

**Youth Program Coordinator Supervisory Committee
Report to PYM Annual Session, July 2013**

The Youth Program Coordinator Supervisory Committee (YPCSC) and Youth Program Coordinator (YPC) made a detailed report to Representative Committee in March 2013. That report included results of our extensive program evaluation and an explanation of the discernment process that led us to recommend the following **Proposed Minute: Pacific Yearly Meeting will continue to support the paid Youth Program Coordinator Position.** Our evaluation report can be found on the PYM website: <http://www.pacificyearlymeeting.org/2013/pym-docs/ypc-evaluation-report-to-repcom-march-2013/>

In response to our evaluation report and presentation, Representative Committee passed **Action Minute 2013.01: “Representative Committee recommends to Pacific Yearly Meeting Annual Session that the paid Youth Program Coordinator position be continued.”** Southern California Quarterly Meeting approved a similar minute at its business meeting in April 2013. In addition, the adult members of College Park Quarterly Meeting’s (CPQM) Teen Program Committee delivered an epistle in May 2013 that included a description of some ways the YPC has nurtured growth in CPQM: http://www.pacificyearlymeeting.org/2013/pym-docs/ypc/epistle_adults_of_cpqm_teen_program_spring_2013/

The narrative that accompanied Representative Committee’s Action Minute noted that there would need to be additional discussion at the Annual Session on related questions and issues as outlined on pages 13-15 of the evaluation report, and we call Friends’ attention to them. There will be varied opportunities for discussion of these topics during Annual Session, and Nominating Committee will bring forward a minute to simplify the nominations process for the YPCSC. We have offered, via our Youth Program Epistle and an email sent by the PYM Presiding Clerk, to provide phone consultations and visits to address Friends’ questions, ideas, or concerns in advance of Annual Session; as of the writing of this report in early July, we have received no such requests. At Annual Session, our committee and coordinator will facilitate a number of activities for Friends of all ages to participate in visioning about the future of our intergenerational community and the paid YPC position, including an intergenerational plenary, an interest group, and open committee meetings, in addition to the scheduled Meeting for Worship on the Occasion of Business for discernment about continuing the YPC position.

Our epistles and other archived communications are available on the “Youth” page of the PYM website (<http://www.pacificyearlymeeting.org/youth/>), and we also operate a Facebook Page (<https://www.facebook.com/pages/Pacific-Yearly-Meeting-Youth-Programs/114350215310651?ref=ts>).

Youth Program Committee: Kate Watkins (Clerk, Santa Monica), Cara Arcuni (Palo Alto), Sophie Brinker (Santa Cruz), Clare Griese (La Jolla), Lanny Jay (Redwood Forest), Mary Klein (Palo Alto), Steve Leeds (San Francisco), Jim Summers (La Jolla), Nathan Walker (Palo Alto); Youth Program Coordinator: Alyssa Nelson (Davis).

Attachments: 1) Summary of Evaluation Report, and 2) pp. 13-16 of Evaluation Report

ATTACHMENT 1 – Summary of Evaluation Report, March 2013

SUMMARY OF EVALUATION REPORT

For details, please see full text of report below and appendices online at:

<http://www.pacificyearlymeeting.org/2013/pym-docs/ypc/ypc-evaluation-report-to-repcom-march-2013/>

Introduction: At PYM's 2009 Annual Session, Friends reached unity on a three-year “experiment” for a Youth Program Coordinator (YPC) and set up a Supervisory Committee which was charged with overseeing the program and presenting PYM with a formal program evaluation and recommendations for change. The first coordinator, Sarah Beutel, was hired in April 2010, and Alyssa Nelson (Davis MM) has served as YPC since August 2011.

Program Description and Accomplishments: The Supervisory Committee has interpreted the role of the YPC to be someone who facilitates intergenerational connections and the development of the spiritual lives of our youth in order to build PYM's capacity to support and integrate youth into the life of the Yearly, Quarterly, and Monthly Meetings. Important accomplishments of the YPC have included participating with and supporting youth and their adult allies in planning, traveling to, and attending yearly, quarterly, and regional gatherings; maintaining regular contact with teen, young adult, and older Friends through email, phone, video conference, and in-person meetings; visiting Monthly Meetings and Worship Groups (MM & WGs); and promoting intergenerational efforts throughout PYM, including in affiliated Quaker organizations.

