

# YFC CHAPTER REQUIREMENTS

September 2009



YFC reaches young people everywhere, working together with the local church and other like-minded partners to raise up lifelong followers of Jesus who lead by their godliness in lifestyle, devotion to prayer and the Word of God, passion for sharing the love of Christ and commitment to social involvement.

## YOUR VOICE IN YFC

**COUNCIL OF DELEGATES.** Executive Director, all credentialed staff and one board member are voting delegates. The Council meets at the MidWinter Conference and maintains the by-laws, elects board field trustees, ratifies board lay trustees, hears reports and offers input. Attendance of all Executive Directors is recommended. YFC/USA by-laws permit items to be brought to the Council of Delegates for a vote via email.

**NATIONAL BOARD.** Each region is represented on the National Board by a staff member, voted on by the Council of Delegates.

**COLLABORATION.** YFC is a collaborative learning organization. Your input of ideas is welcome and encouraged. Avail yourself of various opportunities.

**For More Information Contact Your Regional Service Center (RSC)**

## COMMUNICATION AND TECHNOLOGY

**COMMUNICATION.** All staff receive the *Every*, an electronic newsletter, each week. You are responsible to know the information it contains.

**TECHNOLOGY.** All staff are required to have reliable email and telephone. We also recommend:

**Telephone:** Telephone service with an answering system or service, and a FAX machine.

**Computer Hardware:** Computer with a minimum 2 GHz processor and 2 GB of RAM.

**Software:** Antivirus software, Microsoft Office 2003 or a more recent version, and Microsoft Publisher. YFC operates in a Microsoft Windows operating system environment.

**Internet:** A broadband connection and public website. The NSC offers email and website hosting.

## CHARTERING

A **YFC Chapter** is a local YFC entity governed by a board that is chartered by YFC/USA to do YFC ministry in an area designated by YFC/USA.

### Essential Requirements:

- Incorporated in state/by laws/board
- YFC Statement of Faith
- Benefits Management Plan
- An active functioning Board of Directors
- Annual charter reports (see reporting)
- Pay Charter Covenant Fees
- Meets legal requirements
- YFC Mission (vision, focus, goals)
- YFC liability and related insurance
- Participation in the YFC movement
- Fiscal year - July 1-June 30
- Staff are YFC credentialed
- Utilize Five Essentials in every ministry site
- Financial reports completed by CPA
- YFC policies are followed

### Documents

**YFC Charter Covenant** and supporting YFC policies is the official chapter document that defines the relationship between YFC/USA and the local Board and YFC Chapter.

**YFC Chapter Operations Manuals** define how a YFC Chapter operates.

**YFC Core Ministry Manuals** define how ministry is done.

**For More Information Contact Your RSC or YFC/USA Shared Services at 303/843-9000**

**Reporting - All reporting is completed online and submitted through YFC Impact. [www.yfcimpact.net](http://www.yfcimpact.net)**

### Submitted Monthly

- Demographics and Legal Information
- Monthly Financial Review
- Data entry for each ministry site

### Submitted Quarterly

- Ministry Dashboard
- Staff List
- Volunteer Roster

### Submitted Annually

- CPA Financial Reports
- IRS Form 990 (filed by YFC/USA as part of a group return)
- 990 Tax Form Entry
- Budget Planning
- Goal Planning

**Contact your Regional Service Center for information and training on how to utilize YFC Impact in your Chapter.**

## CHARTER COVENANT FEES

- YFC/USA Charter Covenant Fees fund less than a fourth of the NSC and RSC's budget.
- YFC/USA Charter Covenant Fees are based on Form 990 expenses and figured according to a schedule.
- See "Charter Covenant Fee Schedule" document.

- Fee is paid to National Service Center on a monthly basis.
- Late fee assessed on past due balances.

**For More Information Contact your Regional Service Center**

## HUMAN RESOURCE MANAGEMENT

### HIRING PRACTICES:

- Ask for resume (to gain voluntary information)
- Must use YFC applications (available at [yfc.net](http://yfc.net))
- Follow YFC hiring and credential candidate intake processes
- Do proper reference checks and screening
- Enroll all paid staff (full-time or part-time) immediately with YFC HR Dept (see forms at [www.yfc.net/hr](http://www.yfc.net/hr))
- Retain records for Statute of Limitations periods

**For More Information Contact YFC/USA Shared Services at 303-843-9000.**

### LEGAL EMPLOYMENT PRACTICES:

- IRS Forms: W4
- Housing for ministers only
- Exempt/Non-exempt
- Worker's Comp
- Withholding of taxes
- I-9 (citizenship)

### EMPLOYMENT POLICIES:

- YFC/USA policies
- Local Employment Policy Manual

### FOOTNOTE

This document was designed for the purpose of providing an overview of YFC Requirements that YFC Chapters need to know. Requirements are stated in abbreviated form. Not all requirements may be covered. Requirements are subject to change. Follow more detailed documents for actual compliance.

