

## **New Beginnings Steering Committee**

### Terms of Office

The New Beginnings Steering Committee is the group of youth and adults responsible for developing, maintaining, evaluating, and supporting the New Beginnings weekends for middle school youth in the Diocese of Atlanta in order to encourage and support their personal relationships as disciples of our Lord Jesus Christ.

#### **1) Steering Committee Membership**

##### Steering Committee Member

Basic membership includes current Weekend Advisor, Observing Weekend Advisor, Spiritual Director(s), Secretary, one Member-at-Large, current Lay Director, 6 youth and/or college-aged adults, and the Diocesan Youth Missioner

Maintain Terms of Office and Weekend Guidelines

Attend at least one New Beginnings per year

##### Youth/College-Aged Steering Committee Member

Serves a one year term

Must fill out an application in March and will begin in April

One youth will roll onto the following year's Steering Committee to represent continuity, but will still have to apply

Must have previously attended at least one New Beginnings Weekend to apply

6 youth (sophomore in high school and up) and college-aged adults may apply

Maximum of 2 college-aged adults will be accepted to be Steering Committee Members

Attend at least one of the New Beginnings Weekends during their term

#### **2) Responsibilities of the Steering Committee**

Provide the vision and direction for the New Beginnings community through prayer and the guidance of the Holy Spirit

Empower and support New Beginnings leadership and hold the movement accountable

Decide the dates of each New Beginnings

Address New Beginnings-related concerns

Keep script up to date and revise as needed

Set community standards of appropriate behavior

Promote New Beginnings within the Diocese of Atlanta

Shall provide a Steering Committee roster to the Bishop's office, members of the Steering Committee, and the New Beginnings Community

## **New Beginnings Roles**

### Lay Director

- Recruit all major leadership roles
- Facilitate

### Weekend Advisor (WA)

- 2 Consecutive Weekend Term
- Must be Observing Weekend Advisor (OWA) for at least one weekend.
- Must have an extensive working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Must be familiar with or served terms on major leadership roles.
- Time Keeper – keeps the weekend on schedule and makes sure the weekend moves along.
- Trouble Shooter
- Works with Steering Committee to select Team and place high school Team members into weekend positions
- Appoint and recruit all leadership positions with assistance from Lay Director, OWA, and Spiritual Director.
- Lead Sponsor Meetings (Friday night and Saturday lunch) throughout the weekend with the participation of Married Couple and OWA.
- Assists JWA in leading the Team Meetings during the weekend
- Lead and organize all New Beginnings Steering Committee Meetings.
- Set dates of upcoming Steering Committee meetings and weekends.
- Assign Family Groups and Cabin Assignments with the Registrar prior to every weekend.
- Looks at review sheets and write-ups after the weekend and presents them to the Steering Committee.
- Mentor talk givers, as assigned.

### Observing Weekend Advisor (OWA)

- 1-2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Must be familiar with or served terms on major leadership roles.
- Assist Weekend Advisor and learn roles.
- Mentor talk givers, as assigned.

### Spiritual Director

- 2-4 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Lead or delegate verbal prayers in the weekend.
- Lead the Blessing of the Camp
- Administer the Eucharist on Sunday

- Assist the Weekend Advisor and Observing Weekend Advisor in Trouble Shooting.
- Lead specific talks throughout the weekend.
- Pray for each youth talk prior to the talk in front of the entire group.
- Mentor talk givers, as assigned.

#### Observing Spiritual Director

- 1-2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist the Spiritual Director in his/her duties.
- Mentor talk givers, as assigned.

#### Junior Weekend Advisor

- 1 Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist Weekend Advisor in timekeeping.
- Lead Family Group Leaders in Poster Making and Family Group Development at Team training.
- Lead and delegate closing cleanup with Prayer Share and Care Boss.
- Lead the conference room with the Married Couple.
- Lead specific talks throughout the weekend.
- Lead the Entertainment and Variety Show with the music team and drama team.

#### Observing Junior Weekend Advisor

- 1-2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist the Junior Weekend Advisor in his/her duties.

