



When did we
See you?
Matthew 25: 31-46

PRESBYTERIAN YOUTH TRIENNium 2022
July 24-27 • Indianapolis, IN

Triennium Delegation Guide

Delegation Basics + How to Build a Delegation for Registrars

A **delegation** is a group sent from a mid-council/presbytery, church, or caucus to attend Triennium. **Triennium participants attend the event as part of a delegation.** Many of these delegations are sent from presbyteries. Some come from individual churches. Some come as a delegation representing a caucus (example: American Indian Coordinating Council). Others from international church partners.

A **delegation registrar** is the appointed volunteer who is responsible for registering and preparing their delegation for Triennium. Some registrars are also presbytery leadership/staff.

If you have served as a delegation registrar before, you likely have some idea of where to begin and how you plan to develop and build your delegation. If this is your first time as registrar, know that there are a variety of things to consider and no one right way to start!

We have included some information below to help guide all registrars as they think through and begin developing and building their delegations in a way that works best for them.

Please note that PYT Registration is “first come, first registered” as space for the event is limited. As a registrar you want to determine and lead a registration process that helps you to finalize your delegation early (by April 1, 2022).

DELEGATION GO TEAM

Establishing a Triennium Go Team is a helpful first step so that you do not have to take on all your responsibilities alone. This group of volunteers can serve the delegation in a variety of ways, including helping you to think through the initial phase of delegation development and details. If you are a presbytery delegation, make sure your Executive Presbyter or appropriate committee can also be involved in this process.

Your Go Team may also assist with communication, promotion, recruiting and selecting your delegation participants, fundraising, planning events, running social media for your delegation, and many other needs. Examples of helpful Go Team roles may include Lead Adult Advisor, Task Manager, Pre-Event Planner, Social Media Coordinator, and Pastoral Care Provider.

Whatever your Go Team ends up looking like, please note that if you do not plan to attend PYT, you will need to assign the role of Lead Adult Advisor to an adult participant from your delegation. This Lead Adult Advisor should be comfortable providing leadership in your absence and acting as the main contact person for your delegation during the event itself.

DELEGATION DEVELOPMENT & DETAILS

Once you have established a Go Team, you can work with them to develop a plan for your delegation. Some helpful things to consider are included below.

Delegation Types – What type of delegation are we?

▪ **Presbytery Delegation**

- Group of youth and adults invited from a variety of churches within a presbytery.
- This is the most common type of delegation.
- Every presbytery is invited to appoint a registrar.
- Each registrar invites every church in their presbytery to send youth to PYT.
- Some presbyteries send out an application or essay to churches for youth to fill out.
- Others “point recruit” or let individual church staff & leaders select youth to attend.
- Have a disproportionate number of participants signed up from just one church? You may consider recruiting additional participants from other churches OR inviting that church to attend on their own as a church delegation.

▪ **Church Delegation**

- Group of youth and adults invited by an individual congregation.
- Some churches bring their entire high school age youth group.
- Others invite high schoolers they feel would best benefit from or engage with PYT.
- Consider connecting early with other registrars in your area, especially if your presbytery is sending a delegation. You may want to collaborate on travel or other Triennium needs.
- Analise can help connect church delegation registrars with local or nearby presbytery registrars so that you can be aware of each other and potentially work together for travel, pre-event planning, etc.

▪ **Caucus Delegation**

- Group of youth and adults invited by a specific caucus.
- Participants share common affiliation or membership to a caucus, council, or organization associated with PC(USA) or CPC.
- Coordinating a caucus delegation includes an added step of promoting to a wide geographic area – keep this in mind as you build your delegation.
- Begin communicating early with registrars from your youth participants’ geographic regions. You may want to collaborate on travel or other regionally specific needs.
- Analise can assist you by connecting you with regional registrars and/or national staff connected to your caucus who might be able to provide additional support.

Delegation Size - How many participants will we bring?

- There is no limit to the size of your delegation. It is up to you and your presbytery, church, or caucus to determine.
- You may want to start with your 2019 delegation size and increase by a realistic number.
- Some registrars base their delegation size on...
 - transportation (for example, the number of seats on a bus).
 - available funding or budget.
 - giving every church in the presbytery an appropriate number of slots.
 - the final number of participants they have recruited by a set deadline.
 - the number of young people who have confirmed interest.

Participant Roles - What types of participants attend PYT?

Youth Participants. Adult Advisors. Caregivers (if required by a youth or adult participant). Work Crew. Global Partners. Young Adults (19+). Observers.

