



Chapter Blueprint

AYM Chapter Blueprint

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Introduction

We are so excited to have you partnering with us as an official AYM Chapter! As young people, we have an important mission to fulfill to our peers and the rest of the world (Matthew 28:18-20). Our goal is to inspire young people to get excited for the Lord all over the world, not just in one specific area. Please take the time to carefully read over this document. Later on, if you're not sure how to do something, you can always look back here to see how we've done it. Most importantly, take all of your decisions to the Lord.

Mission

It is important that AYM and its chapters remember the mission, vision, goals, beliefs, and principles that God has called this organization to believe and uphold. They are listed below.

MISSION

To ignite the fire of passion for mission in the lives of fellow Adventist youth, equipping them to spark that flame in their churches, communities, conferences, countries, and the world.

VISION

For young people to see how God can work through them in a special way when they step out for Him in faith at AYM retreats, and then be inspired to work for God in their own communities.

GOALS

- To help Adventist young people to see their need for Christ and to completely surrender their lives to Him, that they may become channels of light to the world.
- To provide a place where Adventist youth can converse, collaborate, and connect, encouraging them to do the same in their own communities and churches.
- To give Adventist youth the tools and encouragement they need to become excited about the work they are called to do for Christ.
- To provide an event with a balance of physical, social, and spiritual activities.
- To provide an avenue for the youth to be directly involved in leadership opportunities by volunteering and leading out at the retreats.
- To directly or indirectly help Adventist youth with common struggles they may have.

BELIEFS

- AYM upholds and fully supports the Bible as the fully inspired Word of God, the infallible Revelation of God's will for God's people, and the trustworthy Record of all acts in history.
- AYM upholds and fully supports the Spirit of Prophecy. Originating from the same Source as the Word of God, it is given to God's people for their edification and guidance in these last days.
- AYM upholds and fully supports the 28 Fundamental Beliefs of the Seventh-Day Adventist Church.

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- AYM upholds and fully supports the Seventh-Day Adventist Church as God's last day movement, which upholds all truth found in the Bible and Spirit of Prophecy. Each AYM leadership member pledges their support for the Seventh-Day Adventist Church.
- AYM upholds and fully supports the World Church of Seventh-Day Adventists and all of its decisions made collectively by Seventh-Day Adventist representatives from around the world in General Conference sessions.

PRINCIPLES

- AYM respects the opinions and convictions of all attendees. While participants' feedback is gladly welcomed, immediate changes are not necessarily to be expected. All feedback will be prayerfully considered after each retreat.
- AYM upholds the fruits of the Christian experience as expressed in demeanor, conversation, dress, behavior, and other traits. Each AYM ECOM member aims to be an exemplary role model to each attendee in the four traits stated here, as well as in any areas not mentioned. If there is any question, AYM leaders will always go a step higher in principle.
- AYM desires to keep the retreats as inexpensive and attainable as possible.

Leadership

The leadership of AYM and its chapters are simply vessels dedicated to serving God to the best of their ability in their capacity. Our prayer is that collectively, as team members of AYM and its chapters, we will prayerfully petition the Lord for strength and guidance, knowing that without Him, we can do nothing.

Team Member Prerequisites

Chapter ECOMs that are considering adding someone to their team should confirm that they meet the following prerequisites:

- The individual is in the age range of 15-20 (mature 14-year-olds may be an exception).
- The individual has an understanding of AYM's mission, vision, and goals.
- The individual has a desire to support and fulfill AYM's mission, vision, and goals in the context of the ECOM that is considering his/her involvement on the team.
- The individual has read this document and has promised to abide by it to the best of his/her ability.

Term Limits

There are no term limits for how long a team member can stay on a team, as long as they are under the age of 21. Before they turn 21, they should resign.

Required Positions

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Below are listed the required positions necessary to run a successful AYM retreat with their descriptions.

PRESIDENT

The President fills several duties:

- Chairs meetings.
- Helps to guide the team to a conclusion during times of indecision.
- Leads the team, retreat, and organization.
- Makes final decisions on site if there is a state of inconclusiveness.
- Is the spiritual leader for the team and the retreat.
- Captures the mission and vision of the organization and looks ahead to its long term goals.

The President should have good leadership skills, be comfortable talking to an audience, and be able to navigate difficult situations, whether internal or external. They should also exhibit a spirit of humility and willingness to hear the opinions of their team members. Most importantly, they should be dedicated to the mission of AYM and be capable of acting as the spiritual leader of the organization. The President should not make decisions without the consent of the team unless a decision must be made on site immediately and the team or portions of it are either not present or unable to come to a conclusion.

GENERAL VICE PRESIDENT

The Vice President is an important person to the team, and helps with the following items:

- Steps in if the President is not available or when otherwise needed, whether that be chairing meetings, making decisions, or taking over entirely if the President resigns.
- Is a general assistant to the President.
- Takes on extra tasks that cannot be taken care of by the rest of the team.

“General” in “General Vice President” states that the individual that holds this position is the Vice President of the whole chapter or organization, and not simply the Vice President of one department (e.g., Programming).

VICE PRESIDENT OF PROGRAMMING

The Vice President of Programming is in charge of the general planning of activities that will happen at the retreat. Here are some of the specific things the Vice President of Programming does:

- Creates retreat and plenary schedules to be proposed to the team.
- Communicates with volunteers who are involved in specific portions of the event.
- Is the one who asks potential speakers and volunteers if they are willing to help.
- Plans physical activities and any other sub-events.

The Vice President of Programming should be organized and able to keep track of people, knowing who should be where and at what time.

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VICE PRESIDENT OF EVANGELISM

The Vice President of Evangelism organizes all of the outreach activities for each retreat. Here is a list of the responsibilities of the Vice President of Evangelism:

- Prepares an outreach plan and proposes it to the ECOM for each retreat
- Surrounds himself/herself with capable volunteers/subcommittee members (optional).
Examples: General Outreach Assistant, Territory Coordinator.
- Communicates with the church or venue where the retreat will be held regarding outreach plans. This will be a necessity if:
 - The church or venue the retreat is being held at agrees to host your event if your organization agrees to do something they specifically want done in regards to outreach in their area.
 - The church or venue is donating materials to be used during outreach.
 - Local church leaders will be involved in leading the outreach.
 - Specific church or venue services will be needed for outreach preparation.

The Vice President of Evangelism should be on fire for the Lord and excited about evangelism. They should have good speaking/communication skills, good organizational skills, and a cheerful disposition. The Vice President of Evangelism should be prepared to receive complaints in the event that something goes awry during the outreach, even if it was out of their control.

SECRETARY

The Secretary aids the organization in the following ways:

- Takes notes (also called minutes or meeting reflections) during ECOM meetings.
- Organizes and prints documents.
- Emails attendee lists with retreat information.

The Secretary should have good organizational skills, good typing skills, and good writing abilities.

Optional Positions

While the following positions are optional, we do recommend that they be filled if possible. Otherwise, the responsibilities of these positions must be absorbed by the required positions listed above.

TREASURER

The Treasurer has the following responsibilities and duties for their respective AYM chapter:

- Manages retreat expenses.
- Aids Registration Coordinator in processing registration fees.
- Makes careful record of all income and expenditures.
- Reimburses team members for personal expenditures when necessary.

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- Presents financial reports to the team.

The Treasurer should be a responsible individual who is proficient with money and pays careful attention to detail. The Treasurer shall not conduct any expenditures or reimbursements without voted approval from their respective AYM chapter's executive committee.

VICE PRESIDENT OF LOGISTICS

The Vice President of Logistics coordinates with the hosting and activity venues to plan for how, when, and where things are going to happen. Here are some specifics:

- Contacts the church/venue to figure out dates and to find out whether certain conveniences may be used.
- Communicates with ice rinks, ski resorts, etc.

The Vice President of Logistics should be well able to communicate with people outside of their team and keep track of the when and how of different activities.

VICE PRESIDENT OF TECHNOLOGY

The Vice President of Technology is the one who is responsible for taking care of anything that relates to technology. Many of the following responsibilities can be delegated to subcommittee members. Here are some specifics:

- Manages the website.
- Advertises/promotes the chapter and its initiatives.
- Manages social media accounts.
- Creates graphics.
- Makes Keynote/PowerPoint presentations for retreat information, theme song, etc.

The Vice President of Technology should have experience with using computers and mobile devices. They should also possess good writing skills.

REGISTRATION COORDINATOR

The Registration Coordinator aids the organization in the following ways:

- Sets up registration.
- Keeps an organized list of all of the registered attendees.
- Prepares lanyards.
- May help prepare any items that attendees will receive upon arrival.
- Answers any questions that attendees may have.

