

VIDA NUEVA TAMPA BAY

Policies and Practices

Adopted by VNTB Council 01/19/2010, revised 05/25/2010

I. COUNCIL POLICIES / PRACTICES

A. VISION: “Our vision is to help young people come into a deeper relationship with Jesus Christ and to raise up teenage leaders who are on fire for Jesus Christ.”

B. CORE VALUES

1. Help young people come into a deeper relationship with Jesus Christ.
2. Raise up teenage leaders, who are on fire for Jesus Christ.
3. Stay connected with other Fourth Day communities.
4. Be real and authentic.
5. All decisions should be prayerfully and spiritually led.
6. The weekend should be focused on testimony, teaching and youth.
7. Core points of talks should be grouped into: “Dying with Christ”, “Rising with Christ”, and “Going with Christ.”
8. Have spiritually meaningful worship, chapels and communion which promote building a deeper relationship with Jesus Christ.
9. Community: Demonstrate the unity in the body of Christ (family, cultures, and Fourth Day communities.)
10. Provide effective Fourth Day outreach to encourage Christian Leadership at home, church, school, and community.

C. QUORUM

A quorum for conducting Council business is six (6) voting members. Each individual shall have one vote. The Chairman will vote only in case of a tie vote.

D. CONDUCT OF BUSINESS

1. When a motion has been made and properly seconded, when appropriate and time permits, the vote may be deferred until the next Council meeting to allow time for study and prayer.
2. A change to the by-laws will require a two-thirds vote in order to pass.
3. A change to the by-laws will require a 30 day waiting period before a vote can be taken.

E. COUNCIL MEMBERS

No individual may occupy more than one position on the Vida Nueva Tampa Bay Council, or simultaneously serve in any position on the Council of any other Vida Nueva Chapter or recognized weekend.

F. COUNCIL TERMS

Council position terms are for (3) three years, and current Council position rotation is as follows:

Position	Name	Term
Chairman	Jay Witherell	April, 2009- April, 2012
Secretary	Elizabeth Witherell (7/14/09)	April, 2010- April, 2013
Treasurer	Debee Meyer (12/01/09)	April, 2010- April, 2013
Communications/ Website	Tom & Roni Gillingham	April, 2008- April, 2011
Palanca	Pat Bass	April, 2010- April, 2013
Young Women's Leader	Ali Russell	April, 2010- April, 2013
Young Men's Leader	Steve McDaniel (04/10)	April, 2011
Spiritual Director	Tim Hewitt	April, 2010- April, 2013
Food/ Kitchen	David Giddens	April, 2008- April, 2011
Pre-Weekend	Jason & Cindy Mitchell (07/09)	July, 2009- April, 2012
Weekend	Chuck & Josh White	April, 2009- April, 2012
Post Weekend	Jon & Paige Brown	April, 2009- April, 2012
Youth Rep. Female	Chelsy Askren	April, 2008- April, 2011
Youth Rep. Male	Matt Maldonado	April, 2009- April, 2012
Set Up/ Take Down		-April, 2011

A Nominating Committee will be formed to nominate replacement council members as their terms come up for expiration. The Council shall elect new council members six (6) months before the expiration of the term of each council member being replaced, so the new members will be able to shadow the current members before and during the November and March VN weekends.

The Nominating Committee will present a slate of qualified replacement council members to the VN Council, and accept nominations from the floor as potential replacements. The Council will wait a thirty-day (30 day) period before voting on the slate for Council position replacements.

When council members resign during their term, new council members will be nominated and elected to complete the term of the old council members. There will be a 30-day waiting period between the time of the nomination and the election, to ensure time for Council members to express concerns to the Chairman regarding that individual serving on the Council. The newly elected council members who complete the term of other council members will be eligible for re-election to the same or another council position upon the expiration of the term.

G. PALANCA FROM COUNCIL

1. Each candidate will be given a Bible, a group photograph, a list of candidates and team members and a VN T-shirt as palanca. A letter from the Council will be attached to the inside of the Bible, expressing God's love and the Council's support of the candidates.
2. VN Crosses will be given to each candidate as palanca. No one will be given or sold a VN cross except candidates and Council members. Directors receive a cross to use as a pocket cross.