- **Youth Participant (YP)** entering freshmen through graduated seniors in high school.
 - Active in PC(USA) or Cumberland Presbyterian Church.
 - Does not need to be baptized or an official member of Presbyterian Church.
 - For every 10 Youth Participants there should be at least 1 Adult Advisor.
- **Adult Advisor (AA)** adults aged 22 and over who serve as delegation chaperones.
 - Demonstrates mature leadership among young people.
 - Acts as an adult and is comfortable in the role of chaperone and guide.
 - Has experience chaperoning teenagers.
 - Is recommended and affirmed by their church, mid council, or caucus.
 - Is comfortable with event authority and covenant community guidelines.
 - Willing to lead the delegation by encouraging the members of their delegation to conduct themselves likewise.
 - Has a good history of guiding and providing leadership with teens & adults.
 - Maintains healthy physical boundaries and is not overly physical with youth.
 - Understand issues of power in youth/adult relationships.
 - Must complete both the Background Check Process and Abuse Prevention Process.
 - Again, at least 1 Adult Advisor is required for every 10 Youth Participants.
 - Extra adults are always helpful!
- **Caregivers (CG)** adult participants who serve as a medical or comfort aid to participants.
 - Must complete the Background Check Process and Abuse Prevention Process.
 - Housed with the delegation of the participant in their care.
- **Work Crew (WC)** college age young adults who serve as PYT staff behind the scenes.
 - Travel to and from Triennium with a delegation.
 - Housed with other Work Crew members and Work Crew coordinators.
 - Register as “Work Crew” for the same fee as Adult Advisors.
 - Must complete the Background Check Process and Abuse Prevention Process.
- **Global Partners (GP)** youth & young adults from partner churches and ministries.
 - Invited, hosted, and sponsored by PC(USA) or CPC delegations.
 - OR can attend the event "on their own" without a delegation if:
 - They are from an official partner ministry of PC(USA) or CPC.
 - They register through the Office of Presbyterian Youth and Triennium.
 - Housed with their sponsoring delegation or own their own.
 - Adults must complete the Background Check Process and Abuse Prevention Process.

*We are still working to determine whether or not there will be a “Young Adult” participant category at PYT 2022. Stay tuned! We will announce by the end of Summer 2021.

- **Observers** adult participants who wish to be present at PYT.
 - From mid councils, denominational agencies & programs, or related organizations.
 - Must register and pay Adult Advisor fee by contacting the National Registrar.
 - Must complete the Background Check Process and Abuse Prevention Process.
 - May book their housing directly if not traveling & staying with a delegation.

Transportation - How will we get to Triennium?

- Folks get to Triennium by plane, train, automobile, bus, van, etc. As with size, it is up to you and your delegation to decide what mode of transportation works best.
- As registrar, you are responsible for booking your delegation's travel.
- Bus Travel:
 - Locate a reputable bus company and plan with them.
 - Sometimes bus drivers will stay in a hotel and then drive your group back home.
 - Your bus company can help you understand how all that works.
 - All hotels and the convention center have fairly steep parking fees. Plan these into your budget. Average cost of hotel parking is \$40.00 a day.
- Car or Van Travel:
 - Find out what parking is available at your hotel.
 - Visit Indy has a helpful webpage about transportation and parking in downtown Indianapolis that includes information about taxis, cars, buses, and ridesharing.
 - All hotels and the convention center have fairly steep parking fees. Plan these into your budget. Average cost of hotel parking is \$40.00 a day.
- Airplane Travel
 - We recommend that you fly into the Indianapolis International Airport.
 - Arrange shuttles or rides to your hotel through airport or hotel transportation.
- Some registrars base their travel choices on...
 - The size of their delegation or distance the delegation will need to travel.
 - Vehicles or modes of transportation that are readily available.
 - Coordinating with other delegations who are nearby or on-the-way.
 - Available Funding, Grants, and Budget.
- Travel Grants - some modest funds are available for those traveling a long distance.
 - These funds come from the Office of Presbyterian Youth and Triennium.
 - There is an application process required to receive the small travel grants.
 - Qualifying delegations should look for additional information this Fall/Winter when funds for 2022 will be available to PYT staff.

Housing – Where will we stay for Triennium?

- Delegations will book their housing for PYT 2022 directly through the Visit Indy Housing Bureau.
- **Staying at a PYT hotel booked through Visit Indy is required as part of PYT 2022 registration and attendance.**
- We know this is a big change from past Trienniums and think it will be a positive one!
 - Air Conditioning for all!
 - Much shorter outdoor walking distances.
 - Ability to book housing that fits your delegation's specific needs and preferences.
- Housing Basics:
 - There are approximately 8-10 hotels in the Triennium block.
 - All hotels are close to the Indiana Convention Center and are very nice!
 - There is a common PYT rate between all of the hotels of \$149.00 +tax per night
 - Most rooms in the PYT block can accommodate 3-4 lodgers.
- Please look for more housing details on the Triennium website Winter 2022.
- In the meantime, begin discussing your delegation's housing needs and preferences with your Go Team based on the "Housing Basics" provided above.

Funding and Budget – How we will pay for Triennium?

PYT event registration is \$515.00 for youth participants and \$535.00 for adult participants.