The Registration Coordinator should have good organizational abilities and interpersonal skills.

Adding Team Members

Potential team members should be considered prayerfully by the existing team. Adding a team member whose goals and standards are contrary to those of the rest of the team is likely to

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cause problems related to unity and function. As a team member, never be afraid to express concerns about the qualities of an individual, provided that it is done in a Christlike manner.

Before new team members are admitted to your team, they must read and agree to all the contents of this document.

Executive Committee Meetings

Executive committee meetings are the time the executive committee meets either in person or over the internet to discuss retreat details, make decisions, and plan for the future. An executive committee may choose to modify the following guidelines to better fit their needs, so long as the entire team is in agreement—any and all changes to meeting protocols should be ratified unanimously by the executive committee. If there is disagreement, the guidelines below should be adhered to.

BEFORE A MEETING

It is the president's responsibility to manage the agenda, which is a document where items can be added for discussion during the meeting. All executive committee members may add agenda items, while the president is to organize them in a way that makes sense. All agenda items should be carefully considered beforehand to prevent prolonged meetings.

DURING A MEETING

Before the commencement of discussion of agenda items, quorum must be present. This simply means that a majority of the team must be at the meeting in order to make decisions and motions. If quorum is not present, the team members may still discuss items on the agenda but may not make any decisions or motions.

One of the responsibilities that the president has is chairing the meeting, which involves introducing agenda items, keeping the team on track, and leading voting/decision making.

Each meeting should start with prayer, that God may be present and that the Holy Spirit may guide all the discussion and decisions made.

It is the secretary's responsibility to take meeting minutes. This includes recording discussion where possible and most importantly making note of motions and general consensuses. The secretary may request that discussion be halted if they cannot keep up with typing.

When the team seems ready to make a decision on an agenda item, the president may choose to implement one of the following protocols:

General Consensus Statement: This is a statement the president makes to summarize the team's thoughts - mostly for the secretary's sake, but also to help the rest of the team get an

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idea of what the decision is. Once the president makes this statement, he should ask if the rest of the team is in agreement.

Traditional Method: The president asks for a motion. Example: “Do we have a motion to accept John Daniels as a speaker for this upcoming retreat?”

An executive committee member other than the president says, “I so move” or “motion” to affirm his/her agreement with having John as a speaker.

Another executive committee member says “second” to affirm his/her agreement with the executive committee member that made the motion.

The president asks that all in favor say “aye,” then asks if there are any opposed. If none are opposed, the motion is carried.

Individual Method: The Individual Method should only be used if the entire executive committee agrees to it and is having difficulty deciding on an issue. Unless a decision must be made at that time, the agenda item could also be postponed to allow each executive committee member to have some more time to reflect and pray. In the Individual Method, each executive committee member states their vote and reasons for it if they wish to share. The president keeps tally, and the majority is declared after everyone is given a chance to change their opinion on the issue. The executive committee must understand that when this method is used and the majority is declared, the issue is decided unless a majority request to revote.

As the meeting progresses, each executive committee member should write down any tasks that were assigned to him/her and complete them in a timely fashion.

Each meeting should close with prayer, thanking God for the presence of the Holy Spirit and guidance in discussion and decisions. After prayer, it is recommended that the next meeting be scheduled.

Retreat Preparation

Much time, prayer, and work is involved in preparing for an AYM retreat. Below are some ideas of how to ensure all preparation necessary is completed.

Preparatory Items

Underlined items must be reviewed by us — those details are covered later on in this document. *Italicized* items do not need to be reviewed by us but are covered with more detail further on in this document. To submit required items, email aymchapters@gmail.com.

- Finalize Retreat Dates
- Choose Theme & Theme Song

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- Create Retreat Schedule
- Select Speakers
- Create *Plenary Schedule Document*
- Draft Outreach Plans and Gather Materials
- Decide *Registration Fee*
- Select Physical Activities
- Select Group Games
- Communicate with Venue Regarding *Divine Service Details*
- Choose Alternate Plenary Options (Small Groups/Youth Panel/Other)
- Discuss Meal Plan
- Create Registration Form
- Discuss Next Theme/Dates/Location

Documents

In preparation for a retreat, you will find it helpful to have your documents organized in the same place for easy access by all team members.

Our goal is to give AYM Chapters as much independence as possible while simultaneously maintaining the right amount of congruency and similarity between all chapters. In order to do this, the AYM Board of Directors requires that certain documents be sent in for approval before a chapter can move forward with plans. Such documents will be marked with an asterisk (*).

