CFC
CHRIST FELLOWSHIP CENTRE

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Youth Ministry Service Programme & Branch Organiser's Guide

Weekly services | Monthly gatherings | Quarterly rallies | Annual conferences

Prepared from the CFC Constitution Final 2022
For implementation by local branches under pastoral and National Office oversight

01 | CONSTITUTIONAL FOUNDATION

Purpose, mandate and ministry outcomes

The constitution describes young people as the future church generation. