

CHAPTER STARTUP

September 2010 (subject to change)



WHERE TO BEGIN

The startup process begins after a contact by an individual or group from a local community interested in establishing a local YFC ministry. A representative of YFC is assigned to follow-up the contact.

Why do we wait for you? First, we want to begin by following after God as He moves in the lives of His people. Second, this approach firmly anchors the ministry in the hands of the local community. If you and YFC don't gain community ownership up front, it has proven to be much harder to achieve it down the road.

STEPS TOWARDS ESTABLISHING A NEW CHAPTER

Stage One – Identify local commitment and depth of need (No timetable)

Stage Two – Foundational work (1-3 months)

Stage Three – Gathering resources (3-12 months)

Stage Four – Meeting requirements to achieve a full Charter Status (3-24 months)

STAGE ONE – CONFIRM AND GATHER LOCAL COMMITMENT

1. Set up **initial meeting** with interested adults to determine if there is sufficient interest to pursue the steps necessary to start a YFC Chapter.
2. If initial interest is evident, establish a **second meeting** to invite additional individuals to share the vision. These are informational and educational meetings designed to:
 - a. Assess the community need and the commitment of those involved to see YFC established in the community to meet that need. (Stage one)
 - b. Educate those in attendance about YFC, its ministries and the steps and responsibilities involved in making it happen (Stages two through four)

STAGE TWO – FOUNDATIONAL WORK (1-3 MONTHS)

3. **Establish and Register a Startup Task Force**

- a. A minimum of 9–12 Adults Who Empower, mobilized as a Start up Task Force.
 - b. Select Task Force leadership (Chairman, Vice Chairman, Secretary/Treasurer)
4. **Church and Community Listening Survey:** This is the key responsibility of the Start up Task Force and/or a special research team designated by them. This work validates the need for YFC in the community and becomes the foundation of a Collaborative Community Strategy.
5. **Prayer Support:** Widespread Prayer is essential for a fruitful and sustainable Ministry Site. Therefore, prayer teams must be established throughout the community before any steps are taken to operate a new chapter.
6. **Community Assessment Meeting:** The Task Force and YFC representatives review the results from 4 above.

STAGE THREE – GATHERING RESOURCES (3-12 MONTHS)

7. **Application for Chapter Startup Charter:** Start up Task Force applies to YFC/USA for Chapter startup charter.
8. **Legal Requirements:** YFC/USA will issue a Start-up Charter and 501(c) (3) letter (Good for one year) for the purpose of:
- a. Recognition by YFC/USA as an official start-up chapter
 - b. Allowing the Startup Chapter to comply with local, state & federal requirements for corporate status.
 - c. Establishing recognition and validity within the local community.
 - d. Taking the necessary steps toward a Full Charter status.
9. **Funding:** The minimum goal prior to launching the new Chapter is the first year's budget in hand or committed.
10. **Develop a Growth and Operational Strategy:** A written growth and operational strategy that incorporates, where feasible, all six YFC core ministries.
11. **YFC Supervisory Meeting:** There is to be a meeting of YFC representatives and the new local Chapter leadership. A review of stage two is to be completed and goals for stage three are to be established.

REQUIREMENTS FOR ACHIEVING A FULL CHARTER STATUS (3 – 24 MONTHS)

12. **Incorporating Board and Influential Local Leadership:** Establish a Board of Trustees from within existing Startup Task Force and additional influential community leadership.
13. **Staffing/Volunteers:** Find and hire an Executive Director for the Chapter. This is done with the assistance and approval of National Field Director. It is advisable that there is at least a part-time administrator to assist with the office in the beginning.
 - a. It will probably be necessary that a part-time ministry staff person be hired to work directly with teens in building Loving Relationships.
 - b. All staff to complete training and credentialing requirements before Full Charter Status is granted. (If staff is hired late in the process, some latitude is in order based upon the recommendation of National field Director)
14. **Office Space/Equipment:** Adequate office space is needed to establish a presence, have a suitable working environment for staff and volunteers, and house necessary equipment to operate the Center efficiently.
15. **Financial Stability:** Fund raising activity established to achieve both a balanced budget and future growth as per Growth and Operational Strategy. These activities to include but not limited to: Annual fund raising dinner, events (golf tournaments, auctions, etc), regular fund raising appointments, Board and staff support, church mission budgets, etc.
16. **Church Relations:** Part of YFC's DNA is to always partner, never compete. Therefore, it is imperative that YFC relates to local churches as partners in ministry by developing an effective strategy to communicate and work with local churches in the community.
17. **Ministry Metrics:** Loving Relationships and Faithful Bible Teaching are essential in engaging lost kids in a lifelong relationship with Jesus Christ and then coaching them to apply biblical truth to their lives. Therefore, acceptable ministry results (as per YFC/USA requirements) must be achieved on an ongoing basis.
18. **YFC Corporate Involvement:** Because YFC functions in like manner throughout all Chapters, and therefore functions like a family, it is important for both board and staff to be involved in both regional and national staff and board events.
19. **Provisional Charter:** Upon satisfactory adherence to Step Four requirements, and recommendation by National Field Director, a Provisional Charter will be granted by YFC/USA. (A Provisional Charter is in effect for one year) The purpose of a Provisional Charter is to allow completion of the requirements for a Full Charter.
20. **Final Requirement:** Board of Directors to complete the necessary paperwork and requirements needed to move from a Provisional Charter to a Full Charter with YFC/USA. Full Charter to be recommended by National Field Director

FINAL THOUGHTS

We have worked hard to give you a tool that works. This process has been tested over time and – when done in God's time with His leading – will help you to succeed in building a lasting, sustainable ministry that will reach lost youth in your community.

We want to stand with you to reach youth for Christ!