



**Northwest Field**  
NYI

# **Field Ministry Plan**

**The Northwest Field Nazarene Youth International exists to challenge, equip and inspire youth ministry on the Northwest Field of the Church of the Nazarene.**

## Article I. Membership and Ministry Focus

### Section 1.01 Composition and Accountability

- (a) All local Nazarene Youth International (NYI) groups, district NYI ministries, and members of NYI within the boundaries of the Northwest Field (NWF) form the NWF NYI. The NWF boundaries include the following districts: Alaska, Colorado, Intermountain, Northwest, Oregon Pacific, Rocky Mountain, and Washington Pacific.
- (b) The NWF NYI is accountable to its membership and to the Global NYI Council. Where applicable, the NWF NYI may also be accountable to the regional director and Regional Advisory Council.
- (c) The NWF NYI reports to the Global NYI Council on an annual basis and, where applicable, to the regional director and Regional Advisory Council on a regular basis.

### Section 1.02 Ministry Focus

- (a) The mission of NWF NYI is to challenge, equip and inspire youth ministry in the NWF.
- (b) The traditional ministry of the NWF NYI is focused toward youth aged 12 and older, college/university students, and young adults. The NWF NYI Council may modify the ministry focus as appropriate, with the approval of the field districts and, where applicable, the regional director.
- (c) For the purposes of representation and programming, the NWF NYI Council establishes age divisions according to youth ministry needs in the NWF.

## Article II. Executive Council

### Section 2.01 Composition

- (a) The executive officers include the Field Youth Coordinator, Assistant Field Youth Coordinator, Field Secretary, and Field Treasurer.
- (b) The NWF NYI officers must reside within and be members of the Church of the Nazarene within the bounds of the NWF at the time of their election, be active in ministry, and be viewed as leaders in personal example and ministry. Exceptions to the Nazarene membership requirement may be granted by the council by a two-thirds majority vote, as needed. Expectations of harmony with and endorsement of the mission and vision of the Church of the Nazarene shall always be maintained.
- (c) The NWF NYI executive officers serve without salary. Financing for the administrative expenses of NWF NYI officers is a budgeted expense of the NWF NYI council. The Field Youth Coordinator's honorarium will be given if undesignated funds (i.e. checking balance plus safety reserves) are available and remaining executive officers if the balance of undesignated funds is at least \$5000. Honoraria will be given to officers after the fall meeting following one full year of service.

### Section 2.02 Election

- (a) The NWF NYI Council affirms the importance of careful prayer and consideration of leadership roles on the NWF. Every effort will be used to communicate upcoming leadership vacancies to allow individuals the opportunity to pray about and consider filling these openings.
- (b) The NWF NYI officers will serve four-year terms. The Field Youth Coordinator (FYC) will serve from the close of the General Assembly until the close of the following General Assembly. The Assistant Field Youth Coordinator, secretary and treasurer will serve from the time of their election throughout a four year term.

- (c) A NWF NYI nominating committee will nominate people to fill the office of Field Youth Coordinator. The nominating committee will be appointed by the NWF NYI Council and will consist of at least four NWF NYI council members, and it may include the current NWF youth coordinator and regional director. At least two names will be submitted to the caucus for the position. The NWF NYI Council and regional director must approve all nominees.
- (d) The NWF youth coordinator will be elected by majority vote of the field caucus at the global NYI convention and approved by majority vote of the convention, according to the NYI Global Ministry Plan. The election of the assistant field youth coordinator, secretary and treasurer will occur at the NWF NYI Council meeting following the global NYI convention.
- (e) An incumbent NW Field Youth Coordinator may be recommended to serve by a 2/3 majority vote of the NW Field NYI Council, approved by the regional director, and elected by two-thirds majority vote of the field caucus, which is held during the global NYI convention following his or her first term.
- (f) An incumbent NW Field Youth Coordinator is eligible to serve for more than two terms, but for his or her third and subsequent elections, he or she cannot run on a yes/no ballot. The NW Field NYI Council must nominate at least one other person to be on the ballot.
- (g) When a vacancy occurs (e.g. an officer moves his/her membership outside of the field, resigns, or is removed from office by two-thirds majority vote of the NWF NYI Council due to neglect of duties or inappropriate conduct, etc.), the NWF NYI Council will fill the vacancy by two-thirds majority vote if there is one nominee or by majority vote if there are two or more nominees. In the case of such a vacancy in the office of NWF youth coordinator, the field will elect a new field youth coordinator consistent with the NYI Global Ministry Plan, subject to approval by the regional director. If a vacancy occurs among members representing a district within the field, the vacancy is filled according to that district's ministry plan. When a vacancy is filled mid-term, that person will serve for the remainder of the vacated term.
- (h) When an officer or leadership position is vacant, all district presidents (DP's) will automatically be nominees for that position. This is done to allow leadership from within the existing DP's. All DP's will have the option of declining this nomination but are encouraged to fill roles of services as needed.