#### Married Couple

- 2-4 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist Weekend Advisor in timekeeping.
- Lead the conference room with the Junior Weekend Advisor and Spiritual Director.
- Attend and Assist in the Sponsor Meetings throughout the weekend.
- Model a healthy married couple relationship.
- Lead specific talks throughout the weekend.
- Mentor talk givers, as assigned.

#### Observing Married Couple

- 1-2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist the Married Couple in their duties.

- Mentor talk givers, as assigned.

#### Prayer, Share, and Care Head

- 2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- In charge of preparing all background aspects of the weekend.
- Lead and supervise the Guardian Angels.
- Coordinate snacks and drinks.
- Coordinate the making of Prayer Scrolls for Sunday.
- Coordinate group moves in the conference room and organize general cleanliness of camp.
- Lead and delegate closing cleanup with Junior Weekend Advisor.
- In Charge of First Aid Supplies and Medical Release Forms.
- In Charge of Inventory while packing on Sunday.
- Assign Talks and lead Guardian Angels in Training at Team Training.
- Mentor talk givers, as assigned.

#### Observing Prayer, Share and Care Head

- 1-2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist the Prayer, Share and Care Boss in his/her duties.

#### Drama Team Head

- 1-2 Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Assist in recruiting 4-6 members of a team prior to the weekend
- Assign Skits prior to Team Training and distribute scripts for line learning.
- Maintain costumes
- Assist Junior Weekend Advisor and Music Team in leading the Entertainment and Variety Show.
- Creatively come up with additional skits and multi-media snips to go with the flow of the weekend.

#### Lead Aunts & Uncles

- 1+ Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Facilitate Fuzz team in duties.
- Meet regularly with the Weekend Advisor to update on status of the weekend. I.e. any issues, head counts, maintenance needs, special requests.
- Explain and Enforce Rules.
- Prepare Camp for the weekend.
- In charge of the safety of the participants, team, and sponsors.

- Regulate games.
- Be present and available at all times.
- Mentor talk givers, as assigned.

#### Aunts & Uncles

- 1+ Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Needs to have attended “Safeguarding God’s Children” Training.
- Explain and Enforce Rules.
- Prepare Camp for the weekend.
- In charge of the safety of the participants, team, and sponsors.
- Regulate games, especially during the break
- Be present and available at all times.
- Assist in leading the group back into the ODH after snack breaks.

#### Registrar

- 1+ Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Must be familiar with Microsoft Access Excel.
- Must attend the first day of the weekend and be in charge of the registration process.
- Needs to have attended “Safeguarding God’s Children” Training.
- Distribute New Beginnings Roster while on the weekend.
- Assign Family Groups and Cabin Assignments with the Weekend Advisor prior to every weekend.

#### Music Team Head

- 2+ Consecutive Weekend Term
- Must have a working knowledge of the weekend and be familiar with rules, regulations and basic flow of the weekend.
- Must be familiar with equipment and have access to instruments.
- Must plan and execute music for the weekend in all areas the schedule provides.
- Required to be prepared for unexpected breaks and music needs.
  - Especially games
- Needs to have attended “Safeguarding God’s Children” Training.

#### Sponsor Requirements

- Each Congregation/ Youth Group must bring 1 adult per 5 youth.
- Suggested Ratios
  - 1 Sponsor to every 5 Participants
- Sponsors accompanying youth must have attended the “Safeguarding God’s Children” training and provide proof if asked.
- A Group should have at least one Adult Sponsor for the group. We suggest having Male and Female Sponsors if there are both Males and Female youth from a given church.
- Sponsors must agree to follow the same rules as the youth, outlined on the Weekend Covenant
- Sponsors are there for supervision and support.
- Sponsors are responsible for supervising all youth in the cabins.

- Sponsors should be involved in the youth activities outside of the conference room, such as games, songs, conversations, sports and skits in the Entertainment and Variety Show.
- The Sponsor in each group is an Adult Perspective and should let the Family Group Leader lead the conversations and monitor behavior.
- Some sponsors may be assigned to Adult Only Groups.
- No adult will be with their own children in a family group.
- All Sponsors who accompany youth are required to be present and participate the entire weekend.
- Sponsors will at no time be alone in any room with a young person. This includes participants and High School team.