

# **Teens of the Rockies Encounter Christ (TrEC)**

## **By Laws and Policies**

**Proposed by the TrEC Council October 2008**

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## **1.0 General Parameters for TrEC**

Teens of the Rockies Encounter Christ, hereafter referred to as TrEC.

### **1.1 Mission Statement**

"Celebrating God's love by providing an opportunity to receive and experience an unconditional relationship with Jesus Christ".

### **1.2 Purpose**

TrEC provides an experiential weekend where teens encounter the unconditional love of Jesus Christ through talks, discussion, and random acts of agape love by caring youth and adults. After the weekend, the teens are strongly encouraged to bring the message back to their home church, family, and youth groups. They are also encouraged to work future TrEC weekends and build their Christian leadership skills and mentoring roles.

TrEC is a teen focused program to assist youth participants to grow their relationship with God. The TrEC program is based in Lutheran theology, but is focused on the eternal outcome of a relationship with Jesus Christ.

### **1.3 TrEC Code of Conduct and TrEC Youth Protection Policies**

All TrEC activities will be held under the guidelines of the TrEC Code of Conduct and TrEC Youth Protection Policies. Prior to each weekend, all participants will sign and abide by the TrEC Code of Conduct and the TrEC Youth Protection Policies. Signed documents will be retained on file for four years.

## **2.0 TrEC Board of Directors**

The TrEC Board of Directors shall be the elected officers of TrEC and shall have authority to make expenditures and set policy for TrEC. The Board of Directors will consist of a President, Vice-President, Secretary, and Treasurer. The directors will serve two-year terms and will have no term limits. The directors shall ensure TrEC maintains good standing as a non-profit organization in the state of Colorado and maintains 501(c)(3) status with the Internal Revenue Service. Elections of new directors will take place during the TrEC annual meeting. The President and Secretary will be elected in even numbered years while the Vice-president and Treasurer will be elected in odd numbered years. Vacancies will be filled as they occur during meetings of the TrEC Council.

## **3.0 TrEC Council**

3.1 The TrEC Council provides the vision, program leadership, and organizational management of TrEC.

3.2 Standing positions on the TrEC Council consist of the following: Lay Director, Youth Lay Director, Secretary, Spiritual Director(s), Program Director, Treasurer, Registrar, Music, Communications/Media, Resources, Wheat and other positions as necessary [for example, at-large positions]. Specific duties and responsibilities are described in Attachment 1. The Council position descriptions will be reviewed and updated at the annual meeting.

3.3 Elections of council members will take place during the TrEC annual meeting. Vacancies will be filled as they occur during meetings of the TrEC Council.

3.4 Each member of TrEC Council shall have a specific position lasting for one year. At the expiration of this term, the member may re-apply for the same position, or seek another. This process may be repeated indefinitely. The TrEC secretary will maintain records of the positions and record them in the Council minutes.

3.5 The TrEC Council should include at least two youth members who are in high school, or college students under the age of 21. Unless vacancies exist, no more than two youth members from the same congregation may serve on the council at any given time.

3.6 TrEC Council members are expected to actively support all TrEC weekends through prayer and service.

### 3.7 TrEC Council Meetings

3.7.1 TrEC Council shall meet at least quarterly, or more often, or at the discretion and call of the Adult Lay Director. All TrEC council meetings are open to all members of the TrEC and Via de Cristo communities and invited guests.

3.7.2 The July meeting will serve as the annual meeting.

3.7.3 Council meetings are to be opened and closed with prayer.

3.7.4 The secretary will be responsible for taking minutes at each meeting. Minutes will be available to TrEC Council members within one week of meeting. In the event of the secretary's absence, minutes are to be taken by a substitute designated by the convening officer.

3.7.5 The council meeting minutes shall reflect as a minimum the following topics: Meeting Location, Attendance or excused absence, start and end times, open action items, and new action items.

3.7.6 Council members should notify the Secretary prior to missing a scheduled meeting. The Lay Director will contact absent Council members upon their second unexcused absence. Upon the third unexcused absence in a calendar year, council member will be removed from roster.

## **4.0 TrEC Budget, Expenditures, Reimbursements, and Fees**

4.1 The TrEC fiscal year for Internal Revenue Service reporting purposes will be 1 October thru 30 September.

4.2 At the annual meeting, the TrEC council will review the annual budget and submit the updated budget to the TrEC Board for approval.

4.3 The Adult Guide for each weekend will have control for weekend expenditures and is responsible for working within the approved budget. Before expenditures are made exceeding the budget, the Adult Guide must notify the TrEC Council for approval.

4.4 Non-budgeted expenditures exceeding \$100 require the approval of at least three members of the TrEC Board of Directors. The expenditures will be recorded in the next TrEC council meeting minutes.

4.5 Requests for reimbursements for expenditures supporting TrEC should be made to the TrEC Treasurer within 30 days of the date of expenditure. All requests must be accompanied by store receipt, credit card statement, or copy of personal/cashier check.

