

Policies and Procedures

I. General Policies.

This conference program is designed to train students in the Christian life, especially those who will be leaders. We will offer the best possible training to students. The following policies are firm so that we may maintain high standards and eliminate confusion.

1. The standard curriculum must be used, including content, schedules, and materials unless the Area Coordinator approves a change.
2. Everyone follows the sequence of training, staff included (if they did not go as students).
3. No one may be admitted to “Training Disciples” without having completed the preparation requirements and sent in the preparation report.
4. Staff attend as regular participants before attending as staff, unless the Area Coordinator exempts.
5. No one may be registered after the registration deadline.
6. Everyone attending, including staff, must complete the pre-course assignment.
7. Participants must attend the whole conference.
8. The number of students in each track must fall within these limits:

	Max Total Students	SG size (excl. leader)	
		ideal	max
Bible Survey	50	5-6	7
Knowing and Growing in Grace	50	5-6	7
How to Study the Bible	40	4-5	6
How to Share Your Faith	40	4-5	6
Leading Bible Studies	40	4-5	6
Training Disciples	20	4-5	6
Foundations of Ministry	20	4-5	6

9. If the number of registrations for any track exceeds the limit, another section of that track shall be organized. Failing that, the students should be encouraged to take another track for which they are eligible, or go to a different conference location.
10. After all Campus Ministers and Campus Staff have been assigned to the conference, the Track Directors may recruit volunteers to fulfill their need for staff. They do this in consultation with the Super Director.
11. Alumni, pastors, seminary students, laymen who understand this ministry, and exceptional students may be recruited as volunteers.

12. These volunteers must be mature individuals who are skilled in leading Bible studies, caring for people, relating to students, and generally helping to run a conference. A good rule: look for people who come close to the level of maturity and skill we would require of a candidate for campus staff. Remember they must have attended as a participant first.
13. Housing will be within a 20 minute drive of the conference site.
14. The Super Director will choose the church(es) which the conference will attend. Attending this church will be part of the program and will be required of all participants.
15. To keep the Lord's Day holy, we will eat back at the conference site on Sunday whenever possible.

II. Financial Policies

1. All students must pay the full conference fee, unless serving as conference staff.
2. Campus Ministers may offer scholarships to some students at their discretion.
3. No one serving as conference staff will pay a fee, even if he is a student.
4. There will be no refunds at all except in extreme cases (e.g. death in the family) where the conflict could not have been seen in advance.
5. If a refund is deserved, it must be requested before the Thursday before the conference. No refunds will be given after Thursday.
6. If a student finds it difficult to go to a conference he is registered for, he may transfer his registration to another location if he does so before the registration deadline of the other conference.
7. No registrations will be carried over to another semester. No-show registrations will be considered a contribution to the ministry.
8. All travel, meal, and material expenses will be covered for all staff: full-time and volunteer.
9. Honoraria will be offered to ordained ministers: \$75 for one session, \$300 to lead a track.
10. Any materials expenses outside of standard curriculum must be approved by the Super Director.

III. Job Descriptions

A. Area Coordinator

1. Appoint:
 - a. Super Director
 - b. Super Registrar
 - c. Track Directors
3. Appoint or approve:
 - a. Speakers
 - b. Plenary leaders
4. Supervise curriculum development; make final curriculum and schedule decisions
5. Produce and distribute brochures

B. Super Director

- Reports to Area Coordinator
- Supervises directors and overall conference

 1. Set dates and locations for all conferences
 2. Determine which tracks will be offered
 3. Decide which churches to attend on Sunday
 4. Appoint:
 - a. Joint Plenary Leader
 - b. Meal Coordinator
 - c. Recreation Coordinator
 - d. Conference Promoter
 - e. Internship Promoter
 5. Help directors recruit staff
 6. Help plenary leaders decide on content, schedule, style of plenary meetings
 7. Meet with Super Registrar, directors, registrars, plenary leaders before (& during [opt.]) conference
 8. Observe and advise them before and during conference
 9. Open and close the conference
 10. Solve problems
 11. Maintain quality of conference

