



SALVATION. UNITY. HOLINESS.

THE SOCIETY OF THE CHURCH OF GOD IN JAMAICA

NATIONAL YOUTH EXECUTIVE

By-Laws and Operational Procedures

Adopted and ratified at the Annual General Meeting

April 2022

VERSION

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NAME		
TITLE		
SIGNATURE		



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<i>Version 1: Agreement & Adoption by the meeting of the NYF</i> <i>Date: Saturday, April 23, 2022</i> <i>at The Olson Memorial Church of God, 35 Hope Road, Kingston, Jamaica</i>

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Preamble

We the members of the National Youth Fellowship of the Society of the Church of God in Jamaica, will assemble for The General **Annual General Meeting on April 23, 2022 at The Olson Memorial Church of God, 35 Hope Road, Kingston, Jamaica** to agree on the adoption of the following By-Laws and Operational Procedures that is subject to the provisions set forth in the Constitution and By-Laws of the Society of the Church of God in Jamaica. The provisions contained in the Constitution and By-Laws of the Society of the Church of God in Jamaica are herein incorporated by reference in their entirety and shall be deemed to be a part of this instrument. **These By-laws are subject to the decisions/directions of the Executive Council of the Society of the Church of God in Jamaica and may be changed from time to time. Amendments to these** By-Laws and Operational Procedures **must be sanctioned by the Executive Council of the Society of the Church of God in Jamaica.** **These By-Laws and Operational Procedures should be replicated on a regional level with regions instituting similar structures and adopting similar operating procedures.**

National Youth Fellowship

The National Youth Fellowship (NYF) shall be regarded as a voluntary association of youths under the jurisdiction of the General Assembly of the Society of the Church of God in Jamaica, and sponsored by the ~~Board of Christian Education and~~ **National Youth Directorate**. Its membership shall consist of youths within the local churches of the Society of the Church of God in Jamaica. All Pastors/Leaders/ Deacons/Deaconess of the Society of the Church of God in Jamaica shall be ex-officio members, but without voting rights. No person will be restricted because of race, colour, gender, disabilities, national origin, ancestry, marital status, arrest record or conviction record. Membership is based on individuals in good and regular standing within the local fellowships. Non-Christians who form a part of the Youth Fellowships shall be deemed members but cannot assume leadership roles.



Age

The target primary age range for the National Youth Fellowship is 13-17 years, with a secondary cohort between 18-25 years. This means that the activities planned and executed within the National Youth Fellowship, will cater primarily to these age groups. Older persons are not prohibited from being a part of any youth fellowship.

Purpose

The purpose of the NYF is to provide opportunities for the holistic growth and development of the members of each youth fellowship, which will lead them to Jesus Christ and deepen their relationship with Him; to facilitate a medium for interaction among youths; and to encourage commitment to Christian service.

Vision Statement

To Challenge and Empower Youths across Jamaica to become Disciples of Christ.

Core values

Loyalty to Christ

Evangelism

Adoration in Worship

Diligence

Motto

Serve to Survive

Annual General Meetings

This NYF shall meet annually on the Saturday of the Annual General Assembly of the Society of the Church of God in Jamaica. However, the National Youth Executive (NYE) may call Extra-Ordinary meetings of the NYF at its discretion or at the request of the NYF with at least two-thirds agreement from the delegates of the fellowships in each region. The meeting locations, whether AGM or Extra-Ordinary, shall be determined by the NYE and such meetings can be convened either physically or virtually. Minutes shall be recorded at each duly convened meeting of the AGM.



Delegates

Each Youth Fellowship shall appoint at least One (1) delegate to the Annual General Meeting (AGM) or extra-ordinary meetings. However, for larger fellowships, delegates should be appointed on the ratio of 1 to every 20 members. Regional and National Youth executive members are automatic delegates the AGM and Extra-Ordinary meetings.

Quorum

The presence of at least two-thirds of the delegates of the active youth fellowships across the regions, shall constitute a quorum at Annual General Meeting and Extra-Ordinary meetings of the NYF. Failure to have a quorum would deem meetings not duly convened and any decision taken shall not be binding.

