



# **SEATS ON THE BUS: YOUNG LIFE COMMITTEE ROLE DESCRIPTIONS**



# 6 essential roles

these must be filled to start a YL Area

## Committee Chair

Places members in the right seat. Cultivates a deep friendship with the Area Director. Provides leadership, moderates meetings. Serves as a liaison between the Area and Regional Directors and the committee.

## Prayer Coordinator

Builds a team to consistently pray for the area. Connects with staff and leaders to have up-to-date prayer needs. Participates in Young Life National Day of Prayer and includes leaders, staff, alumni and committee.

## Treasurer

Monitors the finances of the area and keeps information current. Monitors spending and revenue to ensure we are within budget. Helps to produce annual budget.

## TDS Coordinator

Oversees the execution of thanking donors and coordinates others to raise finances through TDS (Taking Donors Seriously). Ensures that we are using TDS and leads in helping the committee to implement TDS.

## Banquet Coordinator

Oversees the banquet and provides leadership and direction for all sub-committees. Plans the event and involves many others in making it a success.

## Communications Coordinator

Emails or mails monthly updates to local donors and community. Builds and manages database of donors, alumni, leaders, churches, and parents.

Committee is an essential role in the health, vision, and support of the local area kid work. In partnership with the Regional Director, the committee sets vision for the area and raises financial support for the work with kids. The committee owns each local work and are the promoters and developers in their communities.

## Committee Chair Responsibilities

Under the training and leadership of the Regional Director, the Committee Chair executes on these main tasks:

- Cultivates a deep friendship with the Area Director.
- Sets vision and strategy for the local work in conjunction with Area Director.
- Communicates monthly with the Regional Director.
- Ensures committee minutes are kept and distributed to Regional Director, staff, and committee.
- Initiates yearly committee evaluation.

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-3 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-5 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- Have expertise leading other adults with vision and strategy
- Expertise running effective monthly meetings
- Have a good understanding of YL mission statement and philosophy
- Have a vision and concern for local teens.
- Have a willingness to be trained.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith

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### Prayer Coordinator Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Prayer Coordinator executes on these main tasks:

- Builds a team of people to consistently pray for the area.
- Connects with local ministry work to have up-to-date prayer needs.
- Participates in Young Life National Day of Prayer and includes the leaders, staff, alumni and committee.

### Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-3 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-5 hours/month</b>

### Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

### Qualifications:

- Be able to include and rally other adults to prayer
- Have the spiritual gifting of intercessory prayer
- Have a vision and concern for local teens.
- Have a willingness to be trained.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith

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## Treasurer Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Treasurer executes on these main tasks:

- Creates and distributes monthly cash flow to committee, staff, and R.D.
- Works with Regional Director and Committee Chair to set budget for next year according to area goal

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	1-2 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>3-4 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- A competence with Excel spreadsheets and Revenue/Expense statements.
- Comfortable with financial numbers and attitude of abundance around money
- Have a vision and concern for local teens.
- Have a willingness to be trained.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith.

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## TDS Coordinator Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the TDS (Taking Donors Seriously) Coordinator executes on these main tasks: thanking, involving and informing adults.

- Oversees the execution of a yearly thank you to current donors.
- Oversees the invitation process of adult guests to winter and summer camp.
- Partners with the Communication Coordinator to ensure good information is available to encourage adult donor community.

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-4 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-6 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community.
- Stretch your own faith in Christ

## Qualifications:

- An ability to thank and include people.
- To be able to organize an effective invitation strategy.
- Have a vision and concern for local teens.
- Have a willingness to be trained.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith.

Young Life exists in an area because the community is willing to financially support the ministry. The banquet is an important event each year in a local area. The event's primary purpose is to raise funds, celebrate, inform, proclaim the Gospel, affirm, and involve others. The banquet should be an important part of the area's overall Taking Donors Seriously (TDS) strategy.

## Banquet Coordinator Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Banquet Coordinator executes the planning, coordination and implementation of the annual fundraiser.

- Oversees the entire event by providing leadership and direction for all of the other subcommittee chairs.
- Delegates and follows up with the various subcommittee chairs: prayer team, table hosts, corporate sponsors, food, decorations, registration and name tags, program and follow up.

Our Banquet Manual - a helpful resource for the Banquet Coordinator can be found on [Mission CentrYL](#).

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-4 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-6 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- Highly organized and efficient.
- Comfortable with multi-tasking and many "cooks in the kitchen."
- Willingness to make a two year commitment
- Can delegate and hold others accountable.
- Possesses the gifts of hospitality and leadership.
- A vibrant, sincere faith.



