

DEPARTMENT OF RELIGIOUS EDUCATION

DRE HANDBOOK

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DRE Handbook

1.0 Introduction

Congratulations on your appointment as the district Director of Religious Education (DRE). We hope that this is the beginning of a long, productive and spiritually fulfilling relationship.

You have been selected for your position because of the God-given gifts and skills you will bring to our ministry team. As a district leader, you play an important role in the mission of the Department of Religious Education. We believe that you will help our Church to achieve amazing successes in reaching persons for Christ. The DRE Handbook is a good place to start.

This handbook is designed to help you feel comfortable in your position by acquainting you with important information about policies and procedures connected to the role of the DRE. The tools and resources in this handbook will guide you in creating strategies for success and in fulfilling your duties as a leader on your district. As an appointed official, you have an opportunity to aid in the growth of your district and gain valuable leadership experience. We hope you find this guide useful.

In closing, we would just like you to know that you are our greatest asset. The key to our success. We could not accomplish what we do without our DREs. We are very pleased to welcome you to the Department of Religious Education and look forward to working with you.

2.0 Mission

The Department of Religious Education is designed to teach, train and support auxiliaries in developing and distributing resources that will instill Christian morals while empowering them with the word of God through the Church, family and the community; Therefore, developing responsible individuals who will assume a productive leading role that addresses the diverse needs of mankind and strengthen the body of Christ and the FBH Church.

3.0 Purpose

The Department of Religious Education was designed with the purpose of gathering developmental resources, creating Christian literature and distributing materials to auxiliaries in the church that will enhance the ministries of the church with its main focus being the HYPUs.

The District director is responsible for organizing the annual celebration honoring our Founder on his birth date (January 29). The celebration can be held collectively as a district function or as a local observance. The district DRE must be informed of any activities planned for the commemoration.

The financial proceeds from this observance will be sent to the District Director to support the District presentation for the annual Fuller Normal School (FNS) Founder's Day Observance, which normally occurs on the 2nd Wednesday in April. Additionally, each church is expected to

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contribute to this effort and should send the FNS Founders Day donation to the Elder. These combined donations will represent the District's report on Founder's Day.

The General Church is not required to raise funds for the Department of Religious Education, however, finances may be generated to operate and function at any level to accomplish the task of enhancing the religious, spiritual and academic knowledge of the church.

4.0 Office of the National DRE

The National Department of Religious Education was reestablished in June of 2010 during the 30th Quadrennial of the Fire Baptized Holiness Church of God of the Americas.

4.1 Role of the National DRE

Under the auspices of the Board of Bishops, an executive committee consisting of 3 National Directors was appointed to assist with the overall religious educational programming of the Fire Baptized Church. Each director is assigned to preside over one of the 3 Episcopal Dioceses.

5.0 Position of the District DRE

The Bishop in the Annual District Convention will appoint a District Director of the Department of Religious Education. The Director of Religious Education (DRE) shall assist the Elder with the educational programming and activities of the district with regards to the local church, district officers and ministerial training. There should be a local DRE in each church, when possible, to assist the DRE. The District DREs can be a valuable resource for those seeking information, support and ongoing guidance.

5.1 Responsibilities of the District DRE

The Director of Religious Education is responsible for program planning of the following district events:

- Commemoration of our Founder's Birthday
- Coordination of an annual Family Life Education program.
- Celebration of an annual Family Life Week at each local church.
- Coordinating activities with the HYPUP President during the Sunday School Convention*

*Attention should be given to biblical roles of men and women, the roles of single, the rearing of children, and the family in church and society.

6.0 Holiness Young Peoples Union (HYPUP)

DREs are to work with the local HYPUP presidents to support the work of this department. The Holiness Young People's Union is a training and outreach organization designed to interest young people in the things of Christ. The HYPUP teaches saved young people the principles of holiness and all phases of F.B.H. Church work.

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Encourage each local church on your district to organize a functioning HYPUP department. Be available to organize and administer bi-annual or quarterly events at local churches that do not have a functioning HYPUP

Local churches should strive to have HYPUP meetings twice a month at a minimum. There is always something to learn being young or old in our church. You can develop a calendar of learning activities for each month using the existing HYPUP Curriculum on our website Resource page or other topics dropped in your heart after consulting the Lord. A sample HYPUP Learning Calendar can be found in the Appendix C. Work with local HYPUP presidents to tailor the calendar to suit their circumstances.

