the contents, meaning, and impact of this release.

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*CYC Candidate* *Date*

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*Pastor/Youth Pastor* *Date*

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*Parent/Guardian* *Date*

# Conference Youth Council Medical Release Form

*DIRECTIONS: All Conference Youth Council members and their parent/guardian must complete this form. This authorization is valid through your term as a Conference Youth Council Member. PLEASE TYPE OR PRINT NEATLY ALL INFORMATION. Retain a copy for your files.*

Home Address: \_\_\_\_\_ City: \_\_\_\_\_  
\_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Church Name: \_\_\_\_\_ Church Phone: \_\_\_\_\_

Pastor: \_\_\_\_\_ Youth Pastor: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Work Phone: \_\_\_\_\_

## *Emergency Contact*

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Alternate Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## *Medical Background*

Please completely describe any medical condition, which may recur or be a factor in medical treatment

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If currently taking any medication, please provide the name(s):

Physical restrictions or other conditions that should be known:

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## *Insurance Information*

Are you presently covered by group/medical insurance? \_\_\_\_\_ (Yes or No) (If yes, complete the following)

Name of Insured \_\_\_\_\_

Insurance Company \_\_\_\_\_ Group # \_\_\_\_\_ Policy # \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Office Address \_\_\_\_\_ City \_\_\_\_\_

PARENT/GUARDIAN: (if under 18 years of age) Please check one of the following and sign your name.

\_\_\_\_\_A. I give my permission for immediate medical treatment if required in the judgment of the attending physician. Notify me and/or any persons listed above as soon as possible.

\_\_\_\_\_B. I do not give my permission for medical treatment until I have been contacted.

**LIABILITY RELEASE:**

I certify that the information described above is accurate and complete to the best of my knowledge. I understand that each individual is responsible for his/her own insurance coverage, health, and medical wellbeing. I understand that the association and its agents/contractors are not medical professionals and that communication of any health issues does not transfer responsibility for care, payment, or insurance coverage.

Further, on the behalf of the above named student the undersigned absolve and release the Memphis Annual Conference, the Conference Youth Council Volunteers, the Conference Youth staff/agents/contractors from any claims for personal injuries/damages which might be sustained while he/she is in route to and from or during the Conference officially sponsored activities. I authorize the Conference Youth Staff/agents/contractors to secure the services of a doctor, hospital, or other medical attention for the above named delegate. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment of these costs.

We have read and agree to abide by the Conference Youth Council Conduct. Should a conduct code violation occur, law enforcement personnel and or security may be called to assist, and a conduct code committee may be called with the ultimate punishment being that the student may be disqualified and sent home at their/their family's expense and/ or be removed from office if in an officer status. If the delegate is sent home reasonable care shall be exercised to ensure a safe, expedient, and financially feasible mode of transportation back to the home community of the delegate involved. We are aware of the consequences that will result from violation of any of the above guidelines.

I hereby release the Conference Youth Staff, Conference Volunteers, and its agents/contractors or any designated individual in charge of group or specific activities from any legal and financial responsibility with respect to my personal or my student's/child's participation.

The Medical Release Form includes three pages. By signing below the parties agree to abide by all policies and information included on all three pages of this form.

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*Candidate* *Date*

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*Pastor/Youth Pastor* *Date*

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*Parent/Guardian* *Date*



# Memphis Conference Youth Council Application Form

*This form must be filled out in its entirety with signature sheets AND references attached for consideration.*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ MI \_\_\_\_\_

Birth date \_\_\_\_\_ Age \_\_\_\_\_ Gender \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Parent/Guardian Names \_\_\_\_\_

Parent/Guardian-Cell Phones \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

School attending \_\_\_\_\_ Current Grade \_\_\_\_\_

School activities \_\_\_\_\_

Name & Location of Church \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Church or Community Activities

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District & District Superintendent \_\_\_\_\_

Has the responsibilities of the Conference Youth Council been explained to you AND your Parents/Guardians?

YES NO

Share your faith story (You may attach a statement if you need more space).

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State WHY you wish to participate in Conference Youth Council

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State what your gifts, graces, talents, and abilities are.

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State the areas for needed grow you recognize in yourself.

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Detail for us a break down of your spiritual habits that you routinely participate in:

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## KEEP THIS PAGE

Please Attach the following for a completed application:

- Statement of reference from one clergy person
- Statements of reference from two lay people
- CYC Conduct Form
- Candidate Agreement Signature Page
- Candidate Travel Authorization Form
- Candidate Medical Release Form

Please request a statement of support from your District Superintendent emailed to [cyouthcoordinator@gmail.com](mailto:c youthcoordinator@gmail.com).

Completed Applications can be scanned and emailed to [cyouthcoordinator@gmail.com](mailto:c youthcoordinator@gmail.com).

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