



Regional President Guide to Youth Delegates at Convention

Purpose:

To support the regions in their search and recruitment of youth delegates/alternates at Annual Convention 2020 and to help facilitate on site direction for delegates and alternates throughout the program of Annual Convention.

Contents:

- Suggested timeline of events
- Sample Youth Delegate Job Description
- Sample registration/application form
- Responsibilities and Notes for Regional Presidents
- Contact information for Diocesan staff

Tentative/suggested timeline leading up to Convention:

- **June**– Finalize application/registration form.
- **July**– Roll out application and announce to all the churches.
- **August**– Deadline for applications.
- **Early September**– Notify applicants and offer delegate/alternate openings.
- **September 15th** – Deadline for commitments to attend Annual Convention.
- **September 30th** – Book and coordinate travel/lodging for delegates and alternates.

Sample Job Description for Youth Delegates @ Convention:

- Youth Delegates need to be at least 16 and confirmed in the Episcopal Church.
- Coordinate registration (including tuition) with your region.
- Attend all pre Convention orientations as necessary.
- Arrange travel to and from Convention with your chaperone and/or region.
- Read through resolution materials prior to the meeting and prayerfully consider which way to vote.
- Attend Convention and serve as a representative of both your parish and region.
- Maintain constant contact (in person and via cell phone) throughout Convention with your chaperone.
- Dress appropriately in business attire.
- Follow all guidelines as they pertain to conduct on the floor of Convention.
- Attend workshops at Convention on Friday.
- Be prepared to debrief and share what you learned at Convention with your parish and region.

Sample registration/application on next page



Youth Delegate to Annual Convention

SAMPLE APPLICATION FORM

PARTICIPANT INFORMATION *(Please print clearly.)*

Name:	Grade:
Email:	Gender:
Phone:	Phone Type: Home / Cell / Other
Any allergy, medical, or dietary conditions: No / Yes – explain:	
Church Name & Location:	
Home Address:	

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name(s):	
Phone #1:	Type: <i>(i.e. mom's cell)</i>
Phone #2:	Type:
Phone #3:	Type:
Insurance Company & Policy #:	
Parent/Guardian Email:	
Non-Parent Emergency Contact Name & Phone:	

PARENT/GUARDIAN PERMISSION *(Section must be completed and signed by parent/guardian of youth participants.)*

Photos/Images: I understand that the Diocese will sometimes record images, sound or video of diocesan events for use in marketing and promotional material, and on Web sites owned by the Diocese. Last names are not printed with photos of youth. Please indicate by checking the box, if you do **NOT want images of your child published:**

Medical & Liability Release for Minors: I hereby give my permission for my child to attend the Diocesan Annual Convention and serve as a Youth Delegate, and in the event of an accident or illness, to receive emergency medical treatment as deemed necessary by a licensed physician. I also agree by execution of this document to release the Region, the local congregation, the Diocese of Virginia, and all others acting for or on behalf of the Diocese of Virginia from all liability whatsoever, for personal injury, or damages to property, real or personal, caused by, or arising out of activities sponsored by The Diocese of Virginia.

Parent/ Guardian Signature: _____ Date: _____

Please answer these questions on a separate sheet of paper.

1. Why do you want to be a Delegate/Alternate?
2. Please share how you are involved on the community of your church.
3. Have you been confirmed in the Episcopal Church?
4. Have you ever been on a mission trip? What did you learn?
5. What strengths and weaknesses would you bring as a Delegate/Alternate?
6. What activities, groups, and clubs are you involved with outside of the church?

Please read over the following with your parent/guardian.

I understand that being a Youth Delegate/Alternate for the Diocese of Virginia is a ministry and a commitment to being a leader in the Diocese. Because of this it is important for everyone to attend the necessary orientation and planning meetings and to be present for Annual Convention.

Youth signature:

Parents are expected to support their child in this effort by helping to provide or plan for transportation to/from Annual Convention and by recognizing the commitment of time and energy being asked of each delegate/alternate.

Parents/guardian's signature:

Regional President/Chaperone(s) Responsibilities:

- Confirm registration (including tuition payment before Convention) with your region and representatives.
- Create and execute chaperone plan and coverage for representatives during Convention.
- Confirm (or provide) travel plans to and from Conventions for representative(s).
- Regular check-ins with representative(s) throughout Convention.

Notes and Tips for Regional Presidents:

- Hotel rooms can be shared by Youth Delegates, and the Diocesan staff can help make those connections for and with you
- In order to adhere to Safeguarding Best Practices, adults driving youth to/from Convention should be mindful of two adults or two minors in the car, never a 1:1 ratio.
- Help to support your Youth Delegates before and after Convention – encouraging them to speak to the congregations in your region about their experience, write a blog post, report to the regional leadership group, etc.
- Former Youth Delegates may make great recruitment partners!

Contact Information for Diocesan Staff:

Sierra Gore, Christian Formation Assistant: sgore@thediocese.net or 804.643.8451 x1023

Certificate of Election on next page

When completed, please send to Bill Martin, Assistant to the Secretary of the Diocese:

bmartin@thediocese.net or 804.643.8451 x1025 or 804-622-3195 (direct dial)



Certificate of Election of Youth Delegate and Alternate

This is to certify that at a meeting of the Council of Region _____, held on the ____ day of _____, 2020, the following named confirmed communicants in good standing, _____ as Youth Delegate and _____ as Youth Alternate, were duly elected to represent the region in the 226th Convention of the Diocese of Virginia to be held on November 12-14, 2020.

(Signed) _____

President or Dean

Complete name* and mailing address:

Youth Delegate _____

Address _____

Day Phone _____ E-Mail _____

Youth Alternate _____

Address _____

Day Phone _____ E-Mail _____

One copy of this certificate shall be sent to the Secretary of the Diocese by **April 15, 2020**, Attn: Convention Registrar at 110 W. Franklin St., Richmond, VA 23220, and another shall be given to each Delegate attending.

***NOTE:** In completing please show title, i.e.—Mr., Mrs., Ms., Miss, Dr., Gen., etc., with full birth name.