



Young Adult Volunteers

Young Adult Volunteer Program

National Site

Pre-Application Packet

For the 2019-20 new site process

Young Adult Volunteer Program

Presbyterian Mission Agency

Presbyterian Church (U.S.A.)

www.youngadultvolunteers.org

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"A year of service for a lifetime of change"

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We are excited you are interested in becoming a national site of the Young Adult Volunteer program! Our tag line is *a year of service for a lifetime of change* – and we are grateful that you are exploring making that happen along with us!

We currently are not anticipating bringing new national YAV on line until the 2019/2020 program year. However, the process for beginning preparations for hosting a national YAV site begin far sooner, usually 18 months before that (January of 2018.)

This packet is meant as a guide to help presbyteries or groups interested in joining in ministry with the YAV program – because the program is always evolving and changing, there will be many changes to the details of the 19/20 new site process.

This packet is designed to help you with your consideration of this ministry and to understand the application process. We have included a **Glossary** and **FAQs** section to hopefully clear up some of our internal YAV lingo.

If you have any additional questions, please contact the Young Adult Volunteer Office by emailing Richard Williams at Richard.williams@pcusa.org or calling 502.569.5539.

About the YAV Program

The Young Adult Volunteer (YAV) program is a ministry of the Presbyterian Church (U.S.A.). The YAV program provides opportunities for young adults (19 to 30 years of age) to be engaged in the mission alongside local partners. Participants in the program commit to one year of Christian service and spiritual formation through our national and international sites. YAV sites and participants are committed to the following:

Core Tenets of the YAV Program

- Intentional Christian Community
YAVs explore what it means to be a Christian community with one another and their neighbors. While some will live in housing together and others spread throughout their country, all YAVs will reflect together on their service and explore their relationship with God, the church, and their ministry in a broken world.
- Simple Living
YAVs are challenged to practice simple living – living an abundant life with less. Living simply pushes YAVs to evaluate their true needs with their lifestyle and beliefs. We challenge one another to live more simply in response to an unsustainable human demand for natural resources
- Cross-Cultural Mission
YAVs will intentionally explore the diversity of God's creation, living and working outside of their comfort zone. YAVs will work to confront the systemic challenges of race, class, gender, and power, while learning to examine their own lives and actions.
- Leadership Development through Faith in Action
YAVs develop their leadership by serving in marginalized communities alongside local people of faith responding to poverty, violence, and injustice in their communities, sharing the gospel through word and deed.
- Vocational Discernment
Through theological reflection and spiritual practices, YAVs will participate in the process of vocational discernment –unearthing God's desire for each person's life and work.

Aspects of a Healthy Site

A healthy site needs to have at least the following five bodies engaged in its ministry:

1. Local YAV Site Board

The Board is a body of members committed to providing local leadership and support to the site. The members are interactive with the site coordinator, YAVs, and community.

Responsibilities and duties consist of, but are not limited to, the following:

- Provide oversight through a governing board, coalition, or advisory committee
- Agree and support the Core Tenets of the YAV program, and share a commitment to the Board Diversity Expectations of the YAV program (attached).
- Hire and supervise the site coordinator
- Provide appropriate compensation and benefits to the site coordinator
- Encourage and provide support for the site coordinator and YAVs through prayer, training, and regular dialogue
- Approve the site's program budget annually and provide ongoing review of the site's financial statements
- Review placement agency relationships with the site coordinator
- Ensure that the site provides adequate housing, monthly stipend, and access to health insurance
- Maintain open communication with the YAV Office on situations that impact the site and its ability to host volunteers
- Participate with the YAV Office and Program Review Team in regular evaluations of the site
- Offer protection to the site coordinator and YAVs through maintaining confidentiality and investigating any reports of inappropriate conduct

2. Site Coordinator

The site coordinator is responsible for the implementation of the YAV program at your specific site and the promotion of the overall YAV program. The site coordinator is the point person for all communication and oversight of the volunteers, placements, local partners, and local board relationships. The local board may determine if the position requires volunteer, full-time, or part-time employment, however almost all site coordinators are half-time positions.

