

VIDA NUEVA OF TAMPA BAY CONSTITUTION & BY-LAWS

Includes Appendix A- Description of Council Position Duties

Revised and Adopted by VNTB Council 08-25-2009

1.0 Name:

The official name of the organization shall be VIDA NUEVA OF TAMPA BAY (VNTB), herein also referred to as the Community.

2.0 Affiliation:

VNTB is a chartered member of the National Assembly and National Council of VIDA NUEVA. As such, it totally subscribes to the Constitution and By-laws of the national organization and will adhere to the Core Values of VIDA NUEVA prescribed by the national organization. These are listed in section (1)(B) of the *Vida Nueva Tampa Bay Policies and Practices* document.

3.0 Purpose of VNTB:

The purpose of VNTB is to help young people come into a deeper relationship with Jesus Christ and to raise up teenage Christian Leaders. The tool for developing these young Christian Leaders is the three-day VIDA NUEVA experience (also referred to as the “Weekend”) and the “Fourth Day” activities of its members. Activities of VNTB shall therefore be limited to:

- Planning for the Weekend on a regular and continuing basis.
- Conducting the Weekend on a regular and continuing basis.
- Planning and conducting activities to reinforce the Weekend experience of a life in Christ for those who have attended a VIDA NUEVA or other recognized weekend in the Post-Weekend period known as the “Fourth Day.” Other recognized weekends are those weekends based on Cursillo de Cristianidad, such as TEC, Chrysallis, Cursillo, Tres Dias, Emmaus, and Kairos.
- Participating in the activities of the VIDA NUEVA National Assembly.
- Fostering and supporting the creation of new VIDA NUEVA chapters as resources allow.

4.0 Participation in VIDA NUEVA OF TAMPA BAY:

Participation in VNTB shall automatically include anyone who has experienced the Weekend or its recognized equivalent. Evidence of active participation in the Community shall be visible support of and participation in scheduled VIDA NUEVA Pre-Weekend, Weekend and Post-Weekend activities. Community members shall generally be in a geographical proximity, and in the case of adjacent VIDA NUEVA communities, a given member shall choose a Council and chapter community for affiliation.

One who has experienced a recognized weekend other than VIDA NUEVA may also simultaneously participate in that community.

Candidates who have completed a VN weekend shall be known as “Monarchs” (Young men) and “Butterflies” (Young women).

5.0 Governing Body of VIDA NUEVA OF TAMPA BAY:

The governing body of VNTB shall be the VNTB COUNCIL referred to as the Tampa Bay Council or Council.

The Council is elected by and is responsible to the Tampa Bay Community.

The Council is also responsible to the VIDA NUEVA National Council to adhere to the Core Values of VIDA NUEVA.

The rules contained in Roberts Rules of Order, Newly Revised, shall govern all Vida Nueva meetings in all cases to which they are applicable and in which they are not inconsistent with the Vida Nueva Constitution, By-laws, or any special rules of order that the Council may adopt. The Secretary shall be the parliamentary authority at all Vida Nueva Council Meetings.

6.0 VIDA NUEVA OF TAMPA BAY Council:

The VIDA NUEVA OF TAMPA BAY COUNCIL is elected from the participants of the Community to administer and manage the affairs of the Community.

6.1 Purpose of the Council:

The purpose and authority of the Council is to plan, guide, execute, review and evaluate all activities related to the conduct of the VIDA NUEVA experience which are broadly divided as follows:

- **Pre-Weekend** activities.
- **Weekend** activities (The Three Days)
- **Post-Weekend** activities (Fourth-Day)-continuing administrative activities not specifically related to the three phases of the activities above.

6.2 Meetings of the Council:

The Council shall hold regular meetings each operating year to number not more than twelve (12), nor fewer than nine (9), at a time and place to be determined by the Council. Special meetings may be called by the Chairman.

An annual meeting will be held in the month of September.

6.3 Positions of the Council:

Council positions are described in Appendix A, "Council Position Descriptions."