* **THEME DOCUMENT**

The Theme Document is perhaps one of the most important documents. It outlines theme details, which may include the theme title, theme verse(s), theme statement, and theme SOP quote(s). The Theme Document should be written in a clear and professional manner, as we recommend that this document be sent to all confirmed speakers and discussion leader(s) to help them in their preparatory study. Furthermore, in the Theme Document, subtopics may be outlined and assigned individually to speakers and discussion leader(s). You do not need to submit the entire theme document to us, but just a short description of your theme.

* **RETREAT SCHEDULE**

The Retreat Schedule outlines the different activities and events that will happen during the retreat. The final draft of this document is what is to be seen by attendees, either on the back of their lanyards, in handouts, and/or on your website.

* **SPEAKERS DOCUMENT**

The Speakers Document gives a list of speakers, discussion leader(s), small group leaders, and youth panel participants. As these youth will be on the front lines representing your AYM chapter and AYM as a whole, we ask that these slots be filled with much prayer and careful consideration. You do not need to submit your entire document — only the names of your plenary speakers once they are confirmed.

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PLENARY SCHEDULE DOCUMENT

The Plenary Schedule Document covers the minute details of each meeting. Here is an example:

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**Friday Evening Plenary**  
**7:00 PM**  
**Stage Coordinator: Daniel Smith**

*Those participating on stage meet in the sanctuary at 6:45 PM.*

Pianist: Rebekah Anzel

#### Order of Service

Song service - Choristers

Announcements - Joyce McClellan

- Prayer sessions every morning at 8:45 AM
- Choir practice 10 minutes after plenary ends
- Questions? Visit registration table

Outreach Announcements - VP of Evangelism

- Outreach tomorrow morning! Wear walking shoes, fill water bottles, and be prepared for rain
- Outreach details (surveys, GLOW, other materials)
- Drivers for outreach please meet downstairs in the Junior Sabbath School room right after this plenary

Theme Song

Opening Prayer - John Vans

Scripture Reading - Yolanda Rodriguez

Speaker Introduction - Brian Randall

Sermon - Rick Watkins, "My Father's Throne"

Closing Announcements - Brian Randall

- Drivers meeting downstairs now
- Choir practice in 10 minutes in the fellowship hall

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Other Items

In this section, we will cover in more detail the items that were underlined in the sample Preparation Timeline in the order that they were listed. Additional items are listed afterwards in alphabetical order. Anything that needs to be submitted for review at some point will be marked with an asterisk (*).

*** OUTREACH**

Outreach is one of the most exciting components of AYM retreats. It is the time that the youth can get a chance to step out of their comfort zones and witness to the surrounding community, and be inspired to do the same in their own communities.

Your team should spend some time brainstorming outreach ideas together. Here are some ideas that can get you started:

- Surveys
- Books
- Praying with people
- Nursing home outreach
- GLOW
- Prayer walks
- Health evangelism
- Service evangelism

We also strongly encourage the use of GLOW tracts in whatever type of outreach you choose to do. If you're having trouble coming up with ideas, you can contact us and we would be happy to help you. Also, if your venue is a church, we encourage you to talk with them about the needs of the community and how your AYM chapter can help.

The VP of Evangelism should take the time to put a comprehensive outreach plan together to propose to the team. This plan includes materials to be used, how to get everyone to the outreach location, and any other necessary details.

It is the VP of Evangelism's responsibility to create maps marking the territories to be covered. These maps should be given to the outreach drivers. They should be divided into sections based on the amount of time that is allocated for outreach, and should include extra territory in case the participants move through the territories faster than expected.

Where possible, it is a good idea to scout out the outreach areas before deciding to use them. If this is not done, gated communities, rough neighborhoods, and otherwise unsuitable areas may come as surprises during outreach.

Once your team has an outreach plan ready, please send it to us for review and approval.

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REGISTRATION FEE

The registration fee for your retreat should be based off of how many expenses you will have. Here are some expenses you may encounter:

- Venue fee
- Lanyards
- Booklets / brochures
- Choir music
- Outreach materials
- Website fees
- Miscellaneous reimbursements
- Catering services
- Physical activity expenses

Please keep in mind that not all of these expenses may apply to your retreat. In fact, we recommend starting out with no registration fee if possible. This makes it more likely that people will be able to come to your retreat. As your retreat gains recognition in your area, you may find it necessary to implement a registration fee. While we recommend charging enough to provide a buffer in case a future retreat's expenses aren't completely covered, we also ask that you try to keep the fee as low as possible to make your event accessible to everyone.