The HYPUP of each local church should be organized to include the following officers:

- President - presides at all business sessions of the HYPUP. He/she is the chairperson of the HYPUP meetings. The president is responsible for running effective meetings, encouraging participation, controlling the meeting's agenda, and keeping the meeting in running order.
- If a vice-president is selected, he/she performs the duties of the president in the absence of or at the request of the president.
- Secretary - records the minutes of all meetings and is the custodian of all documents pertaining to the HYPUP. He/she is responsible for correspondence generated or received by the HYPUP.
- If an assistant secretary is selected, he/she performs the duties of the secretary in the absence of or at the request of the secretary.
- Treasurer - custodian of all funds received or disbursed by the HYPUP. The treasurer is responsible for developing financial reports of the monies received and disbursed. The treasurer should keep track of
 - All money received, the source of the money, and the date it was received.
 - All money paid out, to whom it was paid, what it was paid for, and the date of the payment
 - Balance in the treasure

Additional officers can be elected as needed. Provide training for each elected officer. Appendix D contains sample training information for each officer.

The agenda for a simple HYPUP meeting is as follows:

- I. Opening Song (You could use a HYPUP song from the Resource page on our website
- II. <http://www.fbhchurch.org/religious-education/resources.htm>)
- III. Prayer (President leads, or selects someone to lead, a short prayer.)
- IV. Scripture (Prior to the meeting, the President should select someone to read a scripture, 4 – 6 verses. President can pre-select the scripture as well.)
- V. Previous Minute (Secretary reads the minutes from the last meeting. President calls for a motion to adopt the minutes. Corrections to the minutes are also addressed now.)
- VI. Report of the Treasurer (Treasurer discloses the amount of money received and paid out since the last meeting and gives the current balance.)
- VII. Committee Reports (when needed)

- VIII. Old Business
- IX. New Business
- X. Program (Prepared Lesson, activity, or Discussion takes place at this point.)
- XI. Announcements– (Next meeting, upcoming events, preparation, or instructions.)
- XII. Dismissal (President can close or selects someone to close, with prayer, a scripture, HYPHU song, or a benediction.)

7.0 Policies

Directors of Religious Education shall not solicit any donations from the churches to support the work of religious education on the District. The District Directors shall obtain monies by sponsoring programs and other church related activities. All activities of the Department of Religious Education shall be under the auspices of the Ruling Elder.

8.0 Activity Calendar

The District DRE, working under the auspices of the district Elder will be responsible for communicating the following activities to the local churches on your district.

Schedule of Activities:

- January
 - Founder’s Birthday Celebration:** This is the day the church pays tribute to the founder of the Fire Baptized Holiness Church, William Edward Fuller Sr.
- February
 - Black History:** During the Month of February our churches celebrate the accomplishments and recognize those members who have played a pivotal role in building the Fire Baptized Church.
- April
 - Annual National DRE Banquet:** This event is held in Greenville South Carolina and all district DREs are encouraged to attend if possible.
- April
 - Founder’s Day:** This event occurs on the day after the National DRE Banquet

9.0 Governing Documents

The Department of Religious Education is governed by the Discipline of Fire Baptized Holiness Church of God of the Americas and the policies of the FBH church.

10.0 Resources and General Information

You can find general information and resources on the Department of Religious Education website at <http://www.fbhchurch.org/religious-education/> and in our FBH Church Discipline (available from your Ruling Elder).

The [Resource page](#) on our website contains useful information you can use for HYPUPresentations, planning Vacation Bible School, HYPUCurriculum, and the Founder's Birthday Celebration.

11.0 Health, Safety, and Youth Protection

Activity organizers must take reasonable precautions to ensure that the church environment is a safe place and complies with all requirements for creating a healthy and safe environment. Meeting areas should be well lit and ventilated. Cables and cords should be routed or covered to avoid fall hazards. Floor surfaces should be dry and free of debris. Fire extinguishers should be charged and accessible.

Encourage each church to make sure that at least 1 adult member is trained in first-aid and CPR, especially when you are conducting HYPUPresentations and outside recreational activities. Research and suggest agencies that may be able to provide first-aid and CPR training for free or with a reasonable fee.

As the District DRE, you can coordinate and facilitate annual first-aid and CPR training sessions as a district event to ensure that training is maintained.

Note: Your local American Red Cross chapter may be of help and possibly the American Heart Association.

Encourage each church to secure a first aid kit for use at the church and possibly a first-aid kit for travel.