## Section 2.03 Responsibilities

- (a) The responsibilities of NWF NYI executive officers include:
  - (i) Developing and designating leaders for the various field NYI ministries.
  - (ii) Defining and assigning titles and youth ministry responsibilities according to field needs.
  - (iii) Distributing the following responsibilities to ensure accountability and effectiveness:
    - 1) *Keeping a correct record of all meetings of the NWF NYI Council and attending to all matters of correspondence for the NWF NYI.*
    - 2) *Disbursing, receiving, and keeping records of NWF NYI funds, according to global NYI council, general board, and regional office policies.*
    - 3) *Assisting the FYC in compiling an annual financial report of all monies raised and disbursed to submit to the global NYI council and other appropriate bodies.*
    - 4) *Working with the FYC to create an annual budget to present to the NWF NYI council and to the regional director for approval.*
    - 5) *Notifying the global NYI office and the regional office of the names and addresses of the various NWF NYI officers and ministry directors as soon as possible after election or appointment.*
    - 6) *Carrying out other ministries as assigned by the NWF NYI Council.*
- (b) The responsibilities of the NW Field Youth Coordinator include:
  - (i) Giving leadership and direction to the NWF NYI, in cooperation with NYI and NWF leadership.
  - (ii) Chairing the NWF NYI Council to cast a vision for youth ministry in the field.
  - (iii) Be present at all NW Field NYI Council meetings.
  - (iv) Facilitating the development of youth ministry in the NWF and working with the NWF NYI Council to define the NWF NYI ministry focus according to needs.
  - (v) Presiding at the field caucus at the global NYI convention.