National Youth Executive Committee

The NYF shall be led by a body that shall be named the National Youth Executive (NYE) whose objective is to effect the purpose, vision and core values of the NYF in the execution of its vision. The NYE shall formulate standards and determine the strategic direction of the NYF; authorize the establishment and maintenance of duly constituted committees and other entities as are necessary for the effective functioning of the NYF; and hold accountable the work and activities of the regions and fellowships. The NYE via its Chairman, is accountable and reports to the Executive Council (EXCO).

Meetings

The NYE shall meet within 30 days following the Annual General Meeting of the NYF for its Annual Planning Retreat. The date and location shall be determined by the Chairman of the NYE. The NYE shall meet once per quarter; however, the Chairman may convene meetings outside of the regularly scheduled meetings at his/her discretion. However, Extra-Ordinary meetings are to be convened at the request of at least two-thirds majority of the Officers of the NYE; if there are urgent matters that need ratification of the NYF; or if requested by at least two-thirds majority of the membership of the NYF. Minutes shall be taken at each duly convened meeting of the NYE.



Quorum

Meetings of the NYE shall be deemed duly constituted if at least two-thirds majority of Officers, to include the Chairman or his/her delegate are in attendance. Failure to have a quorum would deem meetings not duly convened and any decision taken shall not be binding.

Composition

The composition, authority and responsibilities of the NYE shall be vested in the recommendation and approval of the Executive Council. The composition of the NYE consists of the following Officers:

1. Chairman
2. Regional Youth Leader (6)
3. Fellowship Coordinator (2)
4. Training Coordinator
5. Camp Coordinator
6. Activities and Events Coordinator
7. Content and Resources Coordinator
8. Secretary
9. Financial Manager

The Officers serving on the NYE shall have a clear understanding of their role specifications and ministry objectives, more specifically outlined in “PART A” of the Appendix hereto, and they should understand the expectations of those to whom they are accountable. There shall be clear guidelines as to the extent of their authority, and a standard system of periodic review and realignment.

In the absence of the Chairman for a period not exceeding three (3) months, the Chairman can appoint any other member of the NYE to act in his/her stead. In the event that the Chairman is unable to execute the duties of his/her office, the NYE will choose from among its members a suitable Officer to deputize for the Chairman for a period not exceeding three (3) months. Should the Chairman be absent for a time exceeding three (3) months, the Executive Council through the National Youth Directorate shall appoint an Interim Chairman until the time of the conclusion of



the nomination and appointment process more specifically outlined in “PART B” of the Appendix hereto.

Appointments to Office

The proposed selection process is summarized below and is more specifically outlined in “PART B” of the Appendix hereto.

1. A Sub-Committee of the EXCO shall be formed to lead and execute the selection process.
2. Candidates shall be nominated and ratified by their local youth fellowships and their nomination endorsed by their congregational leadership (pastor/council). To bring further inclusivity, nominations shall also be endorsed by the regional leaderships of the youth and the Church.
3. The Sub-Committee shall review the candidates and shortlist for interview where necessary.
4. Recommended candidates shall be submitted to the EXCO and the NYF for endorsement.
5. Candidates shall be contacted after the appointment process is concluded to inform them of their status.

Tenure

The Chairman and Regional Youth Leaders term shall be for three (3) years and shall not exceed three (3) consecutive terms. The Chairman Elect shall be elected in the third year of a term of the Chairman. In the event that the Chairman wishes to serve for another term, he/she shall declare this at the start of the third year which must be ratified at the Annual General Meeting or an Extra-Ordinary meeting of the NYF.

The Fellowship Coordinator, Camp Coordinator, Activities and Events Coordinator, Content and Resources Coordinator, Training Coordinator, Secretary, and Financial Manager **tenure will be for two (2) years and will not be able to serve for more than three (3) years.**



Notwithstanding their terms of office aforementioned, Officers may be terminated summarily for Cause, if in the opinion of the NYE and/or EXCO any such Officer is deemed to be guilty of misconduct or conduct which brings him/herself or the NYE or the Church into disrepute.