Please share the following advice from Church Mutual concerning First-Aid and Medical Emergencies:

When a medical emergency strikes, the following steps should be taken immediately.

- *Do not attempt to move a stricken person unless his or her situation presents an immediate, serious hazard. Make the victim as comfortable as possible. Keep him or her warm and provide protection from the elements. Administer first aid only if you have proper training.*
- *Remain calm and call 911 or other local emergency assistance. Be ready to clearly state the proper address, location and phone number. You also might be asked to observe the victim and provide specific information about his or her condition. Do not hang up until so instructed by the dispatcher.*
- *Once the victim is being cared for by medical personnel, prepare to provide any information that may be important in treating the injury or illness, such as details of the emergency and medical history, including pre-existing medical conditions and drug allergies. Get the names and telephone numbers of all witnesses.*

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- *Notify the victim's family. Explain the situation calmly and accurately — do not attempt to offer a diagnosis of the medical emergency. Tell the family which hospital the patient is being taken to and the nature of care being provided.*
- *Cooperate with police and other investigators. Answer questions about the accident and give them contact information for the witnesses.*
- *Notify your insurance agent and provide details of the emergency and witness contact information. This will facilitate fast, equitable settlement of claims.*
- *See to the needs of others in your group. Witnessing a medical emergency or death is traumatic for all involved — especially children. Prepare to arrange support and counseling. Do not forget that you, too, might need support.*

Don't plan activities for the young people to participate in that have an inherent element of danger such as bungee jumping, trampolines, and speed racing of cars, bicycles, and boats.

Stress the importance to report inappropriate behaviors or suspicions of abuse to the appropriate church officer, Police Department, Child Protective Services, or other appropriate agencies. Encourage your local churches to find out if their state requires clergy to report suspected abuse.

Church Mutual states: *All 50 states have mandatory reporting laws; most require teachers, child care workers and certain counselors to report suspected molestation. Individual state reporting laws differ in such details as the time frame in which the report must be filed, the definition of sexual abuse and the organization to which a report must be made. Failure to report suspected child sexual abuse may be punishable by fines and/or imprisonment. More information on child sexual abuse is provided in the Church Mutual Protection Series booklet, Safety Tips on a Sensitive Subject: Child Sexual Abuse.*

Encourage each church to read the following documents available on our [Resource](#) page:

Child Sexual Abuse Response Plan

Child Sexual Abuse Prevention Guidelines for the Church

Both documents contain excellent information that the local churches can use to prepare their own Child Sexual Abuse plans. Perhaps you can sponsor a workshop designed to help the local churches on your district tailor a plan of their own.

Activity leaders, HYPUs, and guests should refrain from engaging in any sexually oriented conversations with the youth. Additionally, they should not discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activity. However, your group can address appropriate age related lessons and discussion related to our view of purity, dating, and human sexuality. It is recommended that you notify parents in advance of these lessons.

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Encourage everyone to be careful how they speak to our young people. Your verbal interactions should be positive and uplifting. Strive to be encouraging and constructive. Do not talk to the young people in a way that could be construed, by any reasonable observer, as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Other sources of safety information include the National Safety Council, the U.S. Department of Labor, your local chapter of the American Red Cross, and your local Police & Fire departments.

APPENDIX A: List of District Directors of Religious Education

1st Episcopal Diocese

National DRE, Dr. Etheleen Lawson
DRE Michelle Shinholster, New Jersey
DRE Maria C. John, New York/Long Island
DRE Bonnie Volious, Columbia
DRE Henry Brown III, South Florida
DRE Gloria Hasbrock, New England
DRE Jeanette Hicks, South Carolina #1
DRE Cheryl Champion, South Carolina #2
DRE Diane Tisdale, North Florida
DRE Eleese Irick, Charleston
DRE Simeon Brumfield, Jamaica

2nd Episcopal Diocese

National DRE, Dir. Janice Jones
DRE Jean Sanders, Pennsylvania
DRE Thelma Scott, Maryland/Delaware
DRE Pattie Zanders, Washington Virginia
DRE Selestine Wood, Central North Carolina
DRE Hilda Powell, South Central North Carolina
DRE Norris Robinson, Eastern North Carolina
DRE Darlene Gingles, South Western North Carolina
DRE Cora Wright, North Eastern Georgia
DRE Jacquetta Hughley, California