- (vi) Encouraging the development of NYI ministry in each district within the field.
  - (vii) Representing the interests of NWF NYI on appropriate regional boards and committees and, when applicable, to multi-regional committees.
  - (viii) Submitting an annual report to the NWF NYI Council, regional director and Regional Advisory Council, and the global NYI council.
  - (ix) Recommending an annual budget to the NWF NYI Council and the regional office.
  - (x) Serving as a delegate to the global NYI convention and a member of the global NYI council if elected from among the Field Youth Coordinators to serve in that capacity. Should the FYC and assistant field youth coordinator be unable to attend, a representative may be appointed by the NWF NYI president.
  - (xi) Serving as a liaison between the NWF NYI and Northwest Nazarene University (NNU) to promote communication, cooperation, and ministry partnership.
  - (xii) Assisting the secretary in providing pertinent information to the NYI ministries office at the Global Ministry Center.
  - (xiii) Serving as an ex-officio member of the NNU Board of Trustees and attend bi-annual meetings.
  - (xiv) Maintaining files that can be passed on to successors.
- (c) The responsibilities of the NWF Assistant Field Youth Coordinator include:**
- (i) Being present at all NW Field NYI Council meetings.
  - (ii) Functioning in the role of the FYC when the FYC is absent.
  - (iii) Scheduling and directing a replacement election among the field council, should the FYC resign or be removed from office.
  - (iv) Leading the re-election process of an incumbent FYC at the field caucus at the global NYI convention.
  - (v) Serving as the NWF NYI Council's substitute representative to committees served on by the FYC (USA/Can NYI, NNU Board of Trustees, etc.) when requested.
  - (vi) Directing special projects as assigned by the FYC.
  - (vii) Maintaining files that can be passed on to successors.
- (d) The responsibilities of the NWF NYI Treasurer include:**
- (i) Being present at all Field NYI Council meetings.
  - (ii) Preparing a financial report for each council meeting that outlines up-to-date expenditures.
  - (iii) Handling all transactions for the NWF NYI checking and savings accounts (e.g. write checks, make deposits).
  - (iv) Serving as a responsible party of all NWF NYI's monetary accounts.
  - (v) Handling any monetary special projects as assigned by the FYC or council.
  - (vi) Performing specific duties as designated by the FYC.
  - (vii) Maintaining files that can be passed on to successors.
- (e) The responsibilities of the NWF NYI Secretary include:**
- (i) Being present at all Field NYI Council meetings.
  - (ii) Keeping accurate records of all council meetings and provide copies to the NWF NYI Council within two weeks after each meeting, so that these records may help with the implementation of council action.
  - (iii) Maintaining the Field Ministry Plan, council contact information, the NWF NYI website and other important documents.
  - (iv) Assisting the FYC in providing pertinent information to the NYI ministries office at the Global Ministry Center.
  - (v) Performing specific duties as designated by the FYC (e.g.: event promotion, reminder cards, etc.).
  - (vi) Assisting DP's in regular mailings to local churches, as well as general council correspondence.
  - (vii) Maintaining files that can be passed on to successors.

## Article III. Council

### Section 3.01 Composition

- (a) The NWF NYI Council is composed of the elected executive officers of the NWF NYI and the DP's (or representatives) from each district on the NWF. It may also include the following ministry leaders:**
- (i) NWF quiz director
  - (ii) NNU liaison

- (iii) Hired event coordinators
  - (iv) Other ministry leaders as deemed necessary by the council, and, where applicable, the regional director and/or regional NYI coordinator.
- (b) Only those who are members of the Church of the Nazarene in the NWF may serve as NWF NYI council members. Exemptions to this may be offered as outlined in 2.01 (b).
  - (c) When applicable, representatives from Nazarene colleges or universities responsible for shared ministry with the NWF NYI may also serve on the NWF NYI council.
  - (d) Every district has an equal voice/voting representation on the council.
  - (e) In order for the district to have a voice/voting in the leadership of the NW Field NYI Council, they must:
    - (i) Support the NW field with their annual dues and annual quiz dues (as determined by the NWF NYI Council), due by March 15<sup>th</sup> of the current year.
    - (ii) Be present during council meetings, either by the DP or a representative.

### **Section 3.02 Responsibilities**

- (a) The NWF NYI council plans and organizes the total ministry for youth within the field and, through its officers and directors, initiates and directs ministries and activities to reach young people for Christ, and responds to their spiritual growth needs in harmony with field leadership.
- (b) The NWF NYI council defines the ministry focus of field NYI in response to field youth ministry needs, and develops and assigns titles and responsibilities for NWF NYI ministry directors.
- (c) The NWF NYI council encourages and equips districts across the field for effective youth ministry.
- (d) The NWF NYI council promotes global NYI ministries and programs to the NWF membership.
- (e) The NWF NYI council directs the expenditure of funds provided to the NWF through NYI events and partnerships.
- (f) The NWF NYI council makes recommendations to the field caucus at the global NYI convention concerning the ministry of NYI. The council also appoints up to two persons to serve the field as members of the resolutions committee at the global NYI convention, consistent with the Global Ministry Plan.
- (g) The NWF NYI council establishes and communicates the process for amending the NW Field Ministry Plan, pursuant to Article VII.
- (h) **Field Quiz Director**
  - (i) Be present at all NWF NYI council meetings.
  - (ii) Serve as a voting member of the NWF NYI council.
  - (iii) Organize and coordinate all aspects of the field quiz meet.
  - (iv) Communicate and interface with all of the district quiz directors.
  - (v) Manage the quizzing line item of The Gathering budget.
  - (vi) Serve on the Quizzing Advisory Council to provide guidance for the national Bible quizzing ministry and to help develop and provide workers for the national quiz tournament.
  - (vii) Maintain files that can be passed on to successors.
- (i) **Field Council Member (District President)**
  - (i) Be present at all NWF NYI Council meetings.
  - (ii) Give leadership and direction to district NYI, working in cooperation with NYI and district leadership.
  - (iii) Chair the District NYI Council to cast a vision for youth ministry on the district.
  - (iv) Facilitate the development of youth ministry on the district and working with the district NYI council to define the district NYI ministry focus according to needs.
  - (v) Preside at the district NYI convention.
  - (vi) Encourage the development of NYI ministry in each local church within the district.
  - (vii) Represent the interests of NYI on all appropriate district boards and committees.
  - (viii) Submit an annual report to the district NYI convention and district assembly.
  - (ix) Present an annual budget to the District Finance Committee (or appropriate district body) and to the district NYI convention for approval.
  - (x) Serve as a delegate to the Global NYI Convention. Should the president be unable to attend, a representative