Resignation

Notices of resignations shall be addressed in writing to the Chairman not less than one (1) month prior to the effective date of resignation. Notice of resignation from the Chairman shall be addressed in writing to the Secretariat of the NYE and copied to the EXCO no less than one (1) month prior to the effective date of resignation. If the Chairman resigns in the absence of a Chairman Elect, the Executive Council through the National Youth Directorate shall appoint an Interim Chairman until the time of the conclusion of the nomination and appointment process more specifically outlined in “PART B” of the Appendix hereto.

Dismissal

Officers of the NYE may be relieved of their positions or asked to step down under the following conditions:

1. Officers who are deemed to have acted in a way which tarnishes the name, image or reputation of the NYE and/or the National Church.
2. Officers who are not sufficiently executing the duties of their appointed portfolio, which includes:
 - a. Failure to attend more than 3 consecutive meetings of the NYE without just cause (sickness, emergencies, acts of God, etc.)
 - b. Nonfunctional and/or displays a general lack of interest in their appointed portfolio.
 - c. Not acting in accordance with the vision, strategic direction or mandates of the NYE

In the event of any of the above:

1. The Chairman of the NYE, having discussed the issue with his/her executive, is duly empowered to write to the Executive Council of the Church (via the secretariat), recommending the removal of such Officer.



- a. Proof of dialogue or other attempts of intervention must be provided before such a recommendation is made, except if the nature of the Officer's action warrants immediate removal (for example, brings the reputation of the church into disrepute).
2. The Executive Council of the church may seek dialogue (directly or through a duly appointed agent – whether committee or individual) with the Chairman and the affected Officer in determining whether to accept the recommendation for dismissal or to instruct another course of action.
 - a. Either decision must be communicated in writing to the NYE Chairman (via the Secretariat) and copied to the affected Officer.
3. In the event the Officer is dismissed, the process of appointing a new Officer should begin immediately and the Chairman of the NYE may appoint a temporary replacement (whether from the executive or external) until the appointment process is complete.

Sub-Committees

Sub-Committees may be appointed by the Chairman at his/her discretion, and in such manner to effectively execute the duties of the NYE. Any member of the Church in good and regular standing is eligible to serve on such committees. All such committees terminate at the close of the Project/Task/Assignment unless otherwise stated by the Chairman. A Convenor shall be appointed for each committee by the Chairman or the NYE, and the NYE shall ensure the effective functioning of all Sub-Committees. To this end, the NYE shall have the power to co-opt such persons as may be necessary to achieve that goal. In order to continue the work of the executive, The NYE may exercise its discretion and co-opt, through its chairman, persons to fill vacancies on the executive when such positions have not been filled by the approved nomination/appointment process. The persons co-opted do not have to be ratified by the AGM.

The Secretariat of the NYE shall comprise of the Secretary and Content and Resources Coordinator and shall provide administrative support to the Chairman, and to the Convenor of each Sub-Committee.



Regions

All members of each youth fellowship of the Society of the Church of God in Jamaica, in a specified geographic boundary, recommended by the Executive Council and approved by the General Assembly, shall constitute a Region. Please reference the Constitution and By-Laws of the Society of the Church of God in Jamaica for more details on the geographic boundaries of a region.

Amendments

Proposed amendments by members of the National Youth Fellowship or the National Youth Executive, must be adopted and ratified at the next sitting of the Annual General Meeting or by an Extra-Ordinary meeting of the National Youth Fellowship, by at least a two-thirds majority. Amendments to these By-Laws and Operational Procedures by the Executive Council do not need to be ratified by the National Youth Fellowship, but should be communicated at the next Annual General Meeting. Amendments ratified by the National Youth Fellowship must be supported by the Executive Council.

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Glossary

“In good and regular standing” means any person who is in active fellowship with any of the congregations of the Church of God in Jamaica and, in so doing, subscribe to the biblical doctrine, as taught by the Church, and whose life gives clear witness to the message and ministry, and who is involved in the fulfillment of the Mission of the Church.