3rd Episcopal Diocese

National DRE, Dir. Litrea Hunter
DRE Marilyn Bougere, Alabama
DRE Marvia Kittles, Southeast Georgia
DRE Concetta Lewis, Southwest Ohio
DRE Brantley Taylor, Northeast Tennessee
DRE Rachel Hill, South East Tennessee
DRE Ellen Dinkins, Northeast Ohio
DRE Coren Burch, Western North Carolina
DRE Fidelia Stanley, St. Thomas Virgin Island
DRE Betty Durham, Central Georgia

APPENDIX B: Organizing HYPU at the Sunday School Convention

Making a Motion to Recommend Officers for the H.Y.P.U Session

To properly make a motion, the following procedures should be followed:

- Member rises and addresses the Chair. ^[L]_[SEP]“Mr. /Madam Chairperson.”
- Chair recognizes the member.
- Member 1: “I move that we have Sis/Bro _____ as President of the H.Y.P.U.)”
- Member 2: (Second to motion - not necessary to stand). ^[L]_[SEP]“I second the motion.” If the motion comes as a recommendation from two or more members, the motion does not need a second.
- Chair states motion: “It has been moved by (name) and seconded that we have Sis/Bro _____ as president for the HYPU”
- Discussion: If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the proposer of the motion. Care should be given to assure that discussion is related to the question.
- The Chair says, “If there is no further discussion, the motion is _____ (restate motion).”
- Vote: The Chair says, “All those in favor of _____ (the motion stated) say ‘aye.’ Those opposed say ‘no.’”
- The Chair states result of the vote. “The motion is carried” or “the motion is lost.”

The above example can be used for nominating all officers of the HYPU Including, but not limited to: President, Vice-President, Secretary, Assistant Secretary, Finance Committee Chairperson and Members (should be an odd number of committee members including the chair), Ushers, Musician (s), Reporter.

APPENDIX C: Sample HYPUP Learning Calendar

January – Celebrate the life of our founder, Bishop W.E. Fuller Sr. Understand the importance of sanctification and what it means to live holy (to be set apart). Explore the “charge” that Bishop Fuller Sr. was committed to and encourage each one to fulfil our “charge”.

February – It’s all about love! Teach the young people to appreciate the love of God: study the unfathomable love that God has for us – “But God commendeth his love toward us, in that, while we were yet sinners, Christ died for us.” Romans 5:8 ; Explore the love we are instructed to have towards one another (the household of faith) and our fellow man. Do we love like the Bible says?

March – It is said that March winds bring May flowers. Study the symbolism to the wind in the Bible. “The wind bloweth where it listeth, and thou hearest the sound thereof, but canst not tell whence it cometh, and whither it goeth: so is every one that is born of the Spirit.” John 3:8

April – Let this be a month of new life. Study and demonstrate ways for the young people to share their faith. Encourage them to be consistent inviting (word of mouth, flyers, tracts, etc.) their friends and family to church.

May – Work with the Sunday School to host a Sunday School and HYPUP Drive. Emphasize the enrollment of young people in Sunday School and participation in the HYPUP Schedule a fun activity that concludes with an invitation to or a lesson about Christ.

June/July – Work with the Sunday School to host Vacation Bible School (VBS). Use the Resource link on the DRE website for information to prepare and host VBS.

August/September/October – Directed learning. Take time to review the information covered in the HYPUP Officer Training Guide in the Appendix of this document with your young people. You could set-up practice meetings to reinforce the information presented.

Make sure your youth know basic Bible Stories and Instructions such as (but not limited to):

- Adam & Eve – the fall of man
- The 10 Commandments
- The Books of the Bible
- How to maintain a life in Christ

You can use lessons from the HYPUP Curriculum on the Resource page of the DRE website or the many tools available on the Internet.

November – a month of Gratitude. What is gratitude? How do we show gratitude and to whom do we show it? Self-Examine – are there times when we are not thankful? Do we take things for granted? What does that look like?

Plan an activity to help the young people show gratitude. Perhaps your activity could include members of the community.

December – Work with your HYPUs to make custom Christmas cards with appropriate verses of scripture and perhaps some verses from a Christmas Carol. Then hand deliver or mail the cards for an evangelistic outreach.

Suggested Activities

Listed below are additional activities for you to consider as you customize your calendar to fit your needs. Feel free to use your imagination to adapt them in any way you see fit.

Prayer Gram – Send a little prayer to someone via email, text message, Facebook, US mail, or hand delivery. The prayer gram can be handwritten or typed, long or short, generic or personalized.

Candy Grams – Candy Grams are gifts of candy with a special message to the recipient. You can give them during holiday times or just because. Thought: Homemade candy making session.....