elected by the District NYI Council and approved by district superintendent and district advisory board may provide alternate representation.

- (xi) Serve as a voting member of the NWF NYI Council.
- (xii) Maintain files that can be passed on to successors.
- (j) **Call Conference Coordinator**
  - (i) Help to create vision and facilitate planning for the conference, alongside NNU representative.
  - (ii) Meet with Field Council treasurer to develop annual budget.
  - (iii) Arrange two planning meetings in addition to the regularly scheduled council meeting.
  - (iv) Develop and distribute the promotional printed and multimedia materials.
  - (v) Delegate responsibilities to the DP's.
  - (vi) Handle all registration duties and all communication with the registrants prior to the conference.
  - (vii) Develop of all printed materials (syllabi) for the event.
  - (viii) Select and purchase "giveaway" promotional items.
  - (ix) Manage The Call Conference line items of the budget.
  - (x) Maintain files that can be passed on to successors.

### **Section 3.03 Committees**

- (a) The NWF NYI Executive Committee consists of the NWF NYI officers, the regional director and/or regional NYI coordinator. The executive committee may conduct the business of NWF NYI council when it is impractical or impossible to convene the entire council. All actions of the executive committee will be communicated to all members of the council and are subject to the approval of the entire council at its next meeting.
- (b) The NWF NYI Council may establish other specific ministry committees in response to field youth ministry needs.

## **Article IV. Meetings**

### **Section 4.01 NW Field NYI Council Meetings**

- (a) The NWF NYI council meets regularly to fulfill the mission and vision of the NW Field NYI. Generally speaking, the council will meet twice each year (fall and spring).
- (b) Meetings of the NWF NYI council may be scheduled or called by the Field Youth Coordinator, regional director, a global NYI officer, or the director of NYI.

### **Section 4.02 Voting**

- (a) All voting of the council requires a two-thirds majority vote of members present at the time of the vote.
- (b) For a vote to take place, 50% of the full council must be present at the time of the vote.
- (c) All members of the council or their (present) representatives are considered voting members of the council.
- (d) Should one individual hold two positions on the council, that individual will receive only one vote.

### **Section 4.03 Field Caucus**

- (a) A field caucus is convened during the global NYI convention. The caucus can provide for inspirational sessions and programs to advance youth ministry across the NWF. Reports are received, leadership is elected, and legislative business pertaining to the work of NWF NYI is transacted at the caucus. The caucus also nominates up to two names for each youth member-at-large on the global NYI council, consistent with the Global Ministry Plan.

- (b) The NWF NYI council, in cooperation with the global NYI council, arranges for and oversees the field caucus.
- (c) The field caucus is composed of the members of the NWF NYI Council, the regional director, the regional NYI coordinator, and the elected delegates from the NWF to the global NYI convention, consistent with the Global Ministry Plan.
- (d) The caucus convenes during the global NYI convention at a time and place designated by the global NYI council. When approved by the NWF NYI council, the regional director, and the global NYI council, a caucus may be convened by postal or electronic means within six months prior to the global NYI convention in order to conduct NWF NYI business when circumstances prohibit a majority of elected delegates from attending the global NYI convention.