Responsibilities and duties consist of, but are not limited to, the following:

- Participate in gatherings of national and international YAV site coordinators
- Work in cooperation with and provide regular reports to the local board
- Actively recruit volunteers and promote the YAV program locally and nationally
- Participate in the interviewing, selecting, and screening of YAV candidates
- Work with partner organizations to identify and review appropriate placement agencies for each YAV
- Coordinate housing and community engagement for YAVs
- Provide local orientation for YAVs upon arrival at site
- Ensure payment of stipends and other funds provided for volunteer expenses
- Function as a main site liaison person to the YAV office

Identify additional resources required to support the spiritual, vocational, and emotional health and growth of YAVs' living in intentional community

- Monitor progress and situation of YAVs through visits, communications, consultations, gatherings, and retreats
- Facilitate regular YAV gatherings and retreats
- Ensure supervision for each YAV in their placement agencies
- Provide orientation and monitor and support supervisors for healthy placement agencies
- Prepare an annual budget for the site and maintain regular financial reporting practices in accordance with local board requirements
- Work in cooperation and communicate regularly with the YAV Office
- Work with the YAV Office on promotional efforts, including regularly updating site information provided on the YAV website.
- Serve as a colleague in ministry with other YAV site coordinators
- Interpret the goals and vision of the YAV program to supporting churches and the wider Presbyterian Church (U.S.A.)

Qualifications (specifics determined by local boards):

- Sense of call to work with the formation of young adult leaders
- Experience working with and supervising young adults
- General knowledge of the YAV program, Reformed missiology, and the PC(USA)
- Training and competence in areas of healthy boundaries, particularly with young adults, and sexual misconduct policies of the PC(USA)
- Basic abilities in budget management
- Good communication skills, specifically working with a wide variety of partners.

3. Placement Agency & Supervisor

The *placement agency* is the organization or congregation through which YAVs are engaged in providing services to the greater community.

The *placement supervisor* is responsible for interpreting the work of the placement agency to YAVs and matching the gifts and potential of the YAVs with the needs of the placement agency and the community it serves.

Responsibilities and duties consist of, but are not limited to, the following:

- Provide a written job description with responsibilities and goals for the YAV
- Provide the YAV with work that aligns with Critical Global Issues (see Glossary)
- Oversee the work of the YAV
- Commit to work collaboratively with local YAV program
- Provide for appropriate vacation time, flex time, and absences for YAV programs as requested by the site coordinator
- Meet with YAV regularly (at least monthly) to provide direction, encouragement, constructive feedback, and responses to questions and concerns of the YAV regarding his or her work

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- Complete a periodic evaluation of the YAV and YAV program with the site coordinator
- Provide a financial contribution to the local site for expenses of the local YAV program (determined by local sites, often \$9,000 - \$15,000 annually)

4. Presbytery

A presbytery is a geographical group of churches, represented by local leaders, connected in mission and ministry. Presbyteries are made up of equal numbers of teaching elders – ordained pastoral leaders – and ruling elders or elders, ordained non-clergy leaders.

The presbytery seeks to connect the mission and ministry of local congregations with the larger Church as well as coordinate regional mission efforts. The YAV program expects each local YAV site to be in relationship with the local presbytery.

Marks of this relationship should include:

- The executive presbyter (head of staff of the presbytery) knows and is familiar with the site coordinator and the site.
- The presbytery provides financial support to the site.
- The presbytery provides opportunities for YAVs to be engaged, be engaged by, and interpret their experiences to the presbytery. Minimally, the YAVs will attend, worship, and witness on the floor of at least one presbytery meeting annually.

5. Community of National and International sites and the YAV Office

The local site is one member of the larger body of the YAV program and operates in compliance and agreement with the expectations of the YAV program. The Community of National and International YAV sites and the YAV Office recognize that each site is an integral part of the mission of the larger church and that all YAVs are mission personnel representing each site as well as the Presbyterian Church (U.S.A.).