Youth Retreat/Conference/Outing:

Retreat – Take the youth on an overnight or 1-day retreat. Pick a subject or theme that speaks to you and will be of interest to your young people. Determine your learning goals – what do you want the participants to get out of this retreat? Vary your activities: small group sessions, individual journaling time, games, and large group subject matter expert addresses.

Conference – Choose a theme or a series of topics for your conference that is relevant for your youth (i.e. Substance abuse, peer-pressure, life skills, social skills). Decide on your activities and your speakers. Allow time for break-out sessions where the young people can process what they heard. You can also show movies that relate to the theme or conference topics. Consider including time for physical activity/recreation.

Outing – Take your youth on an outing to a museum, art center, the ballet, a theme park, or a picnic. Provide everything for their enjoyment.

Movie Night: Pastor & Popcorn – Sponsor a movie night and invite the youth to join the pastor to watch a movie. Provide popcorn and additional refreshments. Allow enough time for discussion afterwards.

Spelling Bee – Organize a spelling competition where participants spell words from the Bible or regular words. Make your “Bee” fun. You might consider giving students a practice list and ample time to prepare for the competition. You can use the internet for additional information that will help you. Kid Spot has some useful information at [Kid Spot run-a-spelling-bee](#)

Book Club Ministry – Select a book to read monthly or quarterly. Select a book that is consistent with our church beliefs and that will encourage your audience of readers. Choose a time and place to meet for discussion. You can use the club as an outreach tool. You don’t have to meet at the church.

Blessing Bags – Collect a variety of non-perishable and daily essentials items to give to homeless and less fortunate people. You can place these items in a Ziploc bag, paper lunch bag, bookbag, or zippered pouch. You can host a “Collection Drive” to obtain the items and a separate outreach activity to distribute the bags. Optionally, you can keep bags in your car to give out as you encounter the needy.

Sunday School Reunion – Invite former Sunday School students and students who attend sporadically to a Sunday School celebration. You can sponsor a banquet or a picnic.

Grits for Grands – Enjoy a breakfast with grandparents. You can arrange to have the grandparents take pictures with their family members. Reinforce the importance of the relationship between grandchildren and grandparents. Research demonstrates that “when grandparents are involved in preparing their heirs with regard to perpetuating their values and a strong work ethic, the success of those “prepared” heirs increases significantly (Williams, 2015).”

Bible Reading Programs:

- ***Read the Bible in a year*** - Start with the New Testament and then the Old Testament. An older member remarked that this is the best way to get a full understanding of the Word.
- ***Bible Reading Marathon*** – Read the Bible for a cause in the church or community. It has been said that it takes 90 hours to read the entire Bible.
- ***DIG Bible Reading Program*** – This is a Bible Reading Challenge designed to get teenagers to read their Bibles more often and more effectively. The participants read and study assigned scriptures using the DIG methodology. The website, <http://digyourbible.com/> contains files that you can download to assemble a journal (including directions) for the children and a guide sheet for you to use as the “coordinator”.

Game Day – Plan a day to play different games as a time of recreation and a means enjoy each other in fellowship. You can play games intended for 2 opponents and games that require team interaction. Playing games can increase learning and help you connect with other people.

Game of interest: Scripture Kickball – we found a couple of ways to play. You can use your imagination to vary the rules to suit your needs. More info at

<http://www.mormonshare.com/scripture-mastery-game/kickball> and <http://lets-get-together.com/2014/08/15/scripture-kickball/>

Spiritual Gift Survey – The Spiritual Gift Survey is a tool to help you determine what your gifts are in the Body of Christ.

Wordless Books – Wordless books teach the story of salvation in a way that is memorable for children. Additionally, you can make necklaces, bracelets, and key chains. You will find more information at https://www.kidology.org/zones/zone_post.asp?post_id=120

Good News Club – Consider starting a Good News Club to share the Word of God with others. The club sends trained teachers to meet with groups of children in schools, homes, community centers, churches, apartment complexes, anywhere children can easily and safely meet with their parent’s permission. The teacher presents a Bible lesson with handouts. Songs, games, and other related activities are also utilized.

The Good News Club is an evangelistic ministry of Child Evangelism Fellowship - <http://www.cefonline.com/ministries/goodnewsclub/>

Youth Spotlight – Create a program to recognize your young people. Celebrate their talents and achievements in all areas of life.

Workshops & Classes – Workshops and Classes are both opportunities for concentrated learning. Workshops are typically a more hands-on practical training experience. Both must be planned with learning objectives defined.