6.3.1 Position Qualifications:

All Council members must meet the following qualifications:

- Lifestyle commensurate with Biblical leadership.
- Should have worked at least three (3) teams, preferably in different areas.

- Must have skills required by the Council position job description.
- In addition, the Council should be fairly represented by:
 1. At least three (3) Churches.
 2. At least one (1) and not more than three (3) single adults.
 3. At least one (1) and not more than three (3) young adults (ages 18 - 25).

6.4 Voting of the Council:

Each individual person on the Council shall have one (1) vote with the following exception:

- The Chairman will vote only in the event of a tie vote.

A quorum is six voting members from the “positions” listed in “Vida Nueva Council Position Descriptions.”

A change in the by-laws requires a 30-day waiting period prior to the vote and two/ thirds vote of the Council members present in order to pass.

6.5 Term of Office of the Council Positions

Positions of the Council will have a term of three (3) years. Unexpired terms shall be filled by appointment by the Council.

6.6 Succession of the Council Incumbents:

Incumbents in a position of the Council may not succeed themselves unless the incumbent is an appointee filling an unexpired term. Individuals and couples may serve in a position more than once as long as the terms are not successive. All members must rotate after three (3) years and may not serve consecutive terms (unless changing from another position to that of Chairman.) The Spiritual Director may serve consecutive terms by a “vote of confidence” of the Council.

6.7 Eligibility for the Council.

Any person active in the Community is generally eligible for nomination to a Council position. The nominee must meet the requirements of the position as defined in Appendix A, “Council Position descriptions.”

No individual may occupy more than one position on the VIDA NUEVA OF TAMPA BAY COUNCIL or simultaneously serve in a position on the Council of any other VIDA NUEVA chapter or recognized Fourth Day movement.

6.8 Operating Year:

The operating year shall commence on July 1, and conclude on June 30 of the following calendar year

6.9 Duties of the Council:

Duties for each position on the council can be found in Appendix A, “Council Position Descriptions.”

7.0 Policies and Practices

The Council adheres to the “Core Values of VIDA NUEVA” specified and published by the National Organization. There are, additionally, many other matters of Policy and Practice that are left to the discretion of the local Council. Those matters considered necessary to be clarified as the Policy and Practice of the VIDA NUEVA OF TAMPA BAY exists in a document so titled.

REVISED by Committee: 07/16/2009

APPROVED AND ADOPTED BY COUNCIL: 08/25/2009

APPENDIX A

Vida Nueva of Tampa Bay Council Position Descriptions

The Duties of the various positions comprising the Council are:

1.0 General

- Participate in overall guidance and planning of Vida Nueva activities.
- Assist newly elected members in learning their duties. The training period should include the overlap of at least one weekend.
- Assist the Chairman in other areas that may be delegated from time to time.

2.0 Chairman

- This position should be filled by a man who has served both as a Director on a VN weekend, and as a VNTB Council or TBTD Secretariat member in another position. He must be an active member of the VNTB community, as defined by having served within the past two years of filling the role as Chairman.
- Responsible for overall guidance and direction of VNTB.
- Act as the lay representative of VIDA NUEVA in meetings with Clergy from participating and potentially active churches and from other movements.
- Act as the lay representative of VIDA NUEVA in meetings with other movements.
- Act as liaison with the VIDA NUEVA national organization and serve as Chairman of the TAMPA BAY delegation to the VIDA NUEVA NATIONAL ASSEMBLY.
- Develop organizations to fulfill the mission of VIDA NUEVA. Develop short and long range plans for expansion and growth of the Community. Assist in the development of effective Policies and Practices.
- Preside at Council meetings.

3.0 Secretary

- Maintain up-to-date minutes of all Council meetings.
- Type, copy and distribute minutes of meetings to members of the Council as soon as possible after the meeting and before the next meeting.
- At any given meeting, maintain a complete and concise copy of minutes from the previous meeting and have available for the Council.
- Maintain a complete and concise collection of historical minutes for the Council.
- Handle correspondence such as thank you letters, etc.

