

Concordia Youth Ministry

Memorandum of Understanding



CYM Teams are prepared to:

- Plan and lead youth bible studies and devotions
- Plan and lead games
- Plan and lead ice breakers and team-building activities
- Coordinate event planning efforts with authorized congregation leader

In addition, ALL Concordia University Chicago CYM teams members:

- Have completed a mandatory team training
- Are of 18 years of age or older
- Arrange their own transportation from Concordia University Chicago to host site

By requesting a CYM team, Congregations agree to adhere to the following:

- Request for a team must be received no less than 6 weeks before an event. Teams are scheduled based on student availability and cannot be scheduled during summer months and student breaks. Student schedules are difficult to coordinate, so we cannot guarantee availability on requested dates. The sooner a request is received, the easier it will be to schedule a date.
- All congregations/groups must authorize and identify one adult contact person who will serve as the Designated Congregational Representative (DCR). The DCR will be the primary person responsible for the event and all related activities, as well as the use of the facilities. The DCR must fully adhere to all congregational policies and procedures and will be responsible for contacting CYM with additional information related to planning the lock-in. The DCR will also be available by telephone to answer any questions during the event.
- Adult chaperones must be provided by the hosting congregation or group. Concordia University Chicago CYM requires that each congregation/group must provide at least one (1) male chaperone for every seven (7) male youth or fraction thereof, and/or at least one (1) female chaperone for every seven (7) female youth or fraction thereof in the group. Chaperones must be at least 21 years old at the time of the event and be approved by the church/group's leadership for their role.
- CYM team members are not responsible for providing any form of discipline.
- CYM team members may never be placed in a situation where they are alone with a minor in a closed room.
- CYM team members are not responsible for making arrangements for the treatment or transportation of a youth participant or chaperone in need of medical care.
- In extreme circumstances, CYM team members reserve the right to terminate their involvement at a lock-in.
- Concordia University Chicago asks for your help in deferring the cost of having a team travel to your congregation. We ask for a \$50 donation, plus \$1.65 per mile, per vehicle (1 or 2 vehicles depending on team size).