4.6 Weekend fees are established by the TrEC Council and will apply to all alpinistas and weekend team members.

4.7 Scholarships will be made available to those who otherwise would not be able to attend the weekend. The TrEC council will determine how much scholarship money is available for the weekend. The Adult and Youth guides are responsible for determining how scholarship monies are applied.

4.8 No more than 1 scholarship can be granted per calendar year per team member.

4.9 The Adult and Youth guides in coordination with the TrEC Registrar are responsible for the collection of weekend fees and submission of those fees to the TrEC treasurer.

## **5.0 Alpinista Policies**

5.1 Youth Age Requirements: Alpinista acceptance is limited to high school teens and college students aged 15-19. Youth who have started high school but have not reached their 15<sup>th</sup> birthday may apply at their Pastor or Youth Director's discretion and attend on a space available basis.

5.2 The final acceptance date for alpinista applications is the Saturday two weeks prior to the weekend. Applications may be accepted later with the approval of the adult and youth guides in coordination with the TrEC registrar. In those cases where applications are accepted beyond the acceptance date, the sponsor of the applicant is responsible for ensuring all paper work is completed prior to weekend registration, including contact with parents, guardians, pastors, family and friends for obtaining wheat letters.

5.3 No more than 6 alpinistas from one congregation may attend a weekend. If more than six apply, the additional teens will be placed on a waiting list. If space is available by the acceptance date, they will be allowed to attend.

5.4 TrEC weekends will not be held unless there are at least 12 applicants with deposits on file as of the acceptance date.

5.5 Attendance on TrEC weekends is limited to 30 alpinistas, unless facilities and team resources are available to support more. Acceptance of more than 30 alpinistas requires TrEC Council approval.

5.6 Alpinistas are expected to attend the entire weekend. Exceptions can be made with prior approval of the weekend Adult and Youth guides.

## **6.0 Team Policies**

6.1 All youth and adults who have attended a TrEC, TEC, Chrysalis, Via de Cristo or Cursillo-based weekend may apply to serve on TrEC weekends.

6.2 The goal for each TrEC weekend is to have two ordained Lutheran pastors serving as Spiritual Directors. At least one rostered Lutheran pastor, DCE, AIM, or youth director must serve as a Spiritual Director and be present for the entire weekend. Seminary students, who have served or are currently serving an internship in a congregation, are welcome to serve on a TrEC weekend as an Assistant Spiritual Director. All weekend Spiritual Directors must be approved by the TrEC Council's Spiritual Director.

6.3 The Adult Guide and Youth Guides for weekends are selected by vote of the TrEC Council. They must have thorough knowledge of the TrEC program and have demonstrated leadership on prior weekends. Selection of lead guides is recommended to be 6 months prior to the start of a weekend, but should occur no later than 90 days prior to the start of the weekend. The Adult and Youth Guides must meet with the Adult Lay Director prior to the start of any weekend planning and team selection.

6.4 Team selection is the responsibility of the Adult and Youth guides. At a minimum, core team selection should be completed 90 days prior to the weekend.

6.5 Application to serve on team should be made two weeks prior to the first training. Exceptions can be made with the consensus of the Adult and Youth guides. Team applications will be reviewed for acceptance on a first-come-first-served basis until team positions are filled.

6.6 Out-of-state team members will be allowed to work TrEC weekends provided that they attend one training and the entire weekend. Exceptions can be made with the consensus of the Adult and Youth Guides. First time out-of-state team members must have a pastoral reference letter. The Adult Lay Director will contact this reference before the weekend to verify the applicant's qualifications to serve on the weekend.

6.7 TrEC weekend teams shall consist of a minimum of:

Team	Youth	Adults
Spiritual Director	0	1-2
Guides	2 (Boy/Girl)	1
Table Guides* *Depends on alp applications	3-6*	3-6*
Wheat	4	1
Support	4	2
Music	2	1
Kitchen	2	2

6.8 The maximum number of team members should not exceed 45. However, the final number is dependent upon the number of alpinistas attending the weekend and resources available to support them and the team. The Adult and Youth Guides will notify the TrEC Council if the number of team members needs to exceed 45.

6.9 All team members must attend the entire weekend. Exceptions can be made with the consensus of the Adult and Youth Guides. Unexcused absences can result in immediate dismissal from all weekend activities and prevent service on future TrEC weekends. Unexcused absences will be reported to the TrEC Council.

6.10 Council members serving on weekends are not to interfere with weekend youth/adult leadership with the exception of helping to resolve TrEC Code of Conduct and/or TrEC Youth Protection Policy violations.

## **7.0 Training Policies**

7.1 There should be a minimum of three team trainings prior to the start of a weekend.

7.2 Team trainings will be established and posted on the TrEC website and communicated to the TrEC and Via de Cristo communities via e-mail no later than 60 days prior to the start of the weekend.

7.3 Team members must attend a minimum of two team trainings to be eligible to serve on the weekend. Exceptions can be made with the consensus of the Adult and Youth guides.