H. DIRECTOR SELECTION

1. The Young Men's and Young Women's Leaders will present to the Council a list of names and qualifications of all persons meeting the requirements for a Director *at least 13 months prior to the weekend* for which the Director will serve. In the event there are fewer than (6) six qualified candidates for director, names of individuals missing only one requirement for Director should be submitted.
2. The list of potential Directors will be given to the Council at a regular meeting *one month* before the election is to take place. If there are persons not on the list whom the Council wishes to consider, names may be added to the list by the Council at that time.
3. The qualifications of each candidate for Director shall be discussed at the Council meeting prior to any vote.
4. Voting by secret ballot, each member of the Council will cast votes for each nominee that they will be willing to have serve as Director. Those votes will be counted by the Spiritual Director and the Chair. All nominees receiving a vote of confidence from 75% of the Council will be brought forward for the second phase of the selection. In the event that fewer than three nominees receive a confidence vote, discussion will be reopened (negative information on a potential candidate is not encouraged until this discussion point) and additional votes taken until a minimum of three nominees are selected.
5. During the second phase of the election, each member of the Council may vote for three nominees (3 points for first choice, 2 points for second choice, 1 point for third choice). These votes will be counted by the Chair and the Spiritual Director. These nominees will be ranked according to the votes received. The nominee receiving the most votes becomes the first choice for Director. In the cast of a tie the Chair will cast the deciding vote.
6. The Chair will contact the potential Directors in rank order until a person has accepted the charge as a Director for a specific weekend. Once a Director has accepted the position, the Chair will notify the Council.

I. DIRECTOR AUTHORITY/ RESPONSIBILITY

1. The Director selected for a weekend is responsible for all aspects of the weekend under the authority of the VNTB Council and must work within the Policies and Practices of Vida Nueva Tampa Bay.
2. The Director should assure that all talks and meditations follow the dynamic and outlines authorized by the VNTB Council and that they be informal talks of a witnessing and sharing nature.
3. Neither the Director nor his team members are to interfere with the proper functioning of the Vida Nueva weekend to fulfill other obligations or devotions.
4. The Director should follow the Schedule and Script approved by the VNTB Council.

J. DIRECTOR QUALIFICATIONS

1. Qualifications are:
 - Must be a layperson.
 - Must have a heart for young people
 - Must have a personal relationship with Jesus Christ
Must be at least (25) twenty-five years old
 - Must have served on a core team, as “Head Cha” or “Assistant Head Cha” in any Fourth Day movement.
 - Must have served on a VNTB weekend within 2 years of being nominated.
 - Must have served on at least six (6) weekends in any Fourth Day movement, at least two (2) of which must be VNTB.
 - Must have given at least two talks on any weekend.
 - Must have table leader experience.
 - Must have served at least once in a kitchen leadership position (any Fourth Day movement)
 - Must have served at least once in a VN kitchen (any) position
 - Must have served at least once as a head “other,” assistant head, or youth head (YAH) on a weekend. “Other” positions are Head Cha, Dorm, Gopher, Chapel, Rover, Supply, and Palanca.

* If at least six qualified candidates are not eligible, requirements will be dropped from the bottom of the list until a minimum of six candidates are eligible.

K. REQUIREMENTS FOR HEAD CHA

- Must have a heart for young people.
- Must have a personal relationship with Jesus Christ.
- Must have served on four VN weekends, at least one of which as a section “head”.
- Preferred to have had VN Conference Room Experience
- Preferred to have served in a VN kitchen.

L. REQUIREMENTS FOR YOUTH DIRECTOR

- Must have a personal relationship with Jesus Christ.
- Must have given a talk on a VN weekend.
- Must have served two different other positions.
- Must have served on a VN weekend within two years of the weekend on which they are being asked to serve.
- Must have served as a Table Leader or Table Cha.
- Preferred to have served in a VN kitchen.
- Must be under (25) twenty-five years old

M. BACK-UP DIRECTORS

A person must have served as a VN Director on at least one VNTB weekend before being eligible to be nominated for Backup Director.

N. SPIRITUAL DIRECTORS

1. All Spiritual Directors must be licensed or ordained by a recognized organization and currently actively serving in a ministry position.
2. All three Spiritual Directors (SDs) on a Young Women's weekend may be female - including the Head Spiritual Director.
3. There will be no female Spiritual Directors on a Young Men's weekend.
4. If any male Spiritual Directors serve on a Young Women's weekend, one of them must serve as the Head Spiritual Director.
5. For the purpose of growing the pool of qualified Head Spiritual Directors (QHSD), the preferred VN Spiritual Director team shall consist of the following:
 - a. No more than one QHSD, with the exception on young women's weekends which allow one female QHSD to serve along with a male QHSD
 - b. At least one SD who has never served as an SD on a VN weekend
 - c. At least one SD who has served before, but is not yet qualified to be a Head SD
6. To be recognized as a QHSD, a SD should have accomplished the following (exceptions can be made, but should be kept to a minimum and clearly justified):
 - a. Served on at least four (4) VN weekends
 - b. Personally directed at least one (1) of the two main chapel services (Self Examination, Friday night, or Forgiveness Chapel, Saturday.)
 - c. Personally given at least four (4) of the SD talks or meditations.

O. CANDIDATE APPLICATIONS

1. Candidates should be sponsored by a VN informed adult and/or teen who has personally completed a weekend in any Fourth Day movement. The sponsor should know the candidate well enough to fill out the sponsor application and know that the candidate is actively pursuing a personal relationship with the Lord.
2. A pastor's signature will not be required in order for an application to be processed.
3. Children of pastors will be given priority (up to six slots per weekend) when processing applications for a weekend.
4. The number of candidates on a weekend will be limited to a maximum of (36) thirty-six.
5. Candidate applications are processed according to date received by the Pre-Weekend position, whether received via email, USPS, online sign-up at the website, or in person.
6. Applicants who are 20 and will be 21 before the next weekend will be given priority.

P. WEEKEND FEES

1. Weekend fees will be \$ 90.00 for candidates and \$ 120 for team members. All team members and candidates will be expected to pay except for Spiritual Directors, however, no one will be refused due to inability to pay. Spiritual Directors may pay if they choose to do so.
2. The Leaders Representative will maintain a list of those team members who did not acknowledge 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.
3. **Scholarship policy** - Team members are expected to pay team fees, but VNTB understands that circumstances can occur which create hardships in paying. Team members may apply for scholarships with the following guidelines:
 - a. Request must be submitted, in writing, explaining the reasons behind the need.
 - b. One scholarship per year, per team member.
 - c. "Scholarship" is defined as funds taken from the VNTB account, not money given by donors to specific individuals.
 - d. Team members should pay any amount that they are able, demonstrating good stewardship and commitment to the team.

Q. DEFINITION OF A YOUTH

- A **candidate "youth"** is defined as being anyone at least 15 years of age or older, but who has not reached his/her 21st birthday on the day the weekend starts.
- A **speaker or team member "youth"** is "generally" defined as anyone 25 years of age or younger. A great deal of flexibility is given to the Director and Leadership position in filling Team Member positions.

II. TEAM POLICIES AND PRACTICES

A. TIMING OF TEAM SELECTION PROCESS

There are at least two “sets” of weekends in a year. These weekends are held in the early Spring and in the late Fall, typically in early to mid-March and early to mid-November.

In order to define when an upcoming Director may begin to select his/her team for each set of weekends, the following policy is set forth:

