

Canadian Lutheran-Anglican Youth
Gathering (CLAY) 2020



CLAY Crew Manual

The CLAY Crew Manual Canadian Lutheran and Anglican Youth Gathering

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Overview of The CLAY Crew

The CLAY Crew is a unique opportunity for youth to learn about what happens behind-the-scenes at the gathering. It is an opportunity for leadership development, and for youth to exercise their gifts and develop skills for ministry within the context of CLAY.

The CLAY Crew participates in the gathering by assisting the NPC, the LGG production team, and volunteers in various areas of CLAY. Individual roles and responsibilities for each member will be custom-tailored to suit the unique gifts and interests of that participant, as well as meeting the needs of the CLAY planning team.

Objectives for The CLAY Crew

- Develop young leaders
- Spiritual development
- Helping youth use their gifts while at CLAY and nurture their development of these gifts
- Build community within their own CLAY Crew

Role of The CLAY Crew Coordinator

The CLAY Crew Coordinator is a member of the NPC, and thus, is the liaison between the NPC and the CLAY Crew. The CLAY Crew Coordinator shall:

- Select two CLAY Crew Leaders (one male, one female)
- Train and equip the CLAY Crew Leaders
- Coordinate promotion of the CLAY Crew on the website and social media.
- Arrange for the application for the CLAY Crew to be posted on the CLAY website
- With the CLAY Crew Leaders, review applications and select participants for the CLAY Crew.
- Communicate with the CLAY Crew Leaders in the time leading up to CLAY, and at CLAY itself.

- The first day on-site, plan and lead team orientation and team building for the CLAY Crew and the CLAY Crew Leaders or equip the crew Leaders to do this.
- Ensure the CLAY Crew Leaders have up-to-date criminal record checks (including vulnerable sector check). Ensure that they have appropriate training related to working with children and vulnerable people, as per national church guidelines.
- Use information provided by applicants regarding skills, gifts, and areas of interest to help assign the CLAY Crew to areas of the CLAY planning team. Liaise with appropriate NPC members to see if they can accommodate one of the CLAY Crew members in their activities.

Role of the CLAY Crew Leaders

The CLAY Crew Leaders are home team leaders responsible for the CLAY Crew while they are on-site at the Gathering location, both for CLAY preparation leading up to CLAY, and during the Gathering itself. The CLAY Crew Leaders may carry other roles at CLAY, as long as their primary role is as home team leader, and these other roles do not interfere with the role of home team leader. The CLAY Crew Leaders shall have the following responsibilities:

- With the CLAY Crew Coordinator, review applications and select participants for the CLAY Crew.
- Register the CLAY Crew
- Pre-gathering team building: Organize communication (Google Hangouts, etc.) to allow members of the CLAY Crew to meet each other prior to CLAY.
- Familiarize oneself with resources available to Home Team Leaders. All of the responsibilities of a Home Team Leader apply to the CLAY Crew Leaders.
- Help the CLAY Crew build relationships with members of the NPC and key volunteers.
- Plan and lead home team time daily while at the Gathering.
- Receive requests for tasks for the CLAY Crew, and delegate appropriately. Follow up with the CLAY Crew to ensure that they feel comfortable performing these tasks.
- Review daily schedules with each member of the CLAY Crew, especially during the Gathering. Ensure an appropriate balance between volunteer tasks, learning opportunities, worship, home team time, and rest.
- Keep track of the CLAY Crew. Know where they are at all times, and ensure you are available to them.
- Ensure the health and safety of the CLAY Crew. Keep track of their special health, medication, and dietary requirements. Ensure that they are observing curfew and lights-out requirements, as well as appropriate boundaries.

Role of the CLAY Crew

- Learn about the behind-the-scenes work and play that goes on to make CLAY happen.
- Explore opportunities to use and nurture skills and talents.

- Take time to explore what it means to be a leader, to be a Christian, and to be involved in youth ministry.
- Volunteer in certain areas of CLAY that are of interest to the CLAY Crew.
- Develop friendships with members of the NPC, and other Gathering participants.

Recommended Pre-Gathering Preparation

The team arrives at the Gathering location a few days prior to the Gathering to prepare for CLAY, receive orientation and training, and gel as a team. The following activities are recommended for the CLAY Crew during this pre-Gathering period (3-days before gathering start day):

- 3 days before:
 - The CLAY Crew and the CLAY Crew Leaders arrive at Gathering site, get unpacked, and settle in.
 - Time for exploration of the Gathering site as a home team.
 - Review of Gathering rules.
 - Time for socialization as a home team (ie. games, movie, etc.)
- 2 days before: Full-day orientation & team building.
 - Ice-breakers and group bonding activities
 - Team-building & team covenant
 - Reflection on the Gathering theme in the form of a Bible Study
 - Theological reflection on the role of the CLAY Crew
 - Sharing faith stories
 - Reflections on leadership
 - Prayer
 - Set expectations for the week. Decide with the CLAY Crew what is an appropriate balance of volunteering, gathering participation, free time, and rest might look like.
- 1 day before:
 - Link the CLAY Crew with their Specialization areas and NPC members or key volunteers (ie. Production Team, Events, Communications, Video, Registration, Education, etc.)
 - Home Team Time
 - Allow time for the CLAY Crew to connect with their friends from home at some point during the day.
 - Late-night check-in.

Recommendations for during the Gathering

CLAY has a hectic schedule, and NPC members and key volunteers often work long hours during the Gathering. The team should not be expected to work as intensely as NPC members and key volunteers. Therefore, the CLAY Crew Leaders must manage expectations, and help their team to plan out their days so that they have an appropriate and realistic balance. The following considerations are recommended during the Gathering:

- The CLAY Crew should take at least one hour every day during the Gathering for Home Team Time. This is a time to check-in, reflect on the day, build relationships, work through any issues, and pray together. If significant events happen during the gathering, these should be briefed or debriefed during Home Team Time.
- The CLAY Crew should eat at least one meal together every day.
- The CLAY Crew should have the opportunity to participate in at least one LGG and/or worship service per day (the exception would be crew members involved in the production of the LGG's since they are required behind-the-scenes).
- The CLAY Crew should volunteer for approximately 8-10 hours each full day of CLAY.
- The CLAY Crew should have the opportunity to participate in at least one activity per day other than the LGG.
- The CLAY Crew should have the opportunity for at least one hour per day of free time.
- After the Gathering, it is recommended that the CLAY Crew members and the CLAY Crew Leaders leave the Gathering on Monday morning. Sunday afternoon should be reserved for reconnecting as a team, debriefing, celebrating achievements, attending the wrap up party and saying goodbye.
- An opportunity for post-Gathering connection is recommended. Decide as a team what that might look like.