Wherever the word **“Church”** appears, **“The Society of the Church of God in Jamaica”** is meant.

Unless the context otherwise requires, the singular form shall include the plural form, and vice versa, and the masculine form shall include the feminine, and vice versa.

The word **“Cause”** where it appears refers to unbecoming behavior of the Officer likely to bring said person and the church into disrepute, or a criminal offence under the law.

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Appendices

PART A: Role Specifications for the Officers of the National Youth Executive

Chairman

Duties & Responsibilities

- Sit on the Boards and Committees of the Church so dictated by the Constitution and By-Laws of the Society of the Church of God in Jamaica, or by the Executive Council.
- With the assistance of the National Youth Directorate, develop and implement a programme of training for Youth Ministry within the National Youth Fellowship.
- Chair all meetings of the National Youth Executive, the Annual General Meeting of the National Youth Fellowship and the Annual Strategic Planning Retreat.
- The effective management of the National Youth Executive and all subsidiary committees and bodies.
- Ensure that the plans for the upcoming events are in place before the committee demits office.
- Oversees the operations of the executive members and regional youth executives
- Ensure strategic alignment between the plans and activities of the NYE and the national church
- Encourage and actively pursue collaborations with the other auxiliaries of the church
- Provide regular status updates to the Executive Council and to the Executive Chairman upon request
- Submit annual report and any other report requested by the NYE within the timelines specified

Authority

- Make discretionary decisions on matters affecting the smooth running of the National Youth Fellowship and shall report in writing to the National Youth Executive, within seven (7) days, provided that he/she is consistent with the By-Laws of the National Youth Fellowship, the Constitution and By-Laws of the Society of the Church of God in Jamaica, and the beliefs and doctrines of the Church.



- Represent the National Youth Executive, nationally, regionally and internationally, in youth matters.
- Convene special meetings of the National Youth Executive at a time and place he/she may deem necessary.

Accountable to:

The Executive Council for the fulfillment of the National Youth Executive's mission, the development of youth leadership programs, and for the efficient and effective functioning of the business of the committee.

Appraisal Period

- Annually

Regional Youth Leader

Duties & Responsibilities

- Shall sit on the Executive Council of the Church Region.
- Assist the Chairman of the National Youth Executive with the implementation of a training programme for Youth Ministry within the regions and by extension the National Youth Fellowship.
- Sit on the Sub-Committees of the National Youth Executive so dictated by the Chairman.
- Oversees the operations of the executive members
- Provide regular status updates to the executive and to the chairman upon request
- Submit annual report and any other report requested by the NYE within the timelines specified
- Any other duties assigned by the Chairman (NYE) from time to time

Authority

- Make discretionary decisions on matters affecting the smooth running of the regional youth fellowship and shall report in writing to the National Youth Executive, within seven (7) days, provided that he/she is consistent with the By-Laws of the National Youth Fellowship, the Constitution and By-Laws of the Society of the Church of God in Jamaica, and the beliefs and doctrines of the Church.



- Represent the Region nationally in youth matters.

Accountable to:

- The Chairman of the National Youth Executive for the efficient and effective functioning of the business of the regional.

Appraisal Period

- Annually

Fellowship Coordinator

Duties & Responsibilities

- Maintaining contact with local fellowships within the 3 regions assigned.
- Gather and record detailed information on all aspects of each youth fellowship and its members
- Identify gaps and needs of each youth fellowship to inform intervention actions
- Submit quarterly reports to the National Youth Executive addressing the needs, health, and status of the fellowships in the regions.
- Coordinate the transition of members who have migrated from one fellowship to another.
- Identify
- Provide regular status updates to the executive and to the chairman upon request
- Submit annual report and any other report requested by the NYE within the timelines specified
- Any other duties assigned by the Chairman (NYE) from time to time

Authority

- Make contact with representatives internal and external to the Church to develop and maintain partnerships necessary to the execution of fellowship initiatives.



Accountable to:

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.