- 1) Directors should be selected, called and confirmed at least a year in advance of the weekend for which they have been chosen, i.e., Spring weekend Directors should be nominated in January, voted on in February, called and confirmed by March, one year prior to their service, and serve as Observing Director on the Fall weekend. Fall weekend Directors should be nominated in September, voted on in October, called and confirmed by November, one year prior to their service, and serve as Observing Director on the Spring weekend.
- 2) Receipt of Director Materials
 - a) Directors should receive their Director Materials at least 7 months prior to the weekend of their service. This will give them time to review the materials and begin thinking about their team selection. Directors should receive their materials in a meeting with their Leader’s person and the VN Council Chairman.
 - i) Spring weekend Directors should receive their Director’s manual and related materials by August before their weekend of service in March.
 - ii) Fall weekend Directors should receive their Director’s manual and related materials by April before their weekend of service in November.
 - b) At the time the Director’s receive their weekend materials, they should be given a set of monthly calendars outlining what responsibilities are expected of them in the months leading up to their weekend. These should include:
 - i) Six (6) months prior to their weekend date, they should submit their leadership for their weekend of service to their Leader’s person for review and approval. This should include the names of their Youth Director, Head Cha, Assistant Head Cha, Head Kitchen Cha, Assistant Head Kitchen Cha and Back-up Director as well as back-up names for each of these positions. The Leader’s person should notify the Director within one week of the approval status of the weekend’s leadership.
 - ii) Five (5) months prior to their weekend date, they should fax, e-mail or mail a copy of their team selection sheet to their Leader’s person for review and approval. This should include all remaining positions for selection, except for any “New” persons to be added from the team on which they serve as Observing Director, as well as back-up names for each of these positions. The Leader’s person should notify the Director within one week of the approval status of the weekend’s team.
 - iii) As soon as the Director’s team is approved, they may begin calling and contacting their potential team members, schedule Heads and Speakers meetings.

- iv) Directors should select and submit for approval the names of “new’ Monarchs and Butterflies at least one week after the end of the weekend on which they served as Observing Director.

3). PRE-CHOOSING THE TEAM

Directors may choose several members of their team before the weekend **preceding** the weekend serving as Director. This is so they may observe the weekend **before they serve** on that director’s weekend. It is advisable to choose the positions quickly so they may observe what is being done at team meetings as well as the weekend.

Directors may choose their core team early. This includes the Head Cha, Assistant Head Cha, and Youth Director. Many of their observations will be at the team meeting. It would be wise to give them each a job description early, so they will understand and notice what their counterparts are doing on the preceding weekend. This will help them immensely.

B. TEAM COMPONENTS

1. The targeted number of team members on a team will be between 72 and 108.
2. Team members must have attended a previous Vida Nueva, Tres Dias, Chrysalis, TEC, or similar weekend approved by the VNTB Council.
3. Anyone serving on a team should attend an Orientation Training or complete the On-line Orientation reading and exam on the website.
4. Team members should represent a spectrum of Christian denominations.
5. Team members should live in a sequestered environment for the entire weekend.
6. The Director may choose to not allow members of the opposite sex to serve on the weekend. If both sexes are allowed to serve, the opposite sex may be appointed to serve *only* in the following positions:
 - i) Spiritual Director, including Head Spiritual Director
 - ii) Kitchen
 - iii) Prayer
 - iv) Decorating positions
 - v) Setup and Take-down

With the exception of Spiritual Directors, members of the opposite sex are not to interact with the candidates at any time anywhere on the weekend except in the Dining Hall during normal candidate meal times, as appropriate.

Married members of the community (who have attended VN, Tres Dias, or any other fourth-day movement) who are at least twenty-one (21) years of age, will be permitted to serve on teams of the opposite sex. Single members of the community must be a minimum of twenty-five (25) years old to be permitted to serve on the weekend of the opposite sex.

7. Parents may not serve on a team on a weekend attended by their child(ren). **This does not apply to the Set up/Take down team.**
8. Team members may not serve in the same service area on two consecutive weekends (except when a Cha on one weekend and in a “head Cha position” on the next weekend), without prior approval of the appropriate Leader’s person and the Council Chairman.
9. Set-up/Take-down Chas should be named as team members, but are not responsible for attending team meetings. It is the responsibility of the Young Women’s Director to name a Set-up crew as team members and the Young Men’s Director to name a Take-down crew as team members.
10. Anyone serving on the Set-up/Take-down crews and not serving on the weekend should be available for Set-up on the Friday morning of the weekend and for Take-down by noon on Sunday to begin the take-down process.
11. A youth should serve as the Asst. Set-up/Take-down Cha.
12. The Young Men’s and Young Women’s Leaders shall have the authority to reject a potential team member.
13. Should the Director disagree with the decision of the Leader’s Representative, the Director can appeal to the Council.
14. The position of Head Table Cha will be an adult position with conference room experience.
15. The position of Council Representative will be added to the team roster. He/she will act as the official representative of the Council during the Weekend.
16. At least four (4) Youth Assistant Head positions are added to the weekend teams to provide leadership training for youth team members in the Dorm, Palanca, Chapel, and Kitchen areas.