Sample Budget

A simplified yearly budget for a site with 6 YAVs. While amounts will change site to site and year to year, thinking through the financial costs and different sources of revenue is key.

Income:

Volunteer fund-raising	\$4,000 x 6	\$24,000
Volunteer Team Goal	\$2,000 x 6	\$12,000
PC(USA) fund-raising grant match	\$2,500 x 6	\$15,000
Local presbytery contribution		\$ 5,000
Local fund-raising		\$ 5,000
Placement agency contributions	\$10,000 x 6	\$60,000
Total Income		\$121,000

Expense:

Housing	\$17,000
Utilities	\$ 8,000
Living expenses/stipend	\$16,400
Health Insurance (50%, program requirement)	\$ 8,000
Retreat costs	\$ 8,000
Recruitment	\$ 5,000
Program travel	\$ 2,500
Administrative costs	\$ 2,500
Site Coordinator	\$32,000
SC Benefits	\$11,000
Spiritual Director or Vocational Counseling	\$10,000
Total Expense	\$120,400

Frequently Asked Questions

Q: What are the joys of being a YAV site?

A: *One of the best aspects of working with young adults is the energy and insights they bring into the community. Sites are blessed with witnessing the mutual transformation in the lives of YAVs and the communities they serve. "A year of service for a lifetime of change" best describes the YAV experience. YAV sites are training leaders who will serve God's Kingdom for years to come.*

Q: What are the challenges of being a YAV site?

A: *Securing a stable site budget to cover the expenses of running a site can be a challenge. Identifying and forming a stable group of site leaders to oversee and maintain the program, year in, year out, requires persistence, patience and intention in recruiting board members who believe in the work of the YAV program*

Q: Are sites guaranteed a certain number and type of YAV each year?

A: *No, the number of volunteers may change from year to year. Sometimes there are not enough accepted candidates with a matching interest and/or skill set for all of our YAV sites. Recruitment of new YAVs is a collective responsibility of all parties – the YAV Office, local sites, current YAVs, and YAV alums.*

Q: What is the decision-making process for placing YAVs with the different sites?

A: *The application, interview, and placement process is one of mutual discernment for each candidate, site, and the YAV office. The application and intake conversations are coordinated through the YAV office. Next is an interview with the site coordinator. Candidates and sites share their responses, and the YAV Office will match candidates and sites accordingly.*

Q: What types of issues tend to arise among the YAVs during their year of service?

A: *Many YAVs experience some of life's greatest challenges during their year of service – the death of loved ones, crime, medical illnesses, mental illnesses, first time living on their own, etc. Site coordinators and others should be prepared to help YAVs in these times*

Q: How is spiritual direction provided for YAVs at the sites?

A: *Each site is expected to provide guidance and spiritual direction for YAVs who serve at their site. Sites may do this through regular meetings or during retreat times or other times of reflection and visioning for the future.*

Q: Why are YAVs required to fundraise for a year of volunteer service?

A: *Like other mission personnel, YAVs are expected to invite members of their faith community to join them prayerfully and financially as they work in God's mission. All YAVs are required to raise funds to contribute to the program in order to foster a sense of responsibility and ownership for their year of service. YAVs are also expected to interpret their experiences and share stories through blogging, newsletters, and presentations.*

A year of YAV service currently costs around \$22,000; fundraising is one way that YAV share some of that responsibility. Current fundraising minimums are \$4,000 for national service and \$5,000 for international service, which represent a relatively small portion of the total costs of their year. Additionally, YAVs are asked to share in a portion of a team goal, which is an additional amount on top of their minimum commitment, currently set at \$4,000/YAV.

This is a way for those with the ability to raise more to do so, while inviting those for whom the fundraising is a significant challenge to participate.

Q: Once YAVs are placed with a site, how are they matched with a placement agency?

A: Site coordinators are responsible for matching YAVs with local placement agencies based upon the interest and gifts of the YAV and the needs of the placement agencies.

