

## **Aptos Community Youth Committee Charge**

### **1. Purpose**

The Aptos Community Youth Committee (ACYC) assists the Community Youth Coordinator (CYC) in coordinating and implementing St. John's community youth program (funded by The Rowland and Patricia Rebele Endowment Fund for Youth Ages 11-18).

### **2. Membership**

The Committee shall have nine (9) members, as follows:

- One (1) member of the Vestry
- (1) parishioner at St. John's who will serve as a liaison to the Endowment Committee
- Four (4) youth between the ages of 11 & 18. Particular effort will be made to include at least one youth member from St. John's when possible.
- Three (3) additional members who, among them, shall cover all of the following roles:
  - A parent or guardian of a youth between the ages of 11 & 18
  - A person in a position of leadership in a local school
  - An adult from the greater Aptos community who is not a parishioner at St. John's

There will also be up to two youth alternate members who will be available to fill in if one of the four youth members is unable to attend a meeting.

The Vestry member will be appointed by the Vestry; all other members of the committee will be appointed by the Community Youth Coordinator. The Community Youth Coordinator and the Rector shall be ex officio members of the Committee.

The Committee will decide via committee vote who will act in position of committee chair. The chair shall be responsible for presiding at meetings of the committee, preparing the agenda for said meetings, and monitoring the committee membership, ensuring it is in compliance with this Committee Charge.

With the exception of the ex officio members, adult members shall serve staggered two-year terms. Youth members shall serve one-year terms. All members except for the Vestry representative will serve for an academic school year. New members will be appointed beginning in August of each calendar year. The Vestry member will change in January of each year. Members may be reappointed to a second term, but after serving two consecutive terms a member must rotate off for a period of one year before he or she is eligible to serve on the committee again

### **3. Meeting Frequency**

The Aptos Community Youth Committee shall meet at least once per month. Additional

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meetings may be called on an as-needed basis by the Community Youth Coordinator, the Rector, or at least four (4) members of the committee.

No meeting of the committee shall be valid unless the Community Youth Coordinator or the Rector and two youth are present.

### **4. Role and Function of the Committee**

- Encourage buy-in and ownership of the program by the parish
- Encourage other parishioners not on the committee to be involved in the program
- Be an “ambassador” for the program both in the parish and in the greater Aptos community. (Promote and spread the word about the program to local community members, students and adults to encourage participation.)
- Assist with recruitment of committee membership, referring potential committee members to the Community Youth Coordinator for screening and interview process
- Work with the Community Youth Coordinator to ensure the youth program is in compliance with its program policies (as approved by the vestry), with diocesan and denominational canons and policies on ministry with youth and children, and with state law regarding work with children.
- Collaborate with Community Youth Coordinator and Rector to ensure the youth program stays on track with its mission.
- Collaborate with the Community Youth Coordinator and the parish Treasurer to develop a budget for the youth program (which will be submitted to the Vestry for approval during the annual parish budgeting process).
- 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, and consider additional sources of funding as necessary
- Provide feedback to the Rector about the Community Youth Coordinator’s work, which the Rector will incorporate into the Community Youth Coordinator’s annual performance review.
- When the Community Youth Coordinator position is vacant, perform many of the job duties of the Community Youth Coordinator during the interim period, while also serving in an advisory role to the Rector as s/he hires a new employee.