Appraisal Period

- Annually

Camp Coordinator

Duties & Responsibilities

- Responsible for all activities relative the planning, execution, management and assessment of National Youth Camp.
- Coordinate and lead the Six (6) regions in the the planning and execution of National Youth Camp.
- Coordinate the promotion of National Youth Camp.
- Coordinate the review and selection of the venues to host the National Youth Camp activities.
- Establish the required fees/admissions for participation in National Youth Camp.
- Recommend to the Chairman the team of advisors, personnel and committee for the planning and execution of National Youth Camp.
- Chair all meetings of the Sub-Committee convened for the planning and execution of National Youth Camp.
- Provide regular status updates to the executive and to the chairman upon request
- Submit annual report and any other report requested by the NYE within the timelines specified
- Any other duties assigned by the Chairman (NYE) from time to time



Authority to

- Design and implement activities and programs for National Youth Camp, in collaboration with the relevant committees of the Church.
- Make contact with representatives internal and external to the Church to develop and maintain partnerships necessary to the execution of National Youth Camp.
- Dispense and collect funds in support of the activities relative to the planning and execution of the National Youth Camp

Accountable to

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.
- The Financial Manager on the National Youth Executive for the proper recording and reporting of monies spent and received

Appraisal Period

- Annually

Activities and Events Coordinator

Duties & Responsibilities

- Coordinate the planning and execution of National Talent Hunt, Sports Day, Convention, and Outreach events and activities.
- Coordinate the promotion of national Talent Hunt, Sports Day, Convention, and Outreach events.
- Coordinate the review and selection of the venues to host relevant events.
- Recommend to the Chairman the team of personnel and committee for the planning and execution of relevant events
- Chair all meetings of the Sub-Committee convened for the planning and execution of National Talent Hunt, Sports Day, Convention, and Outreach events.
- Any other duties assigned by the Chairman (NYE) from time to time



Authority to

- Design and implement entry categories, criteria and eligibility for entry, and judging guidelines for National Talent Hunt, in collaboration with the relevant committees of the Church.
- Design and implement sports categories, criteria and eligibility for participation, and judging guidelines for National Sports Day, in collaboration with the relevant committees of the Church.
- Make contact with representatives internal and external to the Church to develop and maintain partnerships necessary to the execution of national Talent Hunt, Sports Day, Convention, and Outreach events.
- Dispense and collect funds in support of the activities relative to the planning and execution of the relevant events

Accountable to

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.
- The Financial Manager on the National Youth Executive for the proper recording and reporting of monies spent and received

Appraisal Period

- Annually

Training Coordinator

Duties & Responsibilities

- Partner with LTI and the National Christian Education Directorate on the development and dissemination of training materials.
- Plan and host training programmes.
- Maintain a database with all trained and certified youth leaders island wide.
- Partner with other organizations such as HEART, MIND, to offer training based on the needs of fellowships island wide.



Authority to

- Make contact with representatives internal and external to the Church to develop and maintain partnerships necessary to the execution of the training initiatives.
- Works closely with Fellowship Coordinators to analyze data gathered from individual fellowships
- Determine resource needs for local fellowships and makes recommendation to the NYE
- Any other duties assigned by the Chairman (NYE) from time to time

Accountable to

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.

Appraisal Period

- Annually

Content and Resources Coordinator

Duties & Responsibilities

- Design content, guidelines, and informational documents in support of the Training, Camp, and Events portfolios.
- Coordinate an effective communication strategy for the National Youth Executive.
- Manage the National Youth Executive Social Media Platforms.
- Monitor the various communication channels utilized by the National Youth Executive to respond to discussions, feedback, comments, and reviews.
- Creation and circulation of promotional, educational and ministry content to support the events and activities of the National Youth Executive.
- Vet and make edits to all forms of communication that will represent the general voice/consensus of the National Youth Executive.
- Liaise with the Board of Mass Communication in the development and distribution of content and promotional material
- Any other duties assigned by the Chairman (NYE) from time to time



Authority to

- Design and implement templates of various format to aid in the management of the image and reputation of the National Youth Executive.
- Act as custodian of the National Youth Executive brand and all representations of the brand must be approved by the NYE prior to being distributed.
- Act as the Secretary in his/her absence.