Q: What do YAV stipends cover and how much should each YAV receive?

A: Each national site determines the appropriate amount for simple living at the site. Stipends are to cover utilities, transportation, and personal incidentals. Some include funds for groceries, while other sites give a separate grocery allowance to the YAVs as a whole. Some sites ask YAVs to pay rent/utilities out of their stipend, while others cover those costs directly out of the site budget.

Q: How are young adults recruited for the YAV program?

A: The YAV Program uses a variety of recruitment methods to invite young adults to apply to the program. Site coordinators, YAV alums, and current YAVs serve as excellent promoters of the program, presenting at local campus ministries, young adult groups, congregations. Presentations are usually about the work of individual sites and/or the experiences of individual YAVs while also promoting the opportunities of the YAV program as a whole.

Glossary

To help explain some of the lingo of the YAV program:

Community Day/Night: YAVs are required to meet at least once a week with one another for a time of reflection, sharing, and praying. Facilitation of the meetings may be led by the site coordinator, spiritual director, YAVs, and local community members. Meetings are generally focused on community engagement, personal development, spiritual practice, community and simple living, vocational discernment, and social justice.

Community of Site Coordinators: Site coordinators of each site are all members of the community of national and international sites and organize and attend bi-annual in-person meetings and other program conference calls. This group shares in the direction and implementation of this program in its many different forms nationally and internationally.

Critical Global Issues (CGIs): World Mission, in consultation with global partners, mission personnel, PC(USA) mission leaders, and other Presbyterian Mission Agency ministries, has identified three "critical global issues" to focus its energy and resources:

- Witnessing to the good news in Jesus Christ (*evangelism*)
- Addressing the root causes of poverty, paying special attention to women and children (*root causes of poverty*)
- Engaging in reconciliation amidst cultures of violence, including our own (*reconciliation*)

Discovering Opportunities for Outreach and Reflect (DOOR): DOOR is a full partner of the YAV program in six cities (Atlanta, Miami, Chicago, Denver, Hollywood, and San Antonio). DOOR city directors also participate fully as site coordinators. DOOR's mission: "A faith based network of urban-service-learning programs that expose, educate, challenge, and motivate participants to respond to the issues and concerns facing an increasingly urban world" (www.doornetwork.org). DOOR offers three programs for volunteers:

- Discover: Short-term (week-long) urban immersion programs
- Discern: Summer staff for primarily local young people hosting the Discover groups
- Dwell: Year-long volunteer service – the YAV parallel (YAVs in DOOR sites are also referred to as Dwellers.)

ECO Account: Extra Commitment Opportunity accounts are accounts of the Presbyterian Church (U.S.A.) set up for designated donations. An ECO account is created for each site and each YAV to receive designated funds given through the PC(USA). Funds from ECO accounts are transferred to individual sites on a regular basis. 11% of funds received by the ECO account will be deducted by the PC(USA) to cover administration costs.

Hybrid Site: Refers to sites that coordinate service and faith formation opportunities and housing for volunteers in addition to YAVs. Hybrid sites welcome volunteers from other service learning programs (i.e., City year, AmeriCorps, etc.) into the YAV intentional community for opportunities for spiritual reflection and formation.

Intake: The initial conversation between the YAV Office and YAV candidates once the application and supplemental documents have been received. The intake conversation ensures that YAV candidates understand the application process and the program requirements and expectations. Candidates have the opportunity to also express their

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expectations and concerns and sites of interest. After the intake, YAV candidates are referred to individual sites for informational conversations.

Mentor/Prayer Partner: A member of the local community that commits to meeting regularly with a YAV for support and encouragement through building a relationship based on mutual listening and prayer. This person is different from the site coordinator and placement agency supervisor.

YAV Ministry Teams: Committees led by national site coordinators and the YAV Office to facilitate joint efforts in the support and implementation of the YAV program.