4.0 Treasurer

- Maintain up-to-date records of VIDA NUEVA finances.
- Disburse funds authorized by the Council in the conduct of VIDA NUEVA business. Establish documentation to support disbursements.
- Prior to the pre-weekend team meetings, disburse one half (1/2) of the operating budget to the Head CHA for incidental expenses; second half (1/2) to be disbursed as needed.
- Other disbursements such as Food Purchases, Weekend, etc.
- Receive funds from Candidates, Team and other sources as may occur.
- Establish documentation to support receipts. Deposit funds in bank account.
- Maintain and report account balances. Reconcile bank statements. Submit financial records for external audit at least once per operating year. Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Council regarding fee structure and spending practices.
- Establish and maintain Accounts Receivable and Accounts Payable as necessary while minimizing outstanding balances in both.
- Make financial analysis of revenues and expenses to develop projections of future costs and income. Make recommendations to the Council regarding fee structure and spending practices.
- Manage deposits and fees for Weekend sites as selected and scheduled by the Council.

5.0 Leaders Position (Young Men's Leader and Young Women's Leader)

- These positions must be filled by individuals (one male and one female) who have served as a Director on a VN weekend.
- Provide Directors with qualified names for potential Team members according to guidelines in the Policies and Practices of VIDA NUEVA OF TAMPA BAY.

- Consult with Directors during Pre-Weekend phase in matters involving Team formation and Community.
- Conduct a debriefing of the Weekend with the Directors and submit a report, identifying and documenting any problems, solutions and miracles.
- Extend an invitation to the upcoming Directors to attend VN Council meetings for input and reports regarding the preparation of the teams and the weekends.
- Develop an approach and method for Team selection that will form and train Monarchs and Butterflies to be able to serve in a variety of areas. Assure a consistent supply of the necessary skills and experience for both high quality in the Team, as well as maximum opportunity for participation from the entire Community.
- Evaluate current Policies and Practices and make recommendations to the Council for improvements in the area of Team selection, formation and Monarch / Butterfly development.
- Maintain a list of those team members not acknowledging responsibility for a team fee. If one of those team members is selected for an upcoming team, the Leader's Representative will advise the Director to speak to that person about their responsibility for a team fee.
- Encourage the past Directors to attend the Gatherings.
- Men's Leader—Preside over Council meetings in the absence of the Chairman.

6.0 Pre-Weekend Position

- Responsible for maintaining current files of applications of Candidates and issuing invitations on behalf of the Council to attend a specific VIDA NUEVA Weekend.
- Regularly collect Candidate Applications.
- Review applications for completeness according to the Policies and Practices of VIDA NUEVA OF TAMPA BAY.
- Maintain a computerized database of applications received and a file of the physical applications with controls to assure integrity of the applications.
- Make up and mail letters of invitation to Candidates and confirmation letters to
- Sponsors according to the Policies and Practices of VIDA NUEVA OF TAMPA BAY.
- Follow up on outstanding invitations with the Candidates and Sponsors until the "candidate's" acceptance decision is made.
- Report on a regular basis to the Council the numbers and types of Candidates actively on file, invited, etc.

- Encourage Sponsors by providing a supply of sponsor materials and by announcing status of Candidate file in a timely fashion to have maximum number of Candidates attending a Weekend according to the Policies and Practices of VIDA NUEVA OF TAMPA BAY.
- Check in and account for all confirmed Candidates. Collect Candidate information sheets.
- Prepare and distribute candidate and team list.
- Preside as Master of Ceremonies for the Send-Over Celebration.
- Make recommendations to the Council for improvements in the area of Candidate sponsoring, applications and invitations.