## **Article V. Ministries**

### **Section 5.01 Evangelism**

- (a) The NWF NYI develops and implements a variety of ongoing ministries and special events to reach young people for Christ.

### **Section 5.02 Discipleship**

- (a) The NWF NYI develops and implements a variety of ongoing ministries and special events to nurture and challenge young people to grow as disciples of Christ in personal devotion, worship, fellowship, ministry, and leading others to Christ.

### **Section 5.03 Leadership Development**

- (a) The NW Field NYI develops and implements a variety of ongoing ministries and special events to mentor and equip young people to be leaders for Christ and His church.

### **Section 5.04 The Call Conference**

- (a) The Call Conference exists to provide students with the time, space and opportunity to explore their call into Christian leadership.

## **Article VI. Budget**

### **Section 6.01 Expenditures**

- (a) The Field NYI Council directs the expenditure of funds provided to the NWF through NYI events and partnerships.
- (b) All expenditures must fall within the approved budgets.
- (c) Foreseen overages on budgeted lines must be approved by the executive council, prior to the expenditures.
- (d) All receipts and copies of bills must be turned into the field treasurer within 60 days of the expenditure. Items submitted after 60 days will be ineligible for payment or reimbursement, and those expenditures will be considered donations.
- (e) The fiscal year will be January 1 through December 31 of each calendar year.
- (f) Process for expenditures outside budgeted categories/items will be as follows:
  - (i) Requests must be made to the NWF NYI Council in writing.
  - (ii) Requests must also be accompanied by a contact person who can answer clarifying questions.

(iii) The NWF NYI Council will respond (in writing) to the person making the request with an answer and a justification for that answer in a timely manner.

**(g) Honorariums**

(i) Field Youth Coordinator: \$1000, Assistant Field Youth Coordinator: \$200, Field secretary: \$200 & Field treasurer: \$200.

(ii) All other event coordinator/proposed honorariums will be determined based on available budget funds and approved by majority vote of the NW Field NYI Council.

## **Section 6.02 Budgeting**

(a) A NW Field NYI budget will be established and approved at the fall meeting.

(b) The field dues assessed yearly to each district will be \$850.

(c) The quizzing dues assessed yearly to each district will be \$300.

(d) It will be the goal of the NWF NYI to reserve a balance of \$10,000 in available funds at all times. This reserve will be used primarily for emergency needs or may be used for other purposes as voted on by the NWF NYI council.

(e) The field and quizzing dues will not be raised until the combined available field funds are less than \$10,000. Any increase must be approved by a two-thirds vote of the executive committee and the DP's.

## **Article VII. Revisions**

### **Section 7.01 Provision**

(a) The Field Ministry Plan provides a standard format for the organization, function, and leadership of NYI at the field level. The NWF NYI Council may adapt and revise the plan in response to youth ministry needs on the field, consistent with the Nazarene Youth International charter and the *Manual* of the Church of the Nazarene. Changes to the Field Ministry Plan may take effect immediately, but are subject to ratification during the field caucus during the next global NYI convention.

(b) Any area not covered by this ministry plan is under the authority of the NWF NYI Council.

### **Section 7.02 Process**

(a) The NWF NYI Council establishes and publicizes the process for adapting and revising the Field Ministry Plan and must approve proposed revisions prior to their being brought to the field caucus.

(b) Proposed revisions to the Field Ministry Plan must be distributed in written form to district NYI councils prior to the field caucus at the global NYI convention.

(c) Revisions must be approved by a two-thirds majority vote of all delegates and members present and voting at the field caucus and are subject to the approval of the regional director and USA/Canada council.

(d) All changes in the Field Ministry Plan become effective no later than 90 days following the global NYI convention. The revised document will be made available in written form prior to taking effect.