

# SCUCA Guidelines for Hosting a Sub-Regional or Community Wide Event

(Revised July, 2011)

## Definition:

A Sub-Regional event is any event in which a church invites two or more other churches in their sub-region to attend their event. A Sub-Region is defined as 200 miles radius or a 3 hour drive time from the event location.

## Regional Structure:

The South Central Region includes the following states: **Arkansas, Colorado, Iowa, Kansas, Louisiana, Missouri, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas and Wyoming.**

There are four geographical "Communities": Mountain, Plains, North Texas and South Texas.

## Purpose:

The purpose for hosting a Sub-Regional event is to provide spiritual, social, service, and skill learning opportunities for your church's youth and other Unity church's youth in your area. It is also an opportunity for the host Church to develop stronger youth leadership skills. A Sub-Regional event can be thought of as a service project, which benefits the Unity church's youth that attend and SCUCA as a whole. (YOU chapters who host a Sub-Regional event may earn a maximum of 60 chapter service hours for doing so.)

## Regional Guidelines:

1. All Sub-Regional or Community Wide events are to be discussed with and approved in writing with both the host Minister and the appropriate Regional Consultant prior to inviting other church's or making any commitments to facilities or resource persons. Written approval is obtained by completing the SCUCA Minister/Ministry Approval Agreement form and the SCUCA Event Notification form.
2. Please provide the SCUCA Sub-Regional Event Notification and the SCUCA Ministry/Minister Approval Agreement as soon as possible, so Consultant may provide registration forms, permission slips and medical/liability forms in a timely manner (templates are available from your Regional Consultant).
3. If any fees are charged for the Sub-Regional event (including dances), any profit will be submitted or deposited into the Regional Treasury (in one check payable to SCUCA). This allows a Sub-Regional event to serve everyone in the region. A financial statement should be submitted within one month of the event including all income and expenses.  
*Please note that profit generated from any Sub-Regional or Community Wide event will be returned to the Regional treasury. The Regional treasury intends to give a 30% of net proceeds love offering to the host Church's program. The remaining funds will go to future events to benefit all of SCUCA.*
4. All attending churches must be transported by and have present at the event a Leader, Sponsor or church-approved chaperone (minimum of twenty-five years of age). Junior Sponsor's are invited, provided they are twenty-three years of age, are approved by the Minister, and are attending with the lead Uniteen Leader or lead YOU Sponsor. Criminal backgrounds checks must on file at the church for all adults attending.
5. Adult Leader in charge has attended Regional Teen Leadership Training within three years of the event. (This is the recommended expectation at this time to assure best practices are followed at all events.)
6. Adult Church Representatives must carry an original medical/liability release form for each participant.
7. Close communication with the appropriate Regional Consultant is to be maintained throughout the planning process and any exceptions must be preapproved. Regular meetings must be scheduled to plan and review plans with your Church contact (your Minister, YFM Director, or other Minister-approved contact) are encouraged to maintain clear communication lines.

Address any questions or inquiries to the appropriate Regional Consultant:

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