

Aptos Youth Endowment Committee Charge

Approved by the vestry June 12, 2018

1. Purpose

The Aptos Youth Endowment Committee assists the Rector and Vestry in providing oversight and coordination for the community youth program based at St. John's and funded by The Rowland and Patricia Rebele Endowment Fund for Youth Ages 11-18.

2. Membership

The Committee shall have seven (7) or nine (9) members appointed by the Vestry. At least one (1) member of the Committee shall be a member of the Vestry, at least two (2) members shall be students in grades 8-12, and at least one (1) member shall be an adult from the greater Aptos community who is not a parishioner at St. John's. The Rector and the Youth Program Director will be ex officio members of the Committee.

On an annual basis the Committee shall designate one of its members to act as convener and chair of the Committee.

With the exception of the ex officio members, each member shall serve a one-year term and members may be re-appointed. After serving three consecutive years, a member must rotate off for a period of one year before serving again on the committee.

3. Meeting Frequency

The Aptos Youth Endowment Committee shall meet at least once per month and may schedule additional meetings on an as-needed or emergency basis.

4. Role and Function of the Committee

- While the program is in the development stage:
 - Actively engage with community members, both students and adults, for input and participation in the development of the program
 - Encourage other parishioners not on the Committee to be involved in the process of developing the program
 - Be an "ambassador" for the program both in the parish and in the greater Aptos community
 - Encourage buy-in and ownership of the program by the parish
 - Develop a name and mission statement for the youth program
- Administrative Oversight:
 - Report quarterly to the Vestry on the Youth Program's activities
 - Work with the Rector and Personnel Committee to develop job descriptions for the program director and other part-time staff or volunteers
 - Participate in the interview process for the program director and staff

Written by Michael DeArmond (youth ad-hoc) and The Rev. Tracy Wells Miller (rector), 5/23-6/18. Revised 5/27/18 by Rick Becton (vestry), Chris Cottle (youth ad-hoc), Charles Greenleaf (youth ad-hoc), Michael & Mary-Nona Hudson (youth ad-hoc), Judith Maxfield (recent participant in COPA organizing), Rowland & Pat Rebele (youth ad-hoc and donors), & The Rev. Tracy Wells Miller (rector)

- The Rector and the Committee Chair will conduct an annual performance review for the program staff, incorporating feedback from the rest of the members of the committee.
- Develop a budget for the youth program and submit it annually to the vestry in November/December for approval.
- Monitor spending for the youth program to ensure that it is in line with the approved budget
- Work with the Endowment Committee to oversee the corpus of the endowment and monitor its performance
- Consider additional sources of funding as necessary
- Operation:
 - Ensure the youth program stays on track with its mission
 - Be the ‘face’ of the youth program from St. John's
 - Develop relationships with schools, churches, and other institutions in the community serving youth ages 11-18
 - Develop policies and guidelines for the operation of the youth program, including appropriate means of interaction with students via email, phone, and social media.
 - Approve and monitor the program’s use of parish facilities and offsite facilities
 - Approve and monitor special events
 - Develop an application process and policies for approval of volunteers and outside vendors, including background checks
 - Ensure the youth program is in compliance with state law regarding work with children and in compliance with the Episcopal Church’s policies on ministries with youth and children, per diocesan and denominational canons.
 - Work with the Rector to ensure that all employees and volunteers working with the program have received the “Safeguarding God’s Children” training.