7.4 Youth Guides are to run team trainings in conjunction with the Adult Guide.

## **8.0 TrEC Weekend Activities**

8.1 The TrEC Council will establish and publish weekend operating procedures for all aspects of a TrEC weekend. These procedures will be maintained by the TrEC Program Director and will be available for review during all weekends.

8.2 These procedures will be reviewed and updated at the annual meeting or as situations dictate.

8.3 The Adult Guide has final authority on the weekend within the policies and procedures established by the TrEC Council.

## **9.0 TrEC Post Weekend Activities**

9.1 The TrEC council will debrief each TrEC weekend and review weekend evaluations within 30 days of weekend completion. The Adult and Youth Guides should attend this debrief or at a minimum, provide a detailed written report.

9.2 A rendezvous is to be held after each weekend, preferably two weeks after the TrEC weekend, but no later than four weeks.

9.3 Only those events sanctioned by the TrEC council are considered to be part of the TrEC program.

## **10.0 By-Law Review**

These by-laws will be reviewed during the annual meeting and submitted to the TrEC Board of Directors for approval.

## **Attachment 1 - TrEC Council positions duties and responsibilities.**

### Lay Director

1. Responsible for the leadership and activities of the council
2. Sets the time, place, and agenda for the meetings
3. Together with the council, sets the time and place for TrEC weekends.
4. Serves as the council representative to the Colorado VdC and other Cursillo movements.
5. Appoints persons with approval of the TrEC Council to fill un-expired positions
6. Trains council members and assigns duties
7. Assists adult and youth guides on team selections and weekend preparations
8. Prepares newsletter articles

### Youth Lay Director

1. Leads meetings in the absence of the Lay Director
2. Serves as the youth representative to the Colorado Via de Cristo and all other Cursillo/TEC communities
3. Assists adult and youth guides on team selections and weekend preparations
4. Assists Lay Director in performance of other duties as requested
5. Prepares newsletter articles

### Program Director

1. Maintains program manuals for all weekend teams
2. Develops and maintains training materials
3. Conducts leaders training
4. Performs other duties as requested by the Lay Director
5. Prepares newsletter articles

### Spiritual Director

1. Responsible for providing leadership on matters of faith and spirituality
  - A. Selects spiritual directors for the weekends
  - B. Prepares newsletter articles
  - C. Assists in Adult and Youth Guide selections.
2. Continually places before the council the ultimate goals we share as God messengers and tools for bringing others into a growing relationship with God and God's people.

### Secretary

1. Responsible for recording and making available minutes of each council meeting.
2. Maintains council records and archives, including weekend attendance registry.
3. Performs other duties requested by the council.
4. Prepares newsletter articles.

## Treasurer

1. Responsible for the finances of the council
2. Arranges and maintains 501(c)(3) status
3. Coordinates with weekend guides to collect team and alpinista fees
4. Disburses funds for budgeted and approved TrEC expenditures
5. Makes arrangements to have council members serve as second and/or third signer on accounts for emergency situations
6. Prepares a report on balance of treasury accounts for each council meeting.
7. Keeps records consistent with good bookkeeping practices
8. Prepares newsletter articles

## Communications/Media Coordinator

1. Develops publicity materials and programs
2. Prepares and mails (or coordinates) newsletter to the TrEC and Colorado VdC community and other Cursillo movements.
3. Coordinates with webmaster to maintain the TrEC website with current information
4. Prepares newsletter articles

## Registrar

1. Maintains alpinista and team application forms in current status
2. Receives and processes alpinista and team applications
3. Provides alpinista roster to Adult and Youth guides, communications/media coordinator, and the council members
4. Assists communications/media coordinator in developing materials
5. Prepares newsletter articles

## Rendezvous Coordinator

1. Arranges for follow-up activities, reunion groups and rendezvous
2. Prepares newsletter articles

## Music Coordinator

1. Coordinates all aspects of the music for the council
2. Maintains a library of music used for TrEC weekends and rendezvous
3. Coordinates with the Colorado Via de Cristo Music chairperson all licensing requirements
4. Responsible for ensuring there is a musician for each rendezvous
5. Prepares newsletter articles

## Wheat/GORP Coordinator

1. Coordinates and communicates with the Colorado Via de Cristo and other Cursillo movements on matters relating to wheat, GORP and/or palanca.
2. Receives and sends wheat letters and gifts
3. Works closely with the weekend wheat/GORP leader to ensure wheat/GORP is at the weekend site on time
4. Communicates needs for gifts to the community
5. Prepares newsletter articles

### Resources Coordinator

1. Purchases permanent property and materials needed for the weekend
2. Provides for property maintenance and storage
3. Maintains Inventory of material
4. Locates facilities as needed for TrEC weekends
5. Acts as liaison to the facility on all issues
6. Communicates all facilities requirements to the council and the Adult and Youth Guides
7. Prepares newsletter articles

### At-Large Council Members (2 adults, 4 youth)

1. Assists the council in performance in all council activities
2. Prepares newsletter articles