- We recommend the 1/3 plan for funding PYT:
 - 1/3 is covered by the participant.
 - 1/3 is covered by the church.
 - 1/3 is covered by the mid council.
 - Of course, this is only possible if these entities have funding to offer!
- Some PYT delegations simply fundraise for the total cost of their delegation.
- Transportation & Housing Costs:
 - Some presbyteries and churches cover the cost of the transportation.
 - Some presbyteries and churches set a per participant transportation fee.
 - Many cover what they can then divide remaining costs evenly among participants.
 - Housing is a new cost to consider and can be handled similarly to travel costs.
 - Housing is not included in the event registration fee, so please plan for the housing cost as a separate expense in your funding/budget plans.
 - As mentioned above, hotel rooms are @\$149.00 +tax per night and most can accommodate 3-4 lodgers.
- Ask your Presbytery, Church, and Synod to put PYT in their budget ASAP to ensure funding! Receive the **Pentecost Offering!** 40% of the money you collect remains with you. This 40% is often used to help support youth attending the Triennium!
- Our PYT Beyond team is currently working on resources to help figure out fundraising for PYT! Please look for these resources available Fall 2021.

DELEGATION BUILDING

Once you have a plan for your delegation, you can begin delegation building. This is a critical registrar responsibility that involves promoting PYT, recruiting and selecting your participants, and organizing important information about each participant in preparation for registration.

Promotion

- There are a variety of tools you can use to promote the Triennium!
- All the *2022 Presbyterian Youth Triennium Artwork* will be available online. You are welcomed and encouraged to use the artwork to create fliers, brochures, and posters.
- The professionally designed *2022 Presbyterian Youth Triennium Information Sheet* contains basic PYT information and will be available for you to download, print, copy, and hand out.
- We also recommend you view and share the 2019 PYT Highlights video or the 2022 Promo Video. Both should be available on the Triennium website Summer 2021.
- We will have a limited number of PYT 2022 Postcards that are also able to share with registrars. These will be available late Summer 2021 and "go" early so let us know soon if you would like for us to send you a batch.

Recruiting and Selecting Participants

As previously mentioned, presbytery registrars are responsible making sure **every church** in the presbytery has access to registration information and the opportunity to send youth to PYT.

- Recruitment Ideas:
 - Send out an **application or essay** for any interested youth to complete.
 - Bring your **entire high school age youth group**.
 - **Point recruit** or let church staff & leaders recommend youth.
 - **Invite high schoolers** who would best benefit from or engage with Triennium.
 - Consider how you will recruit **Adult Advisors** and Work Crew (if applicable).
- How you choose to recruit participants will help determine how you select your delegation.
- Download and maintain the *Delegation Information Spreadsheet* as you select participants.
- Please note, selection of participants is to be determined by the mid council, church, or caucus – not by the Office of Presbyterian Youth and Triennium nor the National Registrar.
- Complete the *Delegation Estimate Form* by November 1, 2021. Please look for this fillable form to be made available on the website early Fall 2021.
- For additional ideas on how to build your delegation, please check out the “How We Do PYT!” Registrar Series to read advice and stories from experienced registrars.

COMMUNITY BUILDING

It is important to begin building community and relationships among your Triennium delegation before they depart for Indianapolis. We encourage you to consider the following things, come up with your own ideas, and reach out to other registrars to share!

Pre-Triennium Events & Community

- Host a **Pre-Event Delegation Gathering**
 - Play games, watch the 2019 Highlights video, and get to know your group.
 - Gather in person if geographically close or virtually if your group is spread out.
 - Review the Indiana Convention Center map. Find your hotel. Locate where major PYT events will occur.
 - Make sure everyone in your delegation understands the overall Triennium schedule, theme, and community covenant guidelines.
- Host a **Parent/Guardian Meeting**
 - Share travel and hotel information.
 - Answer any questions.
 - Inform parents of the Triennium schedule and theme.
 - Have them complete any missing *Participant Release, Needs, and Information Forms*.
- Host an **Adult Advisor Meeting**
 - Review the *Adult Advisor Guide* (available Spring 2022), PYT Community Covenant Guidelines, and event schedule together.
 - Discuss and establish roles among your adult advisors.
 - Make sure all adults have completed the Background Check Process and Abuse Prevention Process.
- If your delegation is hosting Global Partners:
 - **Video Chat** with your Global Partner(s).
 - Create a **Global Partner Welcome Event** such as a fun dinner or orientation.
- Use the *Commissioning Service Resource* (available Spring 2022) to design a service for your delegation.
- **Request Prayers** for your delegation at worship services or presbytery meetings and through other platforms such as Facebook or Instagram.

- Determine **Fun Roles** among your delegation members.
 - Photographer, Scrap Booker, Blogger, Team Builder, Prayer Leader, and more!
- Consider how you might foster community while traveling to the event.
- Create a **Delegation Facebook Page!**
- “LIKE” the **Triennium Facebook and Instagram** pages – it’s a great, easy, general place to build enthusiasm.

Triennium Traditions

- **Trading Pins**
 - Triennium youth love to trade small pins and wear them on their name badges!
 - It is an inexpensive and fun tradition that can help build community within a delegation before the event and between different delegations at Triennium.
 - Bring pins from regional sites or famous industries to represent your delegation.
 - Create your own delegation pins using online services or DIY crafting.
- **Delegation T-shirts**
 - Every participant will receive an official conference t-shirt.
 - Many delegations like to create a special and unique delegation shirt.
 - This is a fun way to build pre-event energy and community.
 - Have a t-shirt design contest or vote on different designs!
 - There are lots of services online you can use to design, print, and ship your shirts.
 - Consider bringing extras to share or trade with participants from other delegations.