- Communications and Care Team
- Messaging, Marketing, Branding Team
- Recruitment Team
- Review, Assessment, and Response (RAR) Team

YAV Orientation: A mandatory week of training and worship organized by the YAV Office and designed for all YAVs (national and international) to attend. Presentations and group discussion are based upon issues YAVs may experience during their year of service, including culture shock, self-care, globalization, critical cultural competency, vocational discernment, sexual misconduct prevention, gender and relationship issues, safety, etc. YAV Orientation is usually held during the last week of August.

HireTouch: The online application system through which all candidates complete and submit the application form for consideration into the YAV program (<https://yav.hiretouch.com/>). Within the HireTouch, candidates will go through our application and discernment process, through site placement, and will upload forms and documents in preparation for service.

Placement Agency: The organization or congregation through which a YAV serves. Placement agencies engage YAVs in responding to one of World Mission's three Critical Global Issues. Examples include food banks, homeless shelters, community organizing efforts, outreach ministries, etc.

Placement Agency Supervisor: The person(s) responsible for oversight of the YAV at his or her placement agency. This person is different from the site coordinator.

Discernment Event: A three-day gathering of international site coordinators and YAV candidates interested in international sites that allows for site coordinators to have informational presentations about their sites and interview candidates face-to-face. The Discernment Event is held mid-March immediately following the annual joint national and international site coordinators meeting.

Site: The city or region or country in which YAVs are located, living, and serving, as well as the organization or group that oversees the site coordinator and volunteers there.

Site Coordinator: The person responsible for coordinating and implementing the YAV program at each site. This usually is a half-time position, and reports to the site board.

Spiritual Director: The person(s) responsible for guiding YAVs through the practice of spiritual direction, examining how God is present in the lives of YAVs and exploring YAVs' sense of call and vocational discernment.

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Stipend: A monthly allowance given by sites to YAVs to cover utilities, transportation, groceries, and other incidentals. Some sites give YAVs a separate grocery allowance. Each site determines the monthly amount for simple living.

Transition Retreat: A retreat organized by the YAV Office designed to help YAVs process and reflect on their experiences and emotions during the transition period after their year of service. The transition retreat is held in September/October and is not mandatory but highly recommended for all YAVs to attend.

Volunteers Exploring Vocation (VEV): A program of The Fund for Theological Education that aims to “help young adults explore the relationship between faith and work during their year of service in more than a dozen faith-based service programs” (www.fteleaders.org/vev). VEV holds annual conferences designed for volunteers interested in pursuing a theological education, offers fellowships for former volunteers enrolled in seminary, and provides grants for enriching vocational discernment opportunities within the YAV program.

World Mission: One of the four ministry offices of the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.). “World Mission helps Presbyterians offer a witness to Jesus Christ in today’s world by sending mission personnel to face the challenges of evangelizing and continuing the historic emphasis of the Church. In collaboration with U.S. Presbyterians and global partners, World Mission inspires, equips and connects communities of mission practice to engage in God’s mission: to proclaim the good news of Jesus Christ, help the most vulnerable—women and children, and promote reconciliation within cultures of violence” (www.pcusa.org/worldmission). World Mission oversees the YAV Office.

YAV Alums (YAVA): Alums of the YAV program who have organized a network that strives “to develop connections and to foster relationships between past, present, and future participants and supports of the YAV Program” (www.yavalumni.wordpress.com). The YAVA community gathers together for an annual retreat and actively recruits and advocates for the YAV program.

YAV Office: The Young Adult Office coordinates the YAV program as a part of Presbyterian World Mission for the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.). The current coordinator for the office and for the YAV program is Richard Williams, Richard.williams@pcusa.org.

