

Youth Program [Coordinator Supervisory] Committee Report Pacific Yearly Meeting – Annual Session 2014

Introduction / Overview

This two-page report (plus appendices) addresses the work of the Youth Program Coordinator Supervisory Committee as a whole, our updated Goals and Objectives and subcommittee structure (Appendix A), the work of the Youth Program Coordinator in conjunction with the committee, reflections on the evolution of the Coordinator position, and a recommended name change for this committee to simply “Youth Program Committee.” The new Youth Program Fund (i.e., interest from the Bob Vogel Endowment gift from PFOS) policy and application are in Appendix B of this report and available on the PYM website (“Youth Program” tab > “Resources & Funding”).

Committee Updates

As we have reported in the past, we have been seasoning a recommendation to rename our committee as simply the “Youth Program Committee.” Since the beginning, our committee members have participated more and more actively in program design, implementation, and evaluation, and during Annual Session 2013 we assumed additional responsibilities with regard to distribution of funds from the new Bob Vogel Endowment. The current “Youth Program Coordinator Supervisory Committee’s” responsibilities reach well beyond mere supervision.

Proposed Minute: PYM approves changing the name of the “Youth Program Coordinator Supervisory Committee” to the “Youth Program Committee.”

This committee will continue to conduct annual performance reviews of the Youth Program Coordinator, as well as regular evaluations of the full program, and to serve as ongoing supervisors of the program and employee.

The Youth Program Committee currently comprises Jennifer Carr, Mary Klein (co-clerk), Steve Leeds, Hannah Mackinney, Alyssa Nelson (ex officio, Youth Program Coordinator), Thomas Rios, Steve Smith (ex officio, PYM Presiding Clerk), Jim Summers (co-clerk), and Nathan Walker. Sophie Brinker and Sandra Schwartz also participated this year. Two of the six at-large seats are open, and 3-4 of the four youth seats will need to be refilled for the upcoming year.

We have divided our work into five subcommittees: Big Picture, Program/Resources, Communication, Personnel, and Nuts & Bolts. Please see Appendix A, (attached) which describes the current goals and objectives of the full committee and subcommittees. The full committee meets by conference call monthly, and subcommittees meet by conference call as needed. The full committee held one in-person meeting last November and is holding a second in-person meeting immediately before this year’s annual session. Designated committee members also generally meet each week by phone or video chat with Alyssa Nelson, our Youth Program Coordinator.

Employment Status of the Youth Program Coordinator

In last year’s program evaluation report we noted some open questions about employing a Youth Program Coordinator should the program and position be approved beyond the pilot period, as it was last annual session. Our committee has reached unity that PYM’s Youth Program Coordinator

position has filled a demonstrated need for a professional-type position rather than an entry-level or temporary position with regular turnover. The job requires not only the professional-level skills of a youth development worker and a community organizer, but also requires specialized knowledge of the structures, meetings, institutions, and individuals of Pacific Yearly Meeting, and the development of substantial historical perspective on and carrying of institutional knowledge about youth programs and related matters within PYM. We believe that longevity in the position is helpful in this regard, and we hope to establish a schedule of pay and benefits that will make this possible. Appropriate compensation should not only consider salary, but should also provide for cost of living adjustments (which we have), possible merit or longevity increases, and for benefits such as health insurance (which we have), vacation and health leave (which we have), and retirement benefits (which we have been researching). In preparing our 2014/2015 budget proposal with Finance Committee, we worked to adjust our overall program budget to allow for retirement benefits. In addition to budgetary adjustments, the committee is also preparing to rewrite the job description of the Youth Program Coordinator to better reflect the position's responsibilities as those of a youth development worker and community organizer, rather than those of an event planner (as the position was originally envisioned in 2008 to a certain extent); the committee considers the job description a living document to be revised as needed.

Program Highlights

Alyssa, as Youth Program Coordinator, continues to visit, support, and collaborate with Monthly Meetings, Worship Groups, Quarterly Meetings, Quaker organizations, and various PYM committees, officers, and individual Friends as they seek to meet the needs of youth in their efforts. For example, she has participated in M&O's work to reorganize PYM's annual session structure; She and others represented PYM planning the FWCC consultation that was held in Sacramento, CA on March 14-16, helping to design the event to be inclusive of youth and families; She also worked with the SCQM Youth Planning Committee and an artist from Santa Monica Meeting, Tanna Moontaro, to organize youth and adults in painting a mural at the Santa Monica Meetinghouse during SCQM Spring Quarterly Meeting, April 26.