*** PHYSICAL ACTIVITIES**

Any physical activities done during the retreat should draw the youth closer to each other and to God. These physical activities should not be excessively competitive or controversial in nature.

Once your team has decided which physical activities are desired, please submit them to us for review and approval.

*** GROUP GAMES**

Group games are generally popular games that are played either indoors or outdoors, and are separate from the main physical activity. Once your team has selected some group games, please submit them to us for review.

DIVINE SERVICE DETAILS

If your venue is a church, we encourage you to communicate with the church leadership and find out if they would be willing to allow the youth to take parts of or all of the Divine Service on Sabbath morning. Most churches would be happy to get the youth involved and will likely be glad to allow them to participate. Although taking the Divine Service does make planning a little more complicated, it is very rewarding.

Policies

MARKETING AND PROMOTIONAL MATERIALS

Any articles about AYM and/or its chapters submitted to a publisher larger than a local church must be approved by the Board of Directors prior to submission for publication. The Board of Directors has authority to suggest revisions to the article and reject the submission of the article if it does not properly represent the chapter or organization as a whole.

Requirements for articles

- State the full name of your chapter in the promotional material at least once with the short name in parentheses, e.g. "Adventist Youth on a Mission West (AYM West)." The regional or chapter designation should be given as a full name, not abbreviated, e.g. Northwest, not NW, in all parts of the material.
- Give the chapter's website or contact information as well as contact information for the organization as a whole, e.g. "See ayminfo.org for more information."
- It should be made clear that the chapter is a part of a larger organization with other chapters. There should be a clear distinction between the local chapter and AYM as a whole.
- The promotional material should clearly represent the mission of AYM. See page 3.
- The focus of the article should not be on the leaders of the organization, but rather on the positive effect experienced by the attendees, and how their experiences at AYM Chapters have strengthened their walk with Christ.
- All promotional materials should give God the glory for the success of retreats.
- All statements in the article should be verifiable upon inquiry.
- All photos included should follow the requirements below.

Requirements for all graphics and videos

- All images, graphics, and printed materials must be uplifting and pointing towards our goal of showing and drawing towards Jesus.
- Photos included should highlight attendees more than team members, and should properly represent AYM's standards on dress.
- No political images, graphics, or language.
- No explicit images, graphics, or suggestions.
- Anyone representing AYM in published images must represent the standards of Christian modesty. No low cut, high cut, or side cut clothing. No jewelry, tattoos, or piercings.
- **For promotional videos:** All promotional videos should be uplifting and uphold high Christian standards with regards to music and dress. Clips should not be fast-moving or switched between quickly. Music should be high quality, simple, and uplifting, and should not have a beat.

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REVISION OF THE BLUEPRINT

If at any time the AYM Chapter Blueprint is revised or altered in any way, the AYM Board of Directors will first notify all AYM Chapters of the change, along with the reasons for the change. All AYM Chapters will also be notified regarding the location of all revisions in the AYM Chapter Blueprint. After all AYM Chapters have been notified and are aware of all revisions, any and all changes made will take effect.

ENFORCEMENT OF THE BLUEPRINT

If a youth retreat has been approved to become an AYM Chapter, they are obligated to adhere to the contents of this document as long as they bear the name of AYM. Furthermore, all new members of the AYM Chapter's executive committee shall be in agreement with all contents of this document prior to the commencement of their tenure. Should at any time an AYM Chapter violates the mandates stated herein, disciplinary actions may be made at the discretion of the AYM Board of Directors.

Board of Directors Contact Information

You can contact us through our email address, aymchapters@gmail.com, and one of us will get back to you as soon as we can. If you would like to contact one of us directly, feel free to use the information below to do so.

President - *Thomas Mayhew*
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Our team is very blessed to have you as an official AYM Chapter. You are an answer to prayer and a fulfillment of prophecy (Joel 2:28). We appreciate, from the bottom of our hearts, your cooperation with us in making AYM an organization that strives to help fellow young people become excited about working for the Lord. It is only by AYM chapters like yours that we can spread this movement further, not just so that more youth can get involved, but more importantly, so that Jesus can come all the sooner. In the meantime, if you have questions, we're here! We look forward to continuing in ministry together.