7.0 Weekend Position

- Responsible for all matters pertaining to the physical assets and arrangements for the weekend.
- Purchase, maintain, and supply all the physical materials, except kitchen related items, necessary to conduct a Vida Nueva weekend. This is to include the palanca bags which will be provided to Head Palanca prior to the weekend.
- Arrange for storage of VIDA NUEVA equipment, supplies and foodstuffs.
- Establish and maintain an accurate inventory of both fixed assets and supplies.
- Replace inventories as required and authorized by the Council.
- Arrange for and supervise the cleaning of the Weekend site prior to Weekend and “set-up” of the facilities and equipment.
- Arrange for the “take-down” of equipment, supplies and foodstuffs and the cleaning of the facility at the close of the Weekend.
- Evaluate current Policies and Practices and make recommendations to the Council for improvements in the area of material storage, maintenance, transportation, set-up and take-down.
- Aid in the selection and training of the Set up/Take down team.
- Be available as much as possible during the weekend to provide guidance and assistance to the team in matters pertaining to property and supplies.
- Ensure the availability of Vida Nueva crosses and communion sets for team meetings.
- Submit all receipts to the Treasurer for payment or to be reimbursed.
- Banner maintenance:
 - Store banners
 - Deliver banners during “set-up

- Check and repair banners after each weekend. (iron or press as needed).
- Place a chart in the Palanca Room for recording each banner received and time hung. - Date the back of the banners
- Mark “theme” banners for each Weekend.
- Once given, the banners become the property of VIDA NUEVA OF TAMPA BAY and are disposed of at the discretion of Palanca Position with approval by the Council. Older banners may be donated to Kairos and other new movements. At least one theme banner is kept from each Weekend.

8.0 Palanca Position

- Responsible for arranging Palanca for Vida Nueva weekends, and correspondence with other movements.
- Send general Palanca letters to other Fourth Day Movement weekends as directed by the Council.
- Request and receive general Palanca letters for Weekends of VIDA NUEVA OF TAMPA BAY.
- Have published on the website, and via email to the community, the number of items needed for the Conference Room palanca, bed palanca, and individual palanca for team and candidates.
- Make every effort to keep the community informed that candidates can not receive individual bed palanca.
- Write other communities requesting prayer and letter palanca for each Weekend. Responsible to inform the Communications Position of dates of weekends for other communities, requesting our community pray for those communities.
- Responsible to delegate to Head Prayer Cha on teams for upcoming weekends, the task of soliciting prayer in one hour segments for the entire time of each weekend. Responsible to make large “scroll type” copy of the Prayer Wheel and ensure its delivery to the campground prior to the start of each weekend. Make Prayer Lists available for sign-up at the appropriate gatherings.

9.0 Kitchen/Food Position

- Stay within the allocated per person food budget for the weekend. This includes team and candidates.
- Maintain an updated list of all food, paper products, etc, required for a weekend.
- Place an order with the current company that provides our supplies. Additionally, purchase any required items that were not ordered.

- Work with the Head Kitchen to help them understand their responsibility to be available at the campground to receive the deliveries, and to inventory and store the food. Keep the Head Kitchen informed as to the times of the deliveries.
- Be available to the Head Kitchen at all times to answer questions and make them feel comfortable with their job. Go over any items in the Kitchen Book that they feel they need help with. Reassure them that you will be available through out the weekend if they are missing any food or kitchen item.
- Check with Head Kitchen as to the “special diet” needs before you shop. It is your responsibility to provide these items that we are aware of before the Weekend begins.
- Plan to meet with the Head Kitchen prior to the Weekend to go over the Kitchen Book. This can be done over the phone if the Head Kitchen prefers.
- Debrief the Head Kitchen after the weekend to obtain feedback (positive and negative) and to record any problems.
- In general, while your main job is to purchase and deliver food, you have the ability to help calm someone in what can seem to be an overwhelming job. Be a prayer warrior for the Kitchen.
- Submit all receipts to the Treasurer for payment or to be reimbursed.