Alyssa offered two sessions of the "Adult Allies to Youth" workshop this Spring – on April 5th at the San Jose Meetinghouse (co-led with Julian Garrett) and on April 19th with Orange County Friends at their annual retreat, with a total of 15 Friends participating. Over this year she has also visited and/or consulted with Fresno MM, Humboldt MM, Ojai WG, Sacramento MM, and Ukiah WG. She has continued communicating with Quaker Oaks Farm about offering the Spring Youth Service Camp again next year and expanding opportunities for PYM youth and all Friends to utilize the Farm.

Since last year's annual session—when the Youth Program Committee became responsible for distributing income generated by the Bob Vogel Endowment—the committee has worked to develop policies and an application process to guide our work in this area. Please see Appendix B (attached) or the PYM website ("Youth Program" tab > "Resources & Funding"). The committee has planned an interest group for this year's annual session, during which all Friends are invited to help the committee determine the best ways to direct supportive resources to places where they are needed for developing our Quaker youth and our intergenerational community.

APPENDIX A: Goals & Objectives of the Youth Program Committee (revised, June 2014)**1. Goal One: Develop the PYM community to support youth.**

- a. Promote intergenerational communication & understanding (support both information-sharing and cross-generational “language translation”).
- b. Increase the skills in adults for acting as allies to youth (and to other adults!).
- c. Manage transparent and effective systems to provide resources to serve the needs of PYM youth and the broader PYM community.

Sub-Committees	Objectives
Big Picture	<ul style="list-style-type: none"> ● Evaluate and report to PYM on: 1) the work of the YPC committee and 2) the support in PYM as a whole for youth and intergenerational community ● Conduct formal program evaluation, long-range planning, and revision of committee job descriptions every 3 years ● Revise program work plan every September ● Include concern for Hawaii, Mexico, and Guatemala meetings in program planning
Program / Resources	<ul style="list-style-type: none"> ● Promote intergenerational participation in Quaker events inside and outside of PYM ● Conduct two trainings per year (one in each Quarter) to prepare adult Friends to serve as “Friendly Adult Presences” at Quaker youth events and as adult allies to youth ● Create a system for putting the new Youth Program Fund to work; develop funding priorities, an application process, and procedures for granting and distribution of funds ● Provide human support to projects that receive financial support from the Youth Program Fund
Communications	<ul style="list-style-type: none"> ● Facilitate information-sharing about logistical supports that are available to help youth attend Quaker gatherings, especially transportation and scholarships ● Promote general awareness throughout PYM of upcoming Quarterly and Annual Gatherings, and other Quaker-related programs and events ● Support the Youth Program Coordinator in fulfilling communications responsibilities of: 1) taking notes of YPC meetings and circulating them, 2) scheduling YPC meetings, and 3) producing occasional epistles / articles that describe the YPC program
Personnel	<ul style="list-style-type: none"> ● Conduct a performance review of the Youth Program Coordinator annually
Administration / Nuts & Bolts	<ul style="list-style-type: none"> ● Update our database of participants and contacts annually ● Create budgets and track financial activities for 1) the YPC program generally and 2) the PYM Youth Program Fund

2. Goal Two: Develop Quaker youth in community.

- a. Increase the knowledge and use of Quaker process in communities of Quaker youth (clerking skills, committee work, finding unity, etc.).
- b. Increase the skills in Quaker youth for building relationships with adults.

Sub-Committees	Objectives
Big Picture	<ul style="list-style-type: none"> ● (No specific objective for “development of youth in community;” however, youth development drives all this subcommittee’s work.)
Program / Resources	<ul style="list-style-type: none"> ● Facilitate intergenerational planning of intergenerational events and youth-friendly plenaries at all Quarterly and Yearly Gatherings ● Support Quaker teens in planning and conducting one gathering of Quaker teens each year (in addition to PYM’s Quarterly and Annual Gatherings), which will be a time of reflection on Quaker Faith and Practice and might include a service project ● Support Young Adult Friends in planning and conducting one YAF gathering each

	<p>year (in addition to PYM’s Quarterly and Annual Gatherings), which will be a time of reflection on Quaker Faith and Practice and might include a service project</p> <ul style="list-style-type: none"> ● Promote youth inter-visitation among Monthly and Quarterly Meetings
Communications	<ul style="list-style-type: none"> ● Develop methods for involving a wide range of youth and their families in publicizing events and activities for Quaker youth
Personnel	<ul style="list-style-type: none"> ● (No specific objective for “development of youth in community;” ● however, youth development drives all this subcommittee’s work.)
Administration / Nuts & Bolts	<ul style="list-style-type: none"> ● (No specific objective for “development of youth in community;” however, youth development drives all this subcommittee’s work.)

3. Goal Three: Develop Quaker youth as individuals.

- a. Promote the growth of spiritual self-awareness in Quaker youth.
- b. Promote the growth of social and environmental awareness in Quaker youth.

