

## CHAPTER ONE

### RESPONSIBILITIES OF AY OFFICERS

#### A. THE AY LEADER should

1. Thoroughly acquainted with the local Conference AY plans.
2. Keep in touch with the Conference AY Director informing him of plans and achievements, and see his counsel.
3. Feel the pulse of world Adventist Youth through bulletins and news stories, and share this inspiration with the AY Society. Be informed at all times on AY source materials.
4. Plan for regular meetings of the AY executive committee, and in counsel with the assistant leader prepares an agenda or worksheet to be used by the committee. Always seek the advice of the AY Sponsor in the information of programmes.
5. Have specific plans to present to the executive committee, and present the plans recommended by the committee of the AY society membership for discussion and action.
6. Assign necessary leadership functions to others as may be necessary for implanting the plans and completing the projects
7. Have a general knowledge of the duties of every officer in the society, know that each officer understands what is expected of him and tactfully aid him in his responsibilities.
8. Preside at AY meetings, expect when definite – and as far as possible – regular arrangements have been made for the assistance leader to take charge.
9. Lead the officers' Prayer Band or work in close cooperation with the appointed leader.
10. Consider himself a member ex-officio off all MAGS (groups, cell), and as such, visit them and participate in their activities as much as his other official duties will permit.
11. Visit personally those who attend the society meeting only intermittently or arrange for other officer to attend to this work.

12. Develop a special Youth Counseling clinic that will involve the Pastor, AY Sponsor, and a counseling professional.
13. Serve as a member of the church on which he represents the Adventist Youth Society, and attend the church board meetings regularly. Maintain a cooperative and friendly contact between the church pastor and elder and the elder Adventist Youth Society.
14. Cooperate in every way possible to assist the incoming AY Leader to maintain continuity in the activities of the society.

**B THE ASSOCIATE LEADER (Inreach) should**

1. Serve as a regular member of the AY executive committee.
2. Carry leadership responsibilities assigned by the leader and the AY executive committee.
3. Become informed in Adventist Youth work, grow in skill, and share in the goals and privileges as listed under “Leader.”
4. Assist the Devotional Secretary in the development of strategies that will accelerate the implementation of the spiritual objectives of the AY Society.
5. Cooperate with the District Inreach Leader and encourage youth to support Conference programmes, for example, ROOTS.

**C THE ASSOCIATE LEADER (Outreach): Personal Ministries Coordinator should**

1. Serve as a regular member of the AY Committee.
2. Coordinate the activities of the MAGs so that they function as effective support groups which will implement the Heart to Heart and Friends Forever programmes.
3. Develop two major public evangelistic programmes, for example, Voice of Youth Crusade, Open-air Meetings, using the Constant Flow Approach.
4. Help member identify their spiritual gift and use these gift as the prime-motivating Factor in involve each person in a regular witnessing ministry.

**D THE TEENE FREENE COORDINATOR (replaced by Ambassador Programme, see manual)**

**E THE SPONSOR should**

1. Serve as a member of the AY executive committee as well as of the church board.
2. Thorough familiarize himself with the objective and methods of senior Adventist Youth.
3. Serve as a guide and counselor to the leader and other officers of the society. Work closely with the AY Leader in the establishment of the Youth Counseling Clinic.
4. Join the society leader in bringing information to the church board from time to time regarding the needs, the interests, and the progress of young people's work.
5. Serve as a sympathetic counselor to the young people of the church who may come to him for special guidance in their personal problems.

**F THE SECRETARY/TREASURER should**

1. Serve as a regular member of the AY executive committee as serve as its secretary, keeping a record of the minutes of the committee in a note book devoted to that purpose.
2. Procedure from the Conference Adventist Youth Director and Adventist Youth Record Book for senior and junior societies and study the instructions for its use.
3. Keep in the Adventist Youth Record Book a list of the names and addresses of all members of the society. The names for this list are obtained on enrollment day. At the time hall all young people eligible for membership, repeat the senior AY Pledge and fill out the Application for Membership card or sign the record book. Prior to enrollment day, the application for membership cards should be secured form the Conference Adventist Youth Director. If the application for membership cared is used, the names of the young people signing the card should be entered in the secretary's Adventist Youth record book and the card on sent on to the

Conference Adventist Youth Director, who in return will issue a Certificate of Membership. This Certificate of Membership will be sent to the society's secretary, who will sign it and give it to the society's leader, who will in an appropriate ceremony, present it to the one who applied for it.