C. Super Registrar

- Reports to Super Director
- Handles all registration procedures

 1. Determine estimated attendance at each track
 2. Secure facilities
 3. Contact churches regarding Sunday attendance
 4. Order books for booktable
 5. Obtain housing
 6. Arrange meals
 7. Obtain equipment:
 - a. overhead projectors
 - b. multimedia
 - c. video
 - d. piano
 - e. chalk or dry-erase pens
 - f. screen
 - g. plenary lights
 - h. plenary seating
 - i. tables and chairs
 8. Obtain check-in materials
 - a. Signs
 - b. Name tags and pens
 - c. Print registration info on labels and attach to folders
 - *9. Register students
 - a. Produce and distribute brochures
 - b. Set up online registration
 - c. Recruit check-in helpers
 - d. Receive registration forms and money
 - e. Assign housing
 - f. Assign transportation
 - g. Send out details and pre-course assignments

- *10. Prepare curriculum materials
 - a. Binders
 - b. Promotional brochures (camps, conferences, internship, etc.)
 - c. Registration reports: Distribute to Area Coordinator, Super Director, and Track Directors
 - *11. Handle money
 - *a. Collect all money and keep records
 - *b. Pay expenses
 - c. Submit report to Super Director
 - 12. Assign meeting rooms
 - 13. Set up
 - a. Set up booktable
 - b. Set up check-in station
 - c. Ensure equipment and materials are ready
 - *14. Check-in staff and students
 - a. Give each participant a name tag and a binder
 - b. Solve problems with housing, transportation, room assignments, and payment
 - 15. Ensure that the building and rooms are open in the mornings
 - 16. Clean up
 - a. Pack up booktable
 - b. Pack up equipment and materials
 - c. Inventory and store equipment and materials
- D. Track Director
- Reports to Super Director
 - Supervises registrar, staff, and his level overall
1. Recruit session leaders
 2. Assign sessions to staff
 3. Recruit small group leaders
 3. Report to Super Director one month before conference
 4. Meet with Track Registrar and staff before and during conference
 5. Observe and advise them before and during conference
 6. Follow standard curriculum unless Area Coordinator grants exemption
- E. Track Registrar
- Reports to Track Director and Super Registrar
 - Handles all registrations for his track
1. (optional: see * under "Super Registrar")
 2. Assists Super Registrar in processing students opening night
 3. Arrange room layout
 4. Post notices
 5. Handle Equipment: overhead projector, multimedia, video, chalk, podium, screen, lights
 6. Handle materials: schedules, handouts, worksheets, hymnbooks, brochures
- F. Plenary Leader
- Reports to Super Director (Often may be the same)
 - Leads combined meetings Friday night, Saturday night, and Sunday afternoon
1. Plan joint Plenary Meetings
 2. Consult with Super Director on exact content, schedule, and style of meetings
 3. Recruit assistants: guitarists, pianists, speaker, announcers, etc.
 4. Reports to Super Director two weeks before conference
 5. Meet with assistants before and during the conference

6. Lead Plenary Meetings
- G. Meal Coordinator
- Reports to Super Director
 - Purchases, serves, and cleans up morning and afternoon snacks and dinner
1. Recruit some helpers
 2. Purchase snack items according to guidelines
 3. Set up hot drink stations according to guidelines
 4. Serve snack items according to guidelines
 5. Clean up snack items when snack time is over
 6. Purchase, obtain or secure delivery of dinner according to guidelines
 7. Serve dinner
 8. Clean up after dinner
 9. Pack up materials after conference
- H. Recreation Coordinator
- Reports to Super Director
 - Identifies and announces some recreation opportunities
 - (Optional) Secures some recreational equipment and games
1. Confer with Super Director on recreational opportunities
 2. Identify some recreation opportunities
 3. Optional: Secure some recreational equipment and games
 4. Optional: Recruit helpers
 5. At lunch announce some recreation opportunities
- I. Events Promoter
- Reports to Super Director
 - Promotes upcoming ministry events approved for promotion
1. Confer with Super Director on opportunities to promote ministry events
 2. Plan ministry event promotions
 3. Recruit helpers
 4. Obtain promotional materials (brochures, videos, etc.)
 5. Execute ministry event promotions
- J. Internship Promoter
- Reports to Super Director
 - Organizes an opportunity to inform and encourage participation in the RUF intern program
1. Confer with Super Director on opportunities to promote the RUF intern program
 2. Plan RUF internship promotions
 3. Recruit helpers
 4. Obtain promotional materials (brochures, videos, etc.)
 5. Execute RUF internship promotions