10.0 Post-Weekend Position

- Prepare closing Candidate Packet including final Candidate/Team list, picture, Sponsor Responsibilities, Applications, VIDA NUEVA Introductory brochure and other items as directed by the Council.
- Foster and encourage Monarchs and Butterflies in the formation of reunion groups to assist in sustaining the Weekend experience of a life in Christ in their Fourth Day.

Oversee the Weekend Packets

Coordinate the production of weekend packets by a specifically appointed individual to accomplish these responsibilities as follows:

- Make sure the necessary pre-printed forms are available.
 - Make arrangements with the photographer to take pictures at the scheduled time.
 - Pick-up team rosters from the Head CHA prior to Weekend.
 - Attend the send off on Friday to pick up Candidate roster and book cover sheet.
 - Contact the Head Cha to obtain the table seatings.
 - Prepare the team roster, and candidate table rosters for printing.
 - Get rosters printed and picked up no later than Saturday noon. - Stuff rosters, pictures, applications, etc. in envelopes.
 - Bills/Receipts are submitted to the Treasurer for payment.
- Schedule Gatherings on a regular basis.
 - Make arrangements for the gatherings:
 - It is suggested that we have at least one gathering per quarter.

- It is also important to try to get gatherings at different Churches as are possible.
 - Try to get people from different Churches involved.
 - In most cases it is better to host a gathering at a church facility where Community members attend, because of familiarity with the facilities.
 - Try to get to the gathering early in order to pray with the Pastor, Chairman, Music Leader and/or anyone else that you feel led to pray with before the night begins.
 - Either call or drop a note shortly after the gathering to thank the host church for their willingness to serve and allow VNTB to use their facility.
- Submit all receipts to the Treasurer for payment or to be reimbursed.

11.0 Communications Position

- This position must be filled by an individual skilled in computer database management.
- Responsible for maintaining records of the VIDA NUEVA Human Resources for the purpose of assisting Directors in “team” selection and formation and for the development of the Monarchs and Butterflies to serve in various “team” positions.
- Establish and maintain a comprehensive and current record of each Monarch and Butterfly’s service experience in VIDA NUEVA and other recognized weekends.
- Provide the Young Men’s and Young Women’s Leaders with the names of qualified Director candidates.
- Provide the Men’s and Women’s Leaders with a current list of potential team members, a list of persons qualified for Head Cha and Assistant Head Cha, and Youth Director, and a list of persons needing specific positions in order to meet qualifications.
- Coordinate a website containing information regarding the VIDA NUEVA OF TAMPA BAY movement and insuring its mailing to the list of Monarchs’ and Butterflies’ names as maintained active in the VIDA NUEVA Computer Data Base.
- Collect information for the website from the community and Council.
- Maintain the Data base in the website and send all communication from the Council to the Community.
- Submit all receipts to the Treasurer for payment or to be reimbursed.

12.0 Spiritual Director

- Responsible for the spiritual integrity of VIDA NUEVA OF TAMPA BAY activities and direction. The Spiritual Director is the primary liaison with the Clergy.
- Work with the upcoming Directors and YM and YW’s Leaders Positions to select Spiritual Directors for the Weekend.
- Act as the primary interface with other Clergy regarding matters related to the Weekend and Fourth Day activities.

- Act as the primary advisor and source of counsel to the Council regarding spiritual direction and inspiration of the VIDA NUEVA OF TAMPA BAY movement.
- The Spiritual Director keeps the Council “on track” from a Biblical viewpoint so that the Council is always acting consistent with and in obedience to God’s inerrant Word.
- Recruit and train Spiritual Directors for weekends.

13.0 Clerk Position

- Maintain records and request Background Checks for all potential team members over the age of (18) eighteen for each VNTB weekend, and alert the Chairman regarding any potential issues with a potential server.

14.0 Youth Representative Position

- One female and one male, under 25 years old, from the VN community. A voting position on the Council, designed to give a “youth’s perspective” to decisions made by the Council.

Appendix revised by committee: 07/16/09

Approved and adopted by Council: _____