Accountable to

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.

Appraisal Period

- Annually

Secretary

Duties & Responsibilities

- Oversee the organization of meetings of the National Youth Executive including all logistical preparation and resource planning.
- Manage all the documentation for the National Youth Executive.
- Generate and disseminate information internally and externally on behalf of the National Youth Executive.
- Record, prepare and disseminate the Minutes of the meetings of the National Youth Executive.
- Manage the official email for the National Youth Executive.
- Lead the National Youth Executive Secretariat.

- Compile the statistics, keep a record of the names of the members attending each meeting of the National Youth Executive, and receive the credentials of the delegates/representatives attending in the absence of an Officer.
- Any other duties assigned by the Chairman (NYE) from time to time



Authority to

- Act as the Content and Resources Coordinator in his/her absence.

Accountable to

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.

Appraisal Period

- Annually

Financial Manager

Duties & Responsibilities

- Manage all funds of the National Youth Executive in an approved bank in the name of the National Youth Executive of the Society of the Church of God in Jamaica.
- Prepare and manage the budget of the NYE
- Assume responsibility for all financial transactions flowing from the approved budget of the National Youth Executive.
- Sign along with any other designated Officer(s) to be decided by the National Youth Executive - all cheques and vouchers and keep them properly documented/stored and preserved as a part of the records of the committee.
- Keep proper financial records and submit to audits by the Executive Council if requested
- Prepare thorough and accurate Financial Statements of the National Youth Executive for presentation at the quarterly committee meetings and to the AGM or render upon request.
- Ensure that all information requested by appointed and rectified auditors is provided promptly.
- Any other duties assigned by the Chairman (NYE) from time to time

Authority to

- Exercise good business judgement in the discharge of his/her various financial responsibilities, in keeping with the mandate given by the National Youth Executive.
- Request reports from executive members who managed finances for various events and activities



- Refuse the disbursement of funds to executive members who mismanage NYE monies

Accountable to

- The Chairman of the National Youth Executive for the fulfillment of the assigned portfolio.

Appraisal Period

- Annually

Notice

All funds to be disbursed to executive members or to be spent or received by members of the executive, must be approved by the NYE or the chairman. Though individual members of the executive have been vested with the responsibility to manage monies relative their respective portfolio, the ultimate responsibility for the proper management and accounting of NYE funds is vested in the Financial Manager.

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PART B

Guidelines for the Nomination and Appointment of Officers of the National Youth Executive

PROPOSED NOMINATION AND SELECTION PROCESSE FOR THE NATIONAL YOUTH EXECUTIVE OF THE CHURCH OF GOD IN JAMAICA

General

- 1) The nomination period shall be the **Fourth Month** prior to the day of Annual General Meeting (AGM)
- 2) All nominees must have served previously at a local and/or regional level for at least Two (2) years.
- 3) Nominees must have been a part of the Church of God in Jamaica for a minimum of Five (5) years.
- 4) Nominees cannot be below the age of 18 years
- 5) Nominees must be in “Good and Regular Standing” with the church

Please see nomination form on Appendix A.

The Nomination Process

Nomination Committee (Sub-Committee of EXCO):

The Nomination Committee must:

- Ensure that nomination forms, guidelines and job descriptions are issued to each region by the **Second Week** of the month prior to the nomination period.
- Examine all nomination forms to ensure accuracy and completeness.
 - The Nomination Committee reserves the right to reject any nomination form not properly or completely filled in. Forms submitted without the relevant signatures and attachments will be rejected.
- Verify any information presented if it deems it necessary.