Sub-Committees	Objectives
Big Picture	<ul style="list-style-type: none"> ● (No specific objective for “individual youth development;” however, youth development drives all this subcommittee’s work.)
Program / Resources	<ul style="list-style-type: none"> ● As needed, facilitate conversations with individual families about youth transitions from one age cohort to another at Quarterly and Annual Gatherings ● Provide “grant mentors” to youth who apply for project support from PYM’s Youth Program Fund
Communications	<ul style="list-style-type: none"> ● Reach out to youth who have “slipped away,” and to YAFs who have moved away
Personnel	<ul style="list-style-type: none"> ● (No specific objective for “individual youth development;” however, youth development drives all this subcommittee’s work.)
Administration / Nuts & Bolts	<ul style="list-style-type: none"> ● (No specific objective for “individual youth development;” however, youth development drives all this subcommittee’s work.)

4. Goal Four: Strengthen Quaker faith and practice in PYM's intergenerational community.

- a. Increase knowledge of the relevance of our Quaker legacy to today’s world.
- b. Provide opportunities for Quaker service and action.
- c. Provide authentic opportunities for youth leadership in intergenerational contexts.
- d. Provide opportunities for play and rest, for setting priorities, and for honoring our testimony of simplicity.

Sub-Committees	Objectives
Big Picture	<ul style="list-style-type: none"> ● Set annual priorities among: 1) direct support to youth programs and events, 2) support to monthly meetings and worship groups, and 3) consultation with committees / organizations outside the YPC program
Program / Resources	<ul style="list-style-type: none"> ● See objectives associated with Goals Two and Three, above
Communications	<ul style="list-style-type: none"> ● Support the Youth Program Coordinator in visiting 6-12 Monthly Meetings / Worship Groups per year
Personnel	<ul style="list-style-type: none"> ● Support the YPC as a minister ● Assure that working conditions allow the YPC to grow and thrive in the job ● Assure that the YPC’s workload is appropriate ● Support the YPC in setting professional development goals each year
Administration / Nuts & Bolts	<ul style="list-style-type: none"> ● Create and maintain effective and transparent record-keeping – including policies and procedures, budgets, financial records, benefits accounting, and payroll.

APPENDIX B: Youth Program Fund Policy, Application Form, and Reference Items

Available online: pacificyearlymeeting.org/2014/pym-docs/ypc/resources-funding

POLICY FOR THE USE OF THE PYM YOUTH PROGRAM FUND

(Version updated 7/2/14)

Funds from the Bob Vogel Endowment, accepted by Pacific Yearly Meeting (PYM) at the 2013 Annual Session, shall be managed in accordance with the agreement between the donor, Pacific Friends Outreach Society (PFOS), and PYM. Capital from the endowment shall remain invested under the supervision of the PYM Treasurer and Finance Committee. Income from the investment shall be placed in a Youth Program Fund to be used at the discretion of the Youth Program Committee, and policies for its use shall be determined by the Youth Program Committee. The use of these funds may be initiated directly by the Youth Program Committee, or by other Quaker entities or individuals through an application process managed by the Youth Program Committee. Applications will be considered from Monthly Meetings / Worship Groups, committees of PYM, and individual members/attenders of meetings, but are not limited to these individuals and groups. At the discretion of the Committee, funds may be disbursed, carried over from year to year, or reinvested with the capital. Consistent with the terms of the endowment gift from PFOS, these funds will not be used to pay the salary or wages of the Youth Program Coordinator, but may be used for any other purpose approved by the committee. All funds must be used for activities consistent with the Youth Program Committee's current purposes and guidelines, which will be used to evaluate and prioritize all proposals. **The current goals of the Youth Program are (version 6/19/14):**

- 1. Develop the PYM community to support youth.**
- 2. Develop Quaker youth in community.**
- 3. Develop Quaker youth as individuals.**
- 4. Strengthen Quaker faith and practice in PYM's intergenerational community.**

Those wishing to apply for program funds or other support for activities consistent with these purposes are invited to submit a request using the "Application for Support from the Youth Program Fund and/or Committee." Funding decisions will be made by the Youth Program Committee based on availability of funds, consistency with program purposes, and guidelines and priorities; in accordance with the terms of the bequest, the Youth Program Committee has sole and final responsibility for making decisions. The Committee may work with applicants, particularly youth, to help them develop their proposals to fit the purposes, guidelines, and priorities.

Note: This fund is not intended primarily for scholarships, or attendance or travel assistance. Friends needing such assistance should ask their Monthly, Quarterly, or Yearly Meetings or the host organization before calling on the Youth Program Fund.