4. Keep an AY Service Record for each member on the form provided.
5. Record any actions of the AY Society as a whole, and keep these minutes in permanent form.
6. Record at intervals in the AY meeting, progress made in various projects, in counsel with the AY Leader.
7. Educate the young people to report their missionary work at the regular AY meeting. Gather weekly reports of missionary work. Prepare monthly reports of the missionary work of the society for the Conference Adventist Youth Secretary.
8. Keep a list of the name and addresses of the Adventist Youth Society officers in the Adventist Youth Record Book.
9. Keep a record of those who are enrolled in the Master Guide Club, those who have completed the AY Book club, a Bible Reading plan, or any year of the Character classics. The names of those completing these features should be sent to the Conference Adventist Youth Department so that they may receive a certificate or other recognition.
10. Ascertain from the class instructor the number of persons pursuing Master Guide class work who plan to take the examination in Bible doctrines or denominational history, and notify the Conference Adventist Youth Director, who will arrange for the examination to be given. All examination papers, used and unused, should be returned immediately to the Conference Director (Adventist Youth Director), who will return the grades to the society secretary to be permanently recorded in the secretary's Adventist Youth Record Book.
11. Keep an up-t-date list of the names and addresses of all young people of the church, whether or no they are members of the society that the AY executive committee may work intelligently for all the youth connected with the families of the church.

12. Make a report to the society at least once each quarter summarizing the missionary work done during the quarter.
13. Receive and deposit with the church treasurer all funds of the Adventist Youth Society “Bank.”
14. Keep an accurate record of all cash received and the expenditure of funds. Retain all receipts for church treasurer as par of permanent records.
15. Make disbursements for the Society’s funds only as authorized by the Society’s executive committee.
16. Request a receipt from the church treasurer for all money deposited with him/her to the account of the Adventist Youth Society and also for all money the executive committee voted to be sent on the Conference Office to apply for special projects. Count money with the church treasurer and receive receipt at that time.
17. Submit a financial statement at the close of each month to the executive committee.
18. Bring all record up-to-date at close of the year. Request that your financial books be audited by the Society executives committee, and then turn them over to the incoming society’s secretary/treasurer.
19. Be alert to see the things a secretary can do to assist the AY Leader.
20. Order all Society’s supplies. Ask for the official supply list that shows all AY items. Since the Conference has varying plans of distribution, secure directions from your Conference AY executive committee.
21. See that supplies of Adventist Youth Reporting Blanks, record cards, leaflets, charts and pledges are on hand.

**G THE ASSISTANT SECRETARY/TREASURER should**

1. Serve as regular members of the AY executive committee.
2. Carry responsibilities assigned by the secretary/treasurer and the AY executive committee.

## **H THE USHERS should**

1. See that chairs on the platform are in place.
2. Look after the ventilation of the room.
3. See that the room is orderly before the beginning of the AY meeting.
4. See that the songbooks are ready for use before the meeting begins.
5. Have offering baskets in readiness for taking the offering.
6. Courteously greet people as they come in, and lead them to a seat.
7. Take up the offering.

## **I THE CHORISTER AND ACCOMPANIST should**

1. Serve as regular members of the AY executive committee.
2. Be primarily responsible for the music for all AY functions.
3. Cooperate with the leaders that musical selections may be in keeping with the meeting's topic.
4. Select preludes, offertories, and postludes appropriate for the AY meeting.
5. Promote an appreciation of good music among the members of the Society.
6. Counsel with the society's executive committee with reference to musical programmes that may be held during the year in the society's meeting.
7. Cooperate in providing music for Conference-sponsored Adventist Youth meetings held in the church, and for social occasions.