## EMPLOYEE BENEFITS

Each chapter is expected to have a Benefits Management Plan for its employees. Full-time employees are those who work 40/hrs/week on a regular basis. Benefit requirements are:

### YFC Requirements

- Full-time employees must have medical insurance coverage with a deductible of \$5,000 or less for each full-time staff (dependent coverage is optional).
- Apply immediately upon date of hire.
- Keep all reporting and employee changes up to date with YFC/HR Department.

**It is the responsibility of the YFC chapter (employer) to notify YFC/HR department of all staff changes.**

**For More Information Contact YFC/USA Shared Services at 303-843-9000 or visit [www.yfc.net/hr](http://www.yfc.net/hr)**

Optional benefits: Dental Insurance, Life Insurance, Long Term Disability and Retirement

## LIABILITY INSURANCE/RISK MANAGEMENT

### Required Insurance Carried Through the YFC National Providers Only:

- General liability
- YFC owned automobile
- Directors & officers
- Workers compensation
- Hired & non-owned auto
- Foreign liability
- Accident
- Umbrella
- Sexual misconduct
- Employment Acts

### Recommended Local Options:

- Fire & theft on owned property
- Professional liability (counseling services, etc.)
- Renters insurance (rented space)
- Crime

**For More Information Contact YFC/USA Shared Services at 303-843-9000.**

### Transportation:

- YFC Vehicles: drivers age 21+ and meet state requirements
- 15-passenger vans cannot be owned, rented, borrowed, etc, by YFC
- Report auto purchases and sales promptly to the NSC
- Hired and non-owned auto—all staff must carry 100/300 liability limits on personal vehicles; proof of insurance required each year; volunteers must show proof of insurance locally

### Activities and Relationships:

- See YFC Safety Standards
- Secure approved student permission forms from parents/guardians for activities.
- Maximize safety for all activities.
- Credentialed Candidates get Risk Management Training.

## LEGAL REQUIREMENTS

- YFC Chapter must meet state incorporation rules for reporting.
- Financial management must meet IRS codes for non-profits, and meet generally accepted accounting principles.
- The Board of Directors must comply with Chapter Articles of Incorporation and By-Laws in regards to size, frequency of meetings, and duties.
- Report lawsuits, sexual misconduct accusations, serious accidents/death to YFC/USA at once. (Use a designated spokesperson and written statements in dealing with the press during a crisis.)
- Employment practices must comply with all federal and state laws (withholding, exempt/non-exempt, minimum wage, housing, workers comp, unemployment taxes, etc.)
- Have all necessary state and local licenses, permits, exemptions, etc. (check with your local governing bodies).

## CREDENTIALING

**Credentialing** is the mandatory YFC program for certifying full-time Executive Directors and ministry staff members. The entry level training and requirements as outlined in the **Leadership BluePrint** are:

**Timeline:** Starts when hired full-time (can begin during part-time employment); 18 months to complete YFC Mission Credentials, 48 months to complete YFC Ministry Credentials.

**Intake:** Follow process (resume, application, references, background check, job description, Credential Contract, RSC approval) before full-time hire.

**Credential Contract:** Training plan agreement.

**Credential Continuance:** Staying Fresh – approved electives to be completed by all full-time YFC leaders every 3 years after receiving YFC Mission & Ministry Credentials.

**For More Information Contact Your Regional Service Center**

### YFC Mission Credentials - 2 Types of Credentials and Requirements:

#### **Executive Leadership:**

Education: One Heart Retreat (OH); Online Orientation (OO); Institute-Mission Leadership (IML); Bible Assignment (BA); 6 Workshops: Empowering (E), Collaborating (C), Leading (L), Planning (P), Funding (F), Managing (M); Leadership 360; Directed Learning (DL); Recommendation

#### **Ministry Leadership:**

Education: OH; OO; Institute-Transformational Ministry (ITM); BA; 2 Workshops: E & C; Academy (A); Leadership 360; BA; DL; Recommendation

**YFC Ministry Credentials – to be completed in the 1<sup>st</sup> 48 months of full-time employment, after receiving YFC Mission Credentials:** Online Theology Course; Institute Excellence; Approved Elective

## PARTICIPATION IN YFC

**Major National Events:** MidWinter Conference (February) and Regional Conference

**Scheduling:** Before scheduling local major ministry or fund-raising events, be sure they do not conflict with regional conferences, MidWinter, etc., in a way that would impede your participation.

**Participation:** We expect all Chapters to be an integral part of the YFC/USA movement. Therefore we recommend that Executive Director, staff, and key board members participate in MidWinter Conference, Regional Conferences and appropriate regional meetings and training. We also recommend chapter participation in national ministry programs.