Available online: pacificyearlymeeting.org/2014/pym-docs/ypc/resources-funding

APPLICATION FOR SUPPORT FROM THE YOUTH PROGRAM FUND AND/OR COMMITTEE

Please read the “Policy for the Use of the PYM Youth Program Fund” and this entire application form before starting your application so that you have the background information to explain how your proposal fits the guidelines and purposes. Please ask us if you have questions or need help. And please be as concise as possible (1 or 2 pages) while also giving complete information. Please allow plenty of time for the Youth Program Committee to convene and consider your application. If a number of applications are pending, this may mean enough time for the Youth Program Committee to gather applications, convene, and prioritize. If your proposal is chosen for funding or other support, you will be expected to tell us how your project turned out. The Youth Program Committee will be available to help you with a report, including potential publication about your project to the PYM and wider Quaker world.

To submit your application, or for more information or for assistance in completing this application, contact the Youth Program Committee’s co-clerks, (Mary Klein and Jim Summers), youth@pacificyearlymeeting.org.

After thoroughly reading the instructions and Fund Policy Statement, please answer ALL the following questions on a separate sheet of paper and submit to the Youth Program Committee clerks (preferably by email, but hard copy is OK if necessary).

- 1) **Name of Project/Activity:**
Date of this Application:
Name of Contact Person preparing this application:
Address, Phone, and Email:
Monthly Meeting and/or other Quaker affiliation:
Other key people involved in organizing the project and their affiliations:

- 2) **Description of activity/project and participants:**
Date(s), time(s) and location(s):
Purposes:
What would be ‘success’ for this project/activity? (Good enough, not perfect!)
What has been your clearness process so far and what might it be as you proceed?
Please refer to the goals of the Youth Program Committee in our Fund Policy and describe which goals relate to this proposal and how they will be addressed.

- 3) **Needs for support:**
Funding amount requested (if any):
Other sources and amounts of funding or support:

- 4) **Are there other ways that you would like the Youth Program Committee or Coordinator to help with your proposed activity/project? (For example, help with turnout for an event, bring pizza, connect you with other people doing similar work, etc.)**

- 5) **Any other comments, questions, or information you’d like us to know?**

Thanks for your application!

Available online: pacificyearlymeeting.org/2014/pym-docs/ypc/resources-funding

REFERENCE ITEMS FOR THE BOB VOGEL ENDOWMENT AND YOUTH PROGRAM FUND

From the "Statement of Purpose for Use of Funds from the Bob Vogel Endowment," as amended and accepted by Annual Session 2013, presented by an ad-hoc committee comprising the clerks of the Youth Program Coordinator Supervisory Committee, Pacific Friends Outreach Society, and PYM Finance Committee:

"Consistent with the terms of the [PFOS] gift, requests to spend funds will be managed and approved by PYM's Youth Program Coordinator Supervisory Committee (YPCSC), or another appropriate committee to be determined by PYM in the case that the YPCSC is laid down. The financial aspects of this gift (such as investments and accounting) will be managed by PYM's Finance Committee and Treasurer. The YPCSC will use these funds to foster faith and fellowship among PYM Friends. The YPCSC will give funding preference to projects that involve youth, particularly projects of an intergenerational nature. PYM will engage in an ongoing visioning process to develop ideas for strengthening our intergenerational community; the YPCSC will direct funds towards helping PYM realize our collective vision. Funded activities may take place throughout PYM, its Quarterly and Monthly Meetings, and Quaker organizations. While funds may not be used for the Youth Program Coordinator's salary, funds may be used to provide financial support for Friends to facilitate or join in activities conducted or promoted by PYM's Youth Program Coordinator Supervisory Committee."

See also the minutes of Plenary V of Annual Session 2013, in which PYM accepted the Bob Vogel Endowment from PFOS:

<http://www.pacificyearlymeeting.org/2013/pym-docs/pym-2013-annual-session-plenary-v/>

Minute from the Board of Pacific Friends Outreach Society (PFOS), 2013:

"The [PFOS] Board minutes its decision to offer the assets of Pacific Friends Outreach Society, that remain after expenses are paid, to Pacific Yearly Meeting as an endowment to be known as "The Bob Vogel Endowment." The income from the fund is to be used as determined by the Pacific Yearly Meeting committee, Youth Program Coordinator Supervisory Committee (the "YPCSC"), or a successor committee, with the exception that it cannot be used for salary or wages. If compliance with this restriction becomes impossible for the Pacific Yearly Meeting, the "Bob Vogel Endowment" fund will pass to a successor organization to be determined by the board at the time of the final execution of the transfer of assets. The successor organization must also meet the eligibility requirements under the Pacific Friends Outreach Society to receive an asset distribution. The use of the income from the endowment will be restricted to programs that support Quaker youth.