Consider developing workshops and classes that will benefit the members of your community as well as your church (Building Budgets, The Importance of Saving Money, Buying a Home)

You can find additional information on planning and conducting a workshop at [Community Tool Box - workshops](#)

Additionally, you can find a document containing tools and templates on our website at <http://www.fbhchurch.org/Workshop-Tools-and-Templates.pdf>

Antioch Graduation – Have a graduation including caps and gowns when all books are completed. Give certificates when each class is completed.

APPENDIX D: HYPY Officer Training Guide

All officers of the HYPY are considered leaders. It takes practice to become a great leader. You can learn to lead well. You learn by doing. Be faithful to the HYPY. Promote the HYPY. Be excited about the HYPY. Encourage everyone to be a part of HYPY.

Each officer in the HYPY has responsibilities and specific duties to ensure the effectiveness of the HYPY. You contribute to the success of your HYPY when you perform your duties well on a consistent basis.

At a minimum, your local HYPY should be organized to have the following officers:

- President
- Secretary
- Treasurer

To serve in the absence of the President and/or the Secretary, you can select a Vice-President and an Assistant Secretary.

HYPY President

The President works to help set goals, plan programs, conduct meetings, and organize activities. He or She leads the meetings and encourages everyone to participate.

Duties/Responsibilities:

- Prepare an agenda prior to each meeting. Discuss and review the agenda with the pastor and the other HYPY officers. Check to see if there are additional items that should be added (*A sample agenda is outlined at the end of this section*).
- Check with officers about program plans and activities individually or at official meetings.
- Inform your pastor if you cannot attend. If you have a vice-president, arrange to have him or her run the meeting.
- Arrange for minutes to be taken when the secretary is absent.
- Preside at each meeting. Guide meetings in a courteous, tactful way. Avoid talking too much. The meeting belongs to the members. The president is only the “pilot”.
- Use parliamentary procedure to guide members in an orderly fashion.
- Show courtesy to guests and introduce them at the beginning of the meeting.
- Delegate responsibilities among members so that everyone has a job at one time or another.
- Appoint committees when needed.
- Check on the progress of each committee and ask for a report from the committee chairperson

Conducting a Meeting

- Begin and end on time.
- Follow the agenda.
- You are responsible for keeping order in the meeting. Be courteous but firm.
- Call for a motion on any question that needs a decision. Encourage discussion to bring out the various points of view so that everyone can help decide.
- Encourage all members to take part in the meeting.
- Be impartial. You may cast the deciding vote in case of a tie.
- Each officer has an important responsibility. See that each has an opportunity to perform.

Parliamentary Procedure

Handling a Motion:

- You should ask for a motion by asking, “Is there a motion?”
- Before speaking, a member should “obtain the floor” or permission to speak from the president and then state the motion by saying, “I move that...”
- Ask for a second to the motion: “Is there a second?” If no one seconds the motion, ask if there is any other business and move on.
- Restate the motion so that all members will know what it is.
- Ask for discussion: “Is there any discussion?”
- After a reasonable time say, “Are you ready for the question?”, which means the group is ready to vote on the motion.
- A member should say, “Question.”
- Restate the motion and call for the vote:
- “The question is called. We will now vote on the motion.”
- For a hand vote, the president states: “All those in favor of (repeat the motion), signify by raising their right hand.” and “All opposed same sign.”
- For a voice vote, the president states: “All those in favor of (repeat the motion), signify saying “aye” (means yes), opposed no.”
- After concluding the vote: State that the motion is either “carried” or “lost.”

Typical Agenda

A typical HYPUP Agenda would contain the following items:

- I. Opening Song
- II. Prayer
- III. Scripture
- IV. Previous Minute
- V. Treasurers Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Program
- X. Announcements
- XI. Dismissal

Each component of this typical agenda is explained below along with example snippets of parliamentary procedures to use during each agenda item.

This agenda can be abbreviated depending on your meeting circumstances and time frames.

Opening Song

President starts the meeting by saying “Our meeting will now come to order” and begins a song of his or her choice.

You could select a HYPUP Song from the Resource page on our website at <http://www.fbhchurch.org/religious-education/resources.htm>

Prayer

President leads a short prayer or selects someone to lead a short prayer.

Scripture

Prior to the meeting, the President should select someone to read a scripture of his or her choice (4 – 6 verses). President may select which scripture he or she wants read.

Previous Minute

The president states: “The secretary will read the minutes of the last meeting.”

