



*“A Year of Service for a Lifetime of Change”*  
**ABO YAV Work Placement Packet**

**Background Information**

The Young Adult Volunteer program, which was created by the General Assembly of Presbyterian Church (U.S.A.) in 1994, offers opportunities for young adults between the ages of 19-30 who are willing to share their gifts, participate in intentional Christian communities of learning and service, and live at a subsistence level to help meet needs worldwide. Young Adult Volunteers, through service, witness their faith and learn more about the global church. "Being members of the global church means that we grow in our ability to receive as well as to give, that we work to remove... stereotypes and prejudices, and that we recognize the solidarity we have as members of the one family of God's people." [Life and Mission Statement of the Presbyterian Church (U.S.A.)]. Voluntary service can be a rare opportunity to gain new perspectives on life and work, enabling persons to build relationships in cross-class/cultural settings in the U.S. and abroad. Our Reformed heritage stresses that the Church's witness to Jesus Christ in the world is not just by word but by the demonstration of the love of Jesus Christ in all relationships, in living out the Christ-taught values of service and unity.

**Core Tenets of the YAV Program**

- **Intentional Christian Community** YAVs explore what it means to be a Christian community with one another and their neighbors. While some will live in housing together and others spread throughout their country, all YAVs will reflect together on their service and explore their relationship with God, the church, and their ministry in a broken world.
- **Simple Living** YAVs are challenged to practice simple living – living an abundant life with less. Living simply pushes YAVs to evaluate their true needs with their lifestyle and beliefs.
- **Cross-Cultural Mission** YAVs will intentionally explore the diversity of God's creation, living and working outside of their comfort zone. YAVs will work to confront the systemic challenges of race, class, gender, and power, while learning to examine their own lives and actions.
- **Leadership Development** through Faith in Action YAVs develop their leadership by serving in marginalized communities alongside local people of faith responding to poverty, violence, and injustice in their communities, sharing the gospel through word and deed.
- **Vocational Discernment** Through theological reflection and spiritual practices, YAVs will participate in the process of vocational discernment –unearthing God's desire for each person's life and work.

## **Work Placement:**

We hope to match you and your agency with a high quality volunteer that has committed to completing a year of service and learning in Albuquerque. This young adult wants to walk alongside you and become a part of the work you are doing. They will appreciate getting to know every aspect of your work in Albuquerque—your neighborhood, your clients, and your work.

YAVs live together in intentional Christian community. The volunteer will work with your agency an average of 32 hours a week (4 work days), Tuesday through Friday. One day each week, on Mondays, YAVs spend time together with their housemates focusing on the YAV core tenets. We call this Community Day. We believe that this opportunity to reflect and serve in a variety of contexts will make them a better asset to your organization and to the community as a whole. One other day is spent participating and in worship with a local faith community and the other day would be recognized as Sabbath day of rest.

While a 32-hour work week may not seem very intense, considering that the other days of the week are taken by program requirements, it can be an intense year. Do not hesitate to ask your YAV to be a part of the amazing things your organization is doing in our community. Especially in the first month, please give them a lot to digest, accomplish and learn.

## **ABQ YAV Covenant Partnerships**

### **Expectations of placement and supervisor**

- Make your YAV feel welcome by introducing them to others, showing them around, and involving them in the life of the organization.
- Create meaningful responsibilities for the YAV that utilize the gifts he/she has.
- Commit to a supervisory meeting monthly or as needed for mutual feedback and support.
- Provide your YAV with a written job description and a place to work.
- Review the YAV's program calendar and allow for community activities including retreats and Community Days on Mondays.
- Financially contribute to the general budget of \$909.09/month.
- Provide the YAV with approximately 32 hours of work each week.
- Allow the YAV 2 weeks of vacation, upon your approval.
- Allow the YAV sick leave if necessary over the course of the year.
- Encourage and support the YAV throughout the year.

### **Expectations of the ABQ YAV Program**

- Promotion of the general program and recruitment of YAV.
- Provide housing for the YAV, including utilities.
- Provide health insurance.
- Invoice the Agency for the monthly contribution.
- Give YAV a monthly stipend of \$350, covering foods, transportation, and other necessities
- Commit to spiritual and logistical guidance in ministry.
- Work to ensure transportation for YAV to work placement.

- IRS reporting and compliance.
- Workman’s Compensation coverage.
- Give overall guidance and structure to Community Days.
- Provide the YAV with an individual mentor/spiritual director.
- Check in with supervisor of placement at least once per month and facilitate formal performance reviews twice per year in partnership with the agency.