Evaluation Outreach: To aid our evaluation of the youth program, we conducted two focus groups with teens and Friendly Adult Presences (FAPs) at Fall 2012 SCQM and CPQM, provided queries and solicited feedback from all MM & WGs, and conducted individual interviews with 23 Friends, including teens, young adults, and older adults. 24 MM & WGs responded. We also asked Finance and Nominating Committees for input.

Across the three sources of evaluation outreach data there was uniform appreciation for the contributions of the Coordinator to PYM, and, with the exception of 3 MM & WGs that responded, there was enthusiastic support for continuation of the program. Teens feel more integrated into the work and life of the Yearly and Quarterly Meetings and more integration between SCQM and CPQM. Friends noted that in addition to increased activity among PYM teens, there were also increased intergenerational connections. Friends consistently expressed special appreciation for the work of Alyssa Nelson, and many people noted that the strength of the program was a reflection of her skills and deep knowledge of the PYM community.

The Supervisory Committee met in person this February to produce the evaluation report and try to discern where Spirit was leading us. We considered the following query that had been posed by one of the interviewees: “As a result of the program, how has the truth been advanced among us? How is our spiritual understanding and inward light shining more brightly?” We see the youth program and the YPC as helping Friends

deepen our individual, corporate, and intergenerational experiences of our testimonies of community, unity, integrity, and equality. We have become a more integrated and whole community. Teens from northern and southern California are more likely to worship and play together, and there have been more intergenerational activities at all levels of PYM. One Friend observed that thanks to the program her teenage son “is more at ease, and sees adults more now as people, and less as a distant but related species!” We are more aware of the inequalities that exist among us based on age, and we are acting to decrease them.

Recommendations: The Youth Program Coordinator Supervisory Committee recommends approval of the following minute:

Proposed Minute: Pacific Yearly Meeting will continue to support the paid Youth Program Coordinator position.

The committee expects to participate in the usual PYM budgeting process via Finance Committee and will recommend that the program’s budget be adjusted for inflation as needed, and for any other changes in program costs deemed necessary.

We recognize that there may be some outstanding concerns and questions that will need to be addressed in the process of coming to unity. We also recommend that PYM should begin seasoning for later resolution a number of practical and strategic questions our committee has been discussing, such as benchmarks for evaluations, nominations to the Supervisory Committee, and personnel policy issues raised by long term employment of a YPC. Our committee sees a need within PYM to expand the reach of the youth program, as did most Friends contributing to this evaluation.

We, the Supervisory Committee, are grateful for our opportunities to serve PYM through this program. We deeply appreciate all the comments, suggestions, and support that we have received from countless Friends throughout the evaluation process that provided the basis for this report and recommendations. We look forward to seeing how Way opens.

Supervisory Committee Members:

Older Adults: Kate Watkins (Clerk, Santa Monica), Lanny Jay (Redwood Forest), Mary Klein (Palo Alto), Steve Leeds (San Francisco), Jim Summers (La Jolla)

Teens: Clare Griese (La Jolla), Nathan Walker (Palo Alto)

Young Adults: Cara Arcuni (Palo Alto), Sophie Brinker (Woolman/Santa Cruz)

Former Members: Elizabeth Boardman (Davis, Older Adult), Marc Lichterman (Berkeley, when a teen), Rebekah Percy (La Jolla, when a teen), and Marie Vastola (Live Oak / Monterey Peninsula, when a teen)

**ATTACHMENT 2 – Excerpt from Evaluation Report, pp. 13-16,
“Recommendations” and “Closing” Sections**

RECOMMENDATIONS

Based on what we have heard in our two formal evaluations of the YPC program (in 2012 and 2013) and in our committee’s discernment process, we recommend that the YPC program continue. We propose the following minute for consideration.

Proposed Minute: Pacific Yearly Meeting will continue to support the paid Youth Program Coordinator position.

We also recommend as a practical matter that the program’s budget should be adjusted for inflation as needed. The committee expects to submit proposed budgets this year and each subsequent year of the program to Finance Committee through the usual PYM budget process. Over the last two years, the program budget has absorbed several inflation-related increases in program expenses by shifting funds between line items within the budget, but this cannot be a long-term solution. The original proposal called for Cost of Living Adjustments (COLA) for the employee when warranted by changes in the economy, and the 2012-2013 budget did include a COLA. We want PYM to be aware of these needs and not to expect that the budget will remain static. Travel and health benefits are two other larger budget items that might need adjustment from time to time, as well as the cost of insurance, bank fees, etc. Changes in program priorities might also necessitate budget changes, however there are reserve funds for such purposes as well (see excerpt from original proposal in Appendix).