After the reading, the president asks: “Are there any additions or corrections to the minutes?”

Pause to see if there are any corrections. If there are no corrections,

President states: “If not, they stand approved as read.”

If there are corrections to the minutes, the president informally asks for them to be made.

If there is an objection, a formal vote on the new wording is necessary.

If the minutes are approved and an error is found later, an amendment and vote are required.

At this time, the President can also ask the secretary if there is any correspondence to be read. If action is required in response to the correspondence, ask for a motion to defer the discussion of it to the New Business agenda item.

Report of the Treasurer

The president states: “We will now hear the treasurer’s report.” After the report, the president asks, “Are there any questions about the treasurer’s report?” Pause to see if there are any questions. If there are no questions say: “If not, the report will be received as read.”

The treasurer report should start with the balance from the previous report, money received since the last report, money paid out since the last report, the present balance, and pending bills. The report is usually a meeting-to-meeting report of the financial status of the treasury. Normally, you do not need a motion or vote to accept or approve the report.

Members may vote to approve or reject any bills to be paid.

Committee Reports

If you don’t have any committees, eliminate this item from your agenda.

The president calls on the chair or representative of each standing or special committee to make a report.

A “Standing Committee” is a committee that you staff every year. Examples of standing committees include a program committee, kitchen committee, educational committee.

A “Special Committee” serves for the duration of a specific targeted goal or problem. They are dissolved when their purpose is over. An example of a special committee could be a Christmas party committee.

The president states: “Are there any questions about this committee report?” Pause to hear questions. If there are no questions, say: “If not, the report will be received as read.” Generally, committee reports do not need to be adopted or accepted unless definite action is required. Either “adopt” or “accept” can be used. If action is required, the report needs to be formally accepted with a motion, a second, a discussion, and a vote.

Old Business

The president states: “We shall now proceed to unfinished business.” Begin by asking the secretary if there are any motions pending that were not acted on at the close of the last meeting, or if there are any motions postponed for definite action during the current meeting.

The president asks: “Is there any other unfinished business?” Pause to listen for a response. “If not, we shall proceed to new business.”

New Business

The president states: “We are ready to receive any new business.”

Remind members that they can make suggestions and bring new business up for consideration. Call a member’s name to recognize him or her. Use parliamentary procedure to discuss and vote on new business items.

Program

The President or Vice-President can announce the program activities. If need be, they can introduce the Presenter of the program for the meeting. The program can consist of a prepared lesson, activity, guest presentation, facilitated discussion, etc.

Announcements

The president states: “The meeting will come to order. Are there announcements?”

Dismissal

The president states: “The next meeting will be _____. Is there a motion for adjournment?”

A motion and second are needed. “It has been moved and seconded the meeting be adjourned. If there are no objections, the meeting is adjourned.”

Optionally, the President can close or selects someone to close, with prayer, a scripture recitation, HYPY song, or a benediction.

Forming Committees

Committees are opportunities to let everyone get involved. Working in a committee is an excellent way to help members grow into responsibility and develop leadership skills.

The president can appoint committee members or ask for volunteers.

It is normally the vice-president's job to coordinate the work of all committees.

The number of members needed on a committee depends on the tasks the committee is assigned to do. A committee of one or two members does not offer a wide diversity of opinion. Committees with many members can become too large for younger or quieter members to feel comfortable in participating. Five to seven is a good number of members for a committee.

If the president appoints the committee the president also has the duty of selecting the committee's chairman. If the committee is named by the pastor, the pastor should designate the chairman. If the chairman is not designated at the time the committee is appointed the committee has the right to select its chairperson. The committee chair is responsible for the following:

- Setting the committee meeting dates, time and places
- Guiding committee discussion and decision making
- Making sure all decisions are recorded
- Checking to see that committee members complete their assignments
- Reporting committee progress and accomplishments at the HYPUP meetings

HYPUP Secretary

The most important duty of the HYPUP Secretary is to take the minutes of each meeting. Minutes are notes about the meeting. Minutes include the who, what, when, and how of what happened and what was said in the meeting.

Minutes are crucial in case there is a dispute. They help to determine if an issue was covered and discussed in a meeting. Be sure to take accurate and legible minutes.

The secretary should keep all the minutes together in a binder or record book. This binder/record book should be available when the secretary is absent.

Before each HYPUP meeting, gather all correspondence received since the last meeting so you can present it. Be sure to have an up-to-date roll of members to make it easy to take attendance. Check the minutes of the last meeting for old business, such as tabled or postponed motions, and make a note to bring each item to the attention of the president.

