



CHURCH REGISTRAR CONTACT FORM

Church Name _____

Registrar Name: _____

Mailing Address: _____

Phone (Day): _____

Phone (Evening): _____

Phone (Mobile): _____

Email: _____

Fax: _____

Other places or numbers we might reach you?

Please return this completed form to:
Office of Youth Ministry
2010 Presbyterian Youth Triennium Registration – Attn: Vennie Constant
100 Witherspoon Street
Louisville, Kentucky 40202-1396

You can fax this form to us – Attention Youth Ministry/2007 PYT at 502.569.8445. You can also email the information to us (please be sure to include ALL the information we've asked) to Vennie.constant@pcusa.org



CHURCH REGISTRAR RESPONSIBILITY OVERVIEW

Presbytery and Racial Ethnic Caucus Delegation Registrars

1. Serve as THE point person for your CONGREGATION regarding Triennium registration and program information.
2. Complete the Church Registrar Contact Form (RCF) and fax or email to the National Triennium Registrar (enclosed).
3. Using the 2010 Presbyterian Youth Triennium artwork (located on the Facebook group and the website) create simple promotional pieces (e-cards, postcards, flyers, etc.) and send to the high school age youth in your presbytery.
4. Complete the selection of your Triennium delegation (youth and adult advisors).
5. Coordinate the background check process (mandatory for all adults who attend the 2010 Triennium) of all appointed adult advisors accompanying your delegation.
6. Maintain paper and/or electronic records of the completed background checks for each of your adult advisors .
7. Host at least one Pre Triennium Gathering for your delegation with the purpose of sharing information, building community and developing community life covenant. *Consider joining with the presbytery delegation (of your presbytery) or other church delegations in your area to building community, share transportation, etc.
8. Establish a Triennium Team to assist you with planning, fundraising and communication.
9. Visit the Triennium website frequently for updates and time sensitive materials.
10. Communicate with the National Registrar as needed.
11. Coordinate travel to and from the Triennium for your delegation.
12. Complete the DELEGATION ESTIMATE form by November 9, 2009.
13. Complete the DELEGATION DECLARATION form by February 26, 2010.

14. Complete all registration by the deadline, May 28, 2010. This includes completing the online registration for your delegation, all registration fees paid, all updates made.
15. Let your presbytery registrar know that your church will be sending a Church Delegation – just to keep the lines of communication open!

Optional Responsibilities

- Coordinating the hosting of a Triennium Global Partner to attend the Triennium with your delegation.
- Working to recruit a Triennium Ambassador (Senior Adult Delegates / Mentors).

Critical Information

- It is not assumed that the registrar will attend the event.
- It is important for registrars to be comfortable using electronic mediums (computer, email, internet, websites) and available via phone.
- **Registration will be ONLINE – and will open December 1, 2009.**
- Registration will be “first come – first registered” – there are a limited number of slots.
- There are no presbytery or church limits for the 2010 Triennium. But you will be asked to give, first, an estimate of the number your presbytery will send and then next, a declaration (February 26th) of the absolute number you will send. Registrations will be prioritized by the date in which they were received.

*This is an overview of the registrar responsibilities. Registration Instructions and Guidelines will be made available to the registrar once she/he is appointed and we have received a completed RCF (Registrar Contact Form). The Registration Instructions and Guidelines will also be available online at:

www.presbyterianyouthtriennium.org





REGISTRATION TIMELINE

August 3, 2009

Registrar Appointment letters sent to presbytery youth ministry contacts, stated clerks and racial ethnic caucus / committee coordinators.

September 7, 2009

www.presbyterianyouthtriennium.org launches registration information for presbyteries and churches.

October 30, 2009

All presbytery registrars should be appointed and should have confirmed their appointment by completing and sending in the Registrar Contact Form to the National Registrar, Vennie Constant. Vennie.constant@pcusa.org

November 9, 2009

DELEGATION ESTIMATE due

December 1, 2009

Registration Opens

February 26, 2010

DELEGATION DECLARATION due

May 28, 2010

REGISTRATION CLOSES at 6PM (EST) / **all fees must be paid and all registrations completed.**

May 29, 2010 – June 8, 2010

LATE REGISTRATION BEGINS

June 9, 2010 – July 9, 2010

SUBSTITUTIONS ONLY (Must be same gender / same category)

JULY 20 – 24, 2010

PRESBYTERIAN YOUTH TRIENNIUM