## **J THE DEVOTIONAL LEADER should**

1. Serve as a regular member of the society's executive committee.
2. In counsel with the executive committee, organize and foster prayer bands.
3. Arrange with the executive committee for consecration services to be held regularly in the society meetings and exert every effort to deepen the devotional spirit of society.
4. Assist the leader of the officers' prayer band.
5. Observe the Morning Watch and be an earnest Bible student.
6. Encourage persons in the society and in the church to observe the Morning Watch regularly.
7. Enroll as many as possible, young and old, in the Bible Reading plans and Character Classic, and keep a record of these names.
8. Educate readers regarding a reverent handling of the Bible; encourage young people to bring a Bible to the AY meeting; have varied plans for its use in the meeting.
9. Call attention to the SDA Bible Commentary and the AY Leaflets on Bible Reading.
10. Give monthly to the Society's secretary the names of those who have completed a Bible Reading plan of a year of Character Classics, that he/she may include them with his/her report to the Conference Adventist Youth Secretary.
11. Counsel with the incoming AY officers at the close of the year relative to providing the Society members with Morning Watch Calendars for the New Year.

## **K THE EDUCATIONAL SECRETARY AND LIBRARIAN should**

1. Serve as a regular member of the AY executive committee.

2. Enroll as many as possible in the current AY Book Club and keep a record of the names.
3. Note progress made by those reading AY Book Club selections and plan ways of stimulating interest in reading.
4. Give to the Society secretary monthly, the names of those who have completed the AT Book club selections, that he may include them with his report to the Conference Adventist Youth Secretary.
5. Have charge of the Society library unless a separate librarian is appointed.
6. Build up the library by getting the Society to purchase the AY Book club selections each year and by suggesting other books, such as the Youth Ministry that should be added to the library.
7. Encourage young people to build individual libraries, including the AY Book.
8. Organize a Master Guide Club and arrange for someone to lead it.
9. Promote AY Honor activities, hobby clubs, outdoor clubs, and nature clubs.
10. Encourage self-improvement projects, such as the Youth Ministry Leadership Extended Course.
11. Determine the number of members who plan to take the examination in Bible Doctrine or in denominational history and notify the Society secretary, who will correspond with the Conference Adventist Director regarding examinations.
12. Promote the circulation and reading of General Conference Youth publications.
13. Keep a supply of AY Leaflets for distribution to society members.
14. Be a lover of reading, and know how to find more time for reading and studying.

**■ THE PUBLIC RELATIONS OFFICER should**

1. Serve as a regular member of the AY executive committee.

2. Know the programme plans and Society activities in advance and advertise the AY activities, after consultation with the church pastors and communication secretary of the church.
3. Plan with the AY executive committee for making group activities more effective.
4. Have the MAGs secretary keep a record of the work of the group, showing (a) what it has done, (b) where it has worked, and (c) who participated in the group work.
5. Report once a month at the AY executive committee meeting of to the entire group.

**N THE YOUTH EMPLOYMENT OFFICER should**

1. Coordinate self-employment projects.
2. Organize vocational training classes after consultation with local and district AY Councils.
3. Work closely with the Inreach Leader in the promotion of personality development programmes.
4. Mobilize youth to participate in small-business expositions.
5. Assist the clubs in craft activities.

**1 SOCIAL AND CULTURAL LEADER should**

1. Plan social activities to meet the needs of the youth of the church.
2. Provide total support for the social and cultural programme of the district, region and Conference.
3. Plan with the social leader in the MAGs for both the church family and the individual MAGs.
4. Sit on the AY and district councils.

5. Supervise the running of the social activities of the church.
6. Assist in planning camps for the youth.

**P FRIENDS FOREVER COORDINATOR should**

1. Identify persons interested in reaching others who are addicted to drugs.
2. Organize Friends Forever work in the church.
3. Arrange educational programmes with the Friends Forever District Coordinator to prepare the youth for the challenge.
4. Be a member of the AY Executive.
5. Sit with the District Coordinator to plan for the churches in the district.