The committee will continue to handle most personnel issues internally. We are updating the personnel policies to establish jury leave and unpaid leave policies, and we have made minor adjustments to vacation and sick leave policies. These changes are revenue neutral or of small enough import to have been dealt with within the existing budget.

Further, the committee recognizes that the work of building intergenerational community throughout PYM -- with a special emphasis on building community with our youth -- is work that is still in formation. Indeed, this is the ongoing work of our spiritual lives as Friends -- the work of seeking to live our Testimonies of community, unity, integrity, and equality. Along with all the Friends who contributed to this evaluation, our committee sees a need within PYM to expand the reach of the YPC program and to increase its impact, especially to Young Adult Friends and the transitions into and out of the teen programs. We gratefully take note of the constructive suggestions that Friends have provided in this regard.

Unresolved Issues / Open Questions. We recognize that there may be some outstanding concerns and questions that will need to be addressed in the process of

coming to unity. If the youth program continues, we also recommend that PYM develop processes for seasoning and resolving a number of practical and strategic questions. One such process could be that PYM could hold a threshing session at the Annual Session or set up interest groups, and then take a year to season and resolve the questions. Alternatively PYM could refer some of these questions back to our committee. Below we list some of the open questions we are aware of:

Nominations for the Supervisory Committee

- What should be the terms of Supervisory Committee members? Our sense is that they should be three-year terms, staggered such that two members rotate off and two new members join each year. (Currently all committee terms are set to expire at the 2013 Annual Session, while the program is set to continue at least through September 2013.)
- Can we release Nominating Committee from the strict quotas for filling the our committee member slots? While we agree it is important to have broad representation, it seems cumbersome and unnecessary to require Nominating to fill strict quotas. Currently, they are asked to fill the slots with:
 - One member of PYM M&O suggested by M&O.
 - One member of JYM Adult Committee suggested by JYM Adult Committee.
 - One parent of a teen suggested by the clerk of PYM.
 - One adult member of the CPQM suggested by CPQM.
 - One adult member of the SCQM suggested by the SCQM.
 - (One person may represent 2 of the above 5 positions)
 - One at-large member.
 - Ex officio: Youth Program Coordinator Supervisor
- Note that the YPCSC also appoints 2 teens and 2 young adults to our own committee. The YPCSC chooses to responsible for nominating these Friends because it is an opportunity for us to get to know more of the youth, because teens and young adults are often not able to commit to 3 year terms, and because we want to offer the opportunity of committee service to as many younger Friends who are interested and available.
- Also note: instead of having one direct supervisor, we found it preferable to have a 'Program Supervisor' and an 'Administrative Supervisor,' both to spread out the work and to separate duties. We do not feel it necessary to

consider the Supervisor(s) as ex officio to the committee; that person can be chosen by our committee from the 6 committee members appointed by Nominating Committee.

Employment structure

- What should be the employment classification of the YPC position? Do we expect this position to be filled on a short-term basis by successive individuals? Do we see this as an entry-level position? If not, do we wish to consider salary policies such as longevity or merit increases consistent with a career position? Should it be a long-term temporary position in which an employee grows professionally for several years and then moves on? Should it be a career-track position in which an employee grows professionally over the long term by expanding their range of responsibilities for PYM? Is there some other model that would be appropriate? Do we expect to pay salaries commensurate with similar jobs in other organizations or with the Coordinator's professional qualifications? Do we wish to consider possible ill effects of low compensation on the resume of a former coordinator seeking career advancement? Do we want to provide retirement benefits?
- How should the program's budget be adjusted to reflect decisions above, namely, whether the YPC position is an entry-level position, a long-term temporary position, a career-track position, or some other type of position, and the benefits associated with the chosen type of position?

Ongoing evaluation

- If the program continues, are there any particular benchmarks for evaluation that PYM would like the Supervisory Committee to track? We recommend the committee conduct personnel evaluations annually and program evaluations every two or three years. Results of the bi-or tri-annual program evaluation would be reported to PYM's Annual Sessions.

CLOSING

The YPC Supervisory Committee and the Coordinator are grateful for our opportunities to serve PYM through this program, and we appreciate all the support that we have received from many Friends throughout the evaluation process who provided the basis for this report and for these recommendations. We look forward to seeing how Way opens.