During an HYPUP meeting the secretary should:

- sit next to the president or near him/her
- stand to read the minutes of the last meeting when the president calls for them
- record the names of the members in attendance
- be prepared to call roll if requested (see Roll Call at the end of this section)
- record all motions and the names of the people who make and second the motions

- read the motions aloud when requested by the president
- note changes to a motion and enter the final version along with the vote of the membership
- record names of officers elected, committees that are appointed, and all other business conducted in the meeting
- record the names of any guest speakers or visitors to the meetings
- record the treasurer's report in your minutes
- keep a list of topics that require further action or discussion at the next meeting
- collect committee reports so that you can file them with your minutes

Other duties of the secretary include: writing letters, thank you notes, cards, and maintaining a file of correspondence. It is your responsibility to keep an updated list of members, committees & committee members.

Optionally, the work of the secretary can be divided between 2 or 3 people. Your HYPUs can have a Recording or main secretary, a Corresponding Secretary, and an Attendance Secretary. The work and responsibilities can be divided with permission and guidance of the pastor.

Roll Call

The secretary calls the roll when asked by the president. She / He can stand or sit while calling the roll. The president should also state how the roll is to be answered, for example, the president could say, "Answer, here".

The secretary, using a list of the current members, calls each name and waits for a response. If you hear a response, write "Present" by the name.

You can optionally prepare an attendance sheet that lists each member's name and contains the words "Present" and "Absent". You can then circle the appropriate response.

Be sure to date the list you're using to take attendance.

Note: There are many templates available for taking attendance and calling the roll.

HYPUs Treasurer

The Treasurer keeps all the banking and financial records for the HYPUs and helps to make sure, that the money is used responsibly, ethically, and fairly. It is a big responsibility. Managing money is a life skill that all successful people learn. Seeking other help is also an important skill—ask questions when you need to.

Treasurers are responsible to:

- Account for all money that is received and spent.
- Pay all bills authorized for payment.
- Maintain financial records including copies of all invoices, bills, and cash receipts.

Note: Be sure to save your receipts, they are important!

- Keep accurate, up-to-date records.
 - Reconcile your reports with monthly bank statements.
- Note:** Have a training session devoted to bank reconciliation training
- Prepare a financial report for each meeting.

Obtain a special notebook, journal, or ledger to record your financial information.

Use that special book to record the starting HYPUP balance.

Use that same book to record when (date) money is received, who gave the money, the purpose of the money, and how much (amount) money was given.

Use that same book to record when money was spent, what the money was spent on, and how much money was spent.

Keep a running balance as you record your financial information. You should always know how much money in in the HYPUP treasure.

Sample notebook, journal, ledger entries:

<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Balance</u>
2/2/2017	Beginning Balance		\$0.00
2/12/2017	HYPUP Offering	\$10.00	\$10.00
3/2/2017	Bought Cookies for the meeting.	\$3.00	\$7.00

Sample Financial Report:

HYPUP Treasures Report

Report Date: 3/7/2017 (date the report was prepared)

Beginning Balance as of 2/2/2017 \$0.00

Transactions since the last meeting:

Received:

2/12/2017 HYPUP Offering \$10.00
 Total Received for the period: \$10.00

Paid Out:

3/2/2017 Bought cookies \$3.00
 Total Paid Out for the period: \$3.00

Ending Balance \$7.00

Bank Reconciliation

When the bank statement is received, you should reconcile the entries in your special book with the bank statement. It is important to verify that the transactions showing on the bank statement are correct.

Bank statements are usually sent once a month. It's important to match the amounts on the bank statement with the amounts listed in the checkbook and your records. The basic steps to reconcile the bank statement are:

1. Verify that all transactions listed on the bank statement are included in your records.
2. If there are entries on the statement that aren't in your records, contact your church financial secretary and find out if something was paid or deposited in the bank that you weren't aware of. If so, add the entries to your records.
3. Start with the ending balance on the bank statement.
4. Add any deposit amounts that are in your records but not on the statement after the end date of the statement to that balance.
5. Subtract from that balance the total of outstanding checks (checks not listed on the statement).
6. The final amount should be the same that is in your records.

Some banks have a service charge for handling an account. Service charges are considered an expense. Be sure to record and subtract any service charges in your records



***Department of Religious Education
Fire Baptized Holiness Church of God of the Americas, Incorporated***