The following two steps were required in previous application cycles. While the next new national YAV site process is not yet determined, it will probably be similar in its questions and purpose:

Step 1: Site Concept Narrative

In your Site Concept Narrative (1-2 pages), please include:

- Applicant contact information
- List and provide a short description of the principle partners to be involved in the leadership and ministry of the site
- Within the narrative, describe your vision, expectations, and hopes for engaging YAVs as members of your community. Please consider the following questions:
 - *What are some aspects or issues in your community that are important for YAVs to be aware of before and as they are engaged in service?*
 - *How will this ministry be open to the direction of God's Spirit and be a faithful example of locally led, asset-based community ministry?*
 - *Based on what you know about other sites in the program, what unique opportunities and experiences does your site offer to applicants of the YAV program?*
 - *Is your presbytery aware of your interest in becoming a YAV site? If not, when in the process do you plan on sharing your plans for a YAV site?*
 - *The minimum number of YAVs at a site is four. (A smaller number creates difficulties in developing an intentional community.) How will having four or more YAVs benefit your community?*

Submit your Site Concept Narrative to Richard Williams Richard.williams@pcusa.org

Step 2: National Site Questionnaire

Name of Site:

Location of Site:

Primary Contact Person:

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Phone:

Email:

Please answer each of the following in as much detail as you can. The information given will be used in determining the viability of the site as well as recommendations that can be made to strengthen the site application.

Purpose / Mission

1. What is your group's driving purpose in hosting young adults in your community?
2. What is your underlying missiology – theory of how you approach God's mission in your context?
3. How will this ministry be open to the direction of God's Spirit and be a faithful example of locally led, asset-based community ministry?
4. How will this ministry reflect and advance the Core Tenets of the YAV program?

Local Board

1. Is a local board currently in place? (If not, when will that happen?)
2. Who will make up the local board?
3. How are these people determined?
4. What levels of racial/ethnic and socio-economic diversity are present on the organizing board? Are you meeting/exceeding existing YAV program expectations?
5. How is the board representative of the local communities in which the YAVs will live and serve?
6. Who is the Board Chair and for how long will he/she serve as the Chair?
7. How will the site handle board rotation/transitions?
8. If the site coordinator is unavailable due to unforeseen circumstances, who will be responsible for the implementation and coordination of the site?

Site Coordinator

1. Do you currently have a site coordinator selected?
2. How will your board offer support to your Site Coordinator?
3. What is the reporting structure for the Site Coordinator? Who provides supervisory support?
4. How will your board challenge your Site Coordinator?
5. How will you regularly review your Site Coordinator?

Placement agencies

1. What placement agencies have agreed to partner with the site to host YAVs within their organizations?
2. What communities will the YAVs serve? Please include the overall mission of the organization, program, nonprofit, or congregational ministry and how the YAV will contribute to the mission. If possible, please attach job descriptions.

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3. What are volunteer requirements and/or desired qualities? (ie. language, education, etc.)
4. World Mission has identified three “Critical Global Issues” to focus its energy and resources. How do the placement agencies partnered with your site allow YAVs to address at least one of the following CGIs?
 - Addressing the root causes of poverty, especially as it affects women and children
 - Sharing the good news of Jesus Christ
 - Engaging in reconciliation amidst cultures of violence, including our own.

Capacity

1. What is the ideal number of YAVs desired?
2. What is the minimum/maximum number of YAVs needed for your site to operate?

Housing

1. How will housing be provided for the YAVs?
2. What is the plan for the development of an intentional Christian community?
3. How do you plan for the YAV house to be a connected part of a neighborhood that meets the Core Tenets of the YAV program?

Mentoring/Vocational Discernment

1. Who, in addition to the Site Coordinator, will provide emotional and spiritual support for the volunteers?
2. How will the site provide spiritual direction and vocational discernment to the YAVs?
3. How will mentors be recruited, trained, and supported?

Presbytery

1. How is the Presbytery involved with the process of forming the site?
2. What ongoing relationship will the site have with the presbytery? Are there other local partners and how do they support the site?

Recruitment

1. How will the site recruit young adults on behalf of the wider YAV Program?
(Include a minimum of 6 nearby campus ministries/young adult focused ministries.)

Budget

1. How will the site and YAVs be financially supported?
2. Please attach a proposed budget for the site. (See the pre-application packet for a sample budget)