**Expectations of the YAV**

- Commit to the agency from the start date (Tuesday, September 4th, 2018) to the end date (Friday, July 26, 2019) that has been agreed upon by ABQ YAV and the agency, unless an unforeseen circumstance arises.
- Fulfill your national fund raising goal of \$4,000 and work toward your house challenge amount to support the mission and ministry of the ABQ YAV program.
- Tell your story as authentically and honestly as you can. Share the story of your year of service and the stories of those you encounter in this community with respect, care, caution, and compassion. Remember that to be a storyteller is to be in a position of power.
- Do what you need to care for your own physical, mental, emotional, and spiritual health as you live and serve in this community.
- Show up on time and if running late call the direct supervisor in a timely manner to state reason.
- Dress appropriately for work, according to the dress code of the organization.
- Have an open mind to the culture of the agency.
- Have an open mind to the culture of the members of the agency.
- Be flexible in reasonable circumstances.
- Be teachable in all areas regarding responsibilities at the agency.
- Ask for support when needed.
- Be open and transparent in areas of growth.
- If tension comes between YAV and supervisor, co-worker, or member, the disputing parties should work to resolve the issue directly. If not resolved, the issue should be brought to the attention of Site Coordinator Luke Rembold (505-226-2928) to collectively come up with a resolution.

\_\_\_\_\_  
Name of YAV

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
ABQ YAV Site Coordinator  
Luke Rembold



## ***“A Year of Service for a Lifetime of Change”***

Presbytery of Santa Fe  
YAV Program, 2018-2019

### **Site Placement Application Form**

Name of Organization / Congregation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

#### **Please attach your responses to the following:**

1. What is the mission and/or ministry of your organization? How would a Young Adult Volunteer support the mission and/or ministry of your organization, especially in terms of your outreach to the greater Albuquerque community?

Mission:

2. What position would a Young Adult Volunteer fill? Please attach a **clear job description** that:
  - a. states the purpose of the position;
  - b. lists responsibilities to be fulfilled by the YAV;
  - c. describes the characteristics and skill sets sought;
  - d. Indicate how many hours a week and what days the YAV would be expected to work.
3. What goals and objectives do you hope will be accomplished by this YAV position?
4. Please describe how supervision will be provided (How often will supervisor meet with the YAV 1:1? How often will YAVs participate in staff and/or committee meetings? How will tasks be assigned? What is the best way to contact supervisor: phone, email, text?).

5. A YAV year is most significantly a year of learning for the Young Adult, how will your organization be sure to support the learning of the YAV that spends a year with you? How will your YAV be exposed to the hardest problems facing Albuquerque and how will you process this with him/her?
6. Please describe how you will welcome, orient, and integrate the YAV into the life and mission of your organization. What type of training, orientation, or professional development opportunities will the agency provide? Will the YAV be provided with a dedicated workspace?
7. Would the position require that the YAV have his/her own transportation? Can a YAV travel by public transportation to your organization? Please note that the ABQ YAV program is hoping that majority of YAVs will take public transportation to and from work. If they have a personal car, will YAVs be permitted/responsible for transporting clients for agency business?
  - **Also: If your organization requires driving outside of Albuquerque or requires driving in a personal car during the YAV's work hours your organization will be required to reimburse mileage for work related travel.**
8. Please write a short paragraph explaining this position to be used to advertise your placement to Incoming YAVs.

**Who will be the direct supervisor of your YAV?**

- Please note: By being a YAV supervisor, this person is committing to  
 A.) Checking in **weekly** with the YAV to make sure they are completing work tasks  
 B.) Completing mid-year and end of year performance evaluations  
 C.) Reporting to the YAV Site Coordinator Luke Rembold throughout the year of the progress happening with the YAV at your site.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ (w); \_\_\_\_\_ (c); Email: \_\_\_\_\_

**Financial Commitment:**

In exchange for a Young Adult Volunteer working 32-35 hours a week at your organization/ congregation, we ask that a financial contribution be made to the YAV program. These financial contributions are crucial to the sustainability of the YAV program and the money received is used to pay YAV monthly stipends, housing, food costs, and cover discipleship curriculum. YAVs complete fundraising in their own communities prior to and during their YAV year, but it only covers part of the total annual cost of over \$20,000/YAV. The **minimum** that we can accept for a YAV working at your organization is \$10,000.00. Please note that this is not a tool to weed out partner organizations who

cannot commit to more than \$10,000, but rather a way to let organization who can contribute more do so.

Of The \$20,000 it takes to support a YAV year our organization \_\_\_\_\_  
commits: \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Any questions can be directed to Luke Rembold at [abqyav@gmail.com](mailto:abqyav@gmail.com), or 505-226-2928.

Applications are due March 1, 2018 and should be emailed to: Luke Rembold,  
[abqyav@gmail.com](mailto:abqyav@gmail.com).