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## Communications Coordinator Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Communications Coordinator executes on these main tasks:

- Email or mail monthly updates to local donors and community
- Build and manage a database of donors, alumni, leaders, churches and parents

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-4 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-6 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- Have a good understanding of effective media communication.
- Be competent with managing databases and email lists.
- Have a vision and concern for local teens.
- Have a willingness to be trained.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith.



# supporting roles

Other committee contributors and non-essential opportunities to join committee.

## Area Staff

Provides leadership, serves as liaison and representative between front lines and committee. Runs a model ministry, delegates additional clubs to volunteer teams. Places trained, screened volunteer leaders in the right seat.

## Regional Director

Provides direct support to the Committee Chair and the Area Staff. Responsible to train, equip, and resource the local area committee.

## Regional Administrator

Responsible for regular committee communications from the regional office and to support, equip, and resource local area committees as needed.

## Secretary

Keeps the minutes for the committee meetings. Arranges for times and locations of all meetings. Distributes agendas to committee members before meetings, in coordination with the committee chair.

## Adult Engagement

Works to bring adults as adult guests to camps, to get adults to help with teen fundraisers, bring them to club, and get adults further involved in Young Life. Helps to organize and run parent information nights.

## Leader Care

Many leaders are only a year or two out of high school. Our young missionaries need to be loved and cared for just like the teens do. This job connects leaders to committee members to build relationships to care for them in practical ways.



# KEY STAFF WHO WILL ENGAGE WITH YOUR COMMITTEE

## Local Area Staff

Your local area staff will also attend your meetings, participating and playing a role on your committee. In most cases, this will be a trained Area Director. In some cases, a Staff Representative will be the local staff person on your team, and in others (especially new areas) the staff representation may be a neighbouring Area Director and a Staff Associate. **A healthy committee is such a gift to these staff**  
**Your encouragement, support and prayers help to motivate and spur them on as they go about the ministry of Young Life in your city or town!**

## Regional Office

The Regional Office exists to serve, resource, and empower staff and stakeholders in local areas and to equip them to thrive and fulfill the Young Life Vision in the region. The Regional office is made up of the Regional Director and a Regional Administrator (and in some cases, a Regional Associate).

The Regional Office is responsible for coordinating and executing committee training, retreats, resources, and development opportunities.

The **Regional Director** is a direct resource for both the local staff person(s) and the Committee Chair. Please contact your regional director should you have questions, run into issues, and to discuss anything related to your committee functions.

The **Regional Administrator** is the direct support to the Regional Director and you should receive regular communication and resources from this person.



## ADDITIONAL COMMITTEE OPPORTUNITIES

If you have filled your 6 essential committee roles and find that you have more engaged and committed adults in your community wanting to join committee, there are some additional roles you could fill on your team: Secretary, Adult Engagement Coordinator, and a Leader Care Coordinator.

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## Secretary Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Secretary executes on these main tasks:

- Arranges for times and locations of all meetings.
- Distributes agendas to committee members before meetings, coordinating the agenda with committee chair).
- Keeps the minutes for the committee meetings.

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-4 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-6 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- Be timely, organized, and a clear and effective communicator.
- Be proficient with some type of note-taking platform.
- Have a vision and concern for local teens.
- Have a willingness to be trained.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith.

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## Adult Engagement Coordinator Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Adult Engagement Coordinator executes on these main tasks:

- Works to bring adults as adult guests to camps.
- Coordinates adults to help with teen fundraisers and bring them to club.
- Helps to organize and run parent information nights.
- In some cases, this person may assist with/advocate for Regional Fundraising initiatives like Fondos or Golf Tournaments.

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-4 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-6 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- Well connected in the local community.
- Able to communicate YL language, model and ministry highly effectively.
- Assertive, warm, friendly and inviting.
- Have a vision and concern for local teens.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith.



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## Leader Care Coordinator Responsibilities

Under the training and leadership of the Area Director and Committee Chair, the Leader Care Coordinator executes on these main tasks:

- Loves and cares for local area leaders as they do the same for teens in your area.
- Connects leaders to committee members to build relationships to care for them in practical ways.
- Coordinates meals, events, and gifts of acknowledgement at key times of the year (start of year, end of year, around camps, etc.)

## Time Commitment

Monthly Meeting	2 hrs
Monthly Tasks	2-4 hrs
Yearly Training Day	One Saturday/Year
<b>TOTAL</b>	<b>4-6 hours/month</b>

## Perks:

- Have opportunities to meet and work with amazing people.
- Be a part of a team that supports God's work with kids in your community
- Stretch your own faith in Christ

## Qualifications:

- Gifted in hospitality & thoughtful service.
- Experience with mentorship and one on one support.
- Able to relate to and engage with Young Adults.
- Have a vision and concern for local teens.
- Willingness to make a two-year commitment.
- A vibrant, sincere faith.