- Develop evaluation criteria for candidate.
- Short-list nominees and conduct interviews
- Select successful candidates
- Recommended selected candidates to the EXCO and NYE for ratification/confirmation.
- Communicate outcome to candidates.
- Formally communicates appoints of selected candidates for office

Nominees, Local Fellowships and Regions:

- Each nominee must complete sections **A**, **B** and **C** of the nomination form and include a color passport photograph of him/herself.
- Each nominee should then submit the nomination form to his/her pastor (or church leader in the absence of a pastor).
- The pastor/leader must check to ensure that the relevant sections of the nomination form have been completely and properly filled by the nominee and that the photograph is attached.
- Pastors/Leaders must seek ratification for nominee from the respective fellowships
- The pastor/leader must then complete section **D** on the nomination form after he/she is satisfied that the nominee has met the requirements to compete for the desired position and has gained the endorsement of the youth fellowship.
 - The pastor/leader must only complete section D after the nominee has completed and signed sections A through C.
- The pastor/leader must submit the form after he/she has signed, to the Regional Youth Chairman for his/her approval/endorsement.
- In the event the person being nominated is for the position of National Youth Chairman, then the form should be submitted to the Executive Council for endorsement, then passed to the Nomination Committee. Sections E and F should be skipped.
- The Regional Youth Chairman, on the support of the regional executive, must then complete section **E** of the nomination form after being satisfied that the nominee is a suitable candidate.
 - The Regional Chairman must only complete section E after the previous sections of the form have been completed.



- In the event the nominee is the sitting Regional Youth Chairman, Section E should be skipped.
 - The Regional Youth Chairman must submit the nomination form to the Regional Chairman (church) for his/her approval/endorsement after being satisfied that the nominee is a suitable candidate.
 - The Regional Chairman must only complete section E after the previous sections of the form have been completed.
 - Completed forms must then be submitted to the Nomination Committee
 - Forms submitted after this date will not be accepted by the Nomination Committee.
- After the nomination forms have been received by the Nomination Committee, the

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APPENDIX A

NOMINATION FORM FOR NATIONAL YOUTH EXECUTIVE OF THE CHURCH OF GOD IN JAMAICA

SECTION A

First Name Middle Name Last Name

Date of Birth Age Male _____ Female _____

Date of Birth Age Gender

Fellowship: _____ Region: _____

Occupation: _____ No. of years in C.O.G.: _____

Position of Interest: _____

SECTION B

List/State previous positions held Locally/Regionally/Nationally



SECTION C

Why are you interested in this position? (Include additional sheet if needed)

Tell us about you. (Include additional sheet if needed)

SIGNATURE

DATE

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SECTION D

(TO BE COMPLETED BY local Pastor/Church Leader))

I _____ endorse _____
NAME OF Pastor/Leader NAME OF CANDIDATE

of _____ in _____
NAME OF FELLOWSHIP STATE REGION

for the position of _____. I further attest that
STATE POSITION

he/she is in good and regular standing and the information provided is true and accurate to the best of my knowledge.

SIGNATURE

DATE

SECTION E

(TO BE COMPLETED BY YOUTH CHAIRMAN)

I _____ endorse _____
NAME OF CHAIRMAN NAME OF CANDIDATE

of _____ in _____
NAME OF FELLOWSHIP STATE REGION

for the position of _____. I further attest that
STATE POSITION

the information provided is true and accurate to the best of my knowledge and that the candidate is suitable for the position for which he/she is being nominated.



SIGNATURE

DATE

SECTION F

(TO BE COMPLETED BY REGIONAL CHAIRMAN)

I _____ approve the nomination of

NAME OF Regional Chairman

_____ of _____

NAME OF CANDIDATE

NAME OF FELLOWSHIP

for the position of _____ . I further attest the

STATE POSITION

the information provided is true and accurate to the best of my knowledge and that the candidate is suitable for the position for which he/she is being nominated.

SIGNATURE

DATE

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(FOR NATIONAL YOUTH CHAIRMAN ONLY)

SECTION G

(TO BE COMPLETED BY NATIONAL YOUTH DIRECTORATE/EXECUTIVE COUNCIL)

I _____ approve the nomination of

NAME OF Regional Chairman

_____ of _____

NAME OF CANDIDATE

NAME OF FELLOWSHIP

for the position of _____ . I further attest the

STATE POSITION

the information provided is true and accurate to the best of my knowledge and that the candidate is suitable for the position for which he/she is being nominated.

SIGNATURE

DATE

e.