C. TEAM MEETINGS

1. General Team meetings should be scheduled and publicized to the Community several months in advance.
2. Team meetings shall, at a minimum, consist of the following elements:
 - i) Prayer for the Team, Candidates, and all preparation activities
 - ii) Team introductions
 - iii) Sharing of Director’s vision for the weekend
 - iv) Review of all lay talks, to include gathering of Team input
 - v) Section meetings
 - vi) General awareness training regarding VNTB policies and practices
3. All talks will be reviewed during team meetings (Possible exception: If time constraints become prohibitive, Spiritual Director talks and meditations may be excepted). Positive input should be given by the Team once the talk is presented. It is recommended that the

input by the team members be in writing and given to a Talk Coach who will then summarize and present to the speaker subsequent to the meeting.

D. SPONSOR RESPONSIBILITIES

1. Sponsors must have personally completed a weekend of any Fourth Day movement recognized by VNTB. These may include, but are not necessarily limited to: Chrysalis; Cursillo de Cristianidad; Emmaus; Kairos; TEC; and Tres Dias.
2. Sponsors should personally know the candidate they wish to sponsor, be able to attest to that candidate's personal pursuit of a relationship with Jesus Christ, and themselves be in a position of general influence in the candidate's Christian walk.
3. Sponsors must be committed to an on-going relationship with the candidate subsequent to their weekend experience, to assist the candidate in getting connected in an effective reunion group, and generally assisting them in growing in the faith.

III. WEEKEND POLICIES AND PRACTICES

A. LEAVING THE CAMPGROUND

No one may leave the campground except for the adult Rovers and VN Council Rep. Others may leave in times of emergency, with permission of the VN Council Rep.

B. ESCORTING OF CANDIDATES

If a candidate must leave the weekend, two adult team members of the same sex as the candidate must escort them.

C. SMOKING ON WEEKENDS

There will be no smoking on VN weekends.

D. DRESS FOR SPEAKERS

Speakers should wear dress clothes when giving their talks. For men, a dress shirt is required, a tie is preferred, and a jacket is optional but recommended. For women, a dress, or a blouse with a skirt or dress pants, is the norm. Evening dress or "skimpy" wear is not appropriate.

E. WEEKEND DECORUM

1. All skits must be tastefully done and cross-dressing is **NOT** allowed on the weekend.
2. Jokes are not to be part of a Vida Nueva weekend.

F. FOOTWASHING SERVICES

The only persons in the area of these services should be the candidates, team members of the same sex, and Spiritual Directors.

G. COMMUNITY INVOLVEMENT

1. Parents of candidates attending a weekend may not attend the serenade.
2. Anyone attending a weekend event must have attended an "approved weekend." This does not apply to parents of Candidates attending the opening or closing of the weekend attended by their child(ren) or on which their child(ren) are serving.

3. Non-team members from the community will be allowed to come onto the campground for prayer palanca for the Marriage talk if prior permission is obtained from the Director.
4. Team members who are the parents or parent figures of a speaker may be invited to hear their son or daughter speak, *if the speaker gives permission*, if they are visible in the conference room, and their presence is announced.
5. The Director of the Young Women's team may choose to have the "Army of God" bless the young women with the "Wall of Protection and Repentance" during the Forgiveness Chapel. The Director will select spiritually mature men from the Community to participate, and notify them prior to the weekend. The Director will also designate "Stand Ins" prior to the weekend, who will be trained by the Head SD as to what to do.

Revised by Committee: 07/16/09 Adopted by Council 08/25/09

Re-revised and Adopted by Council 01/19/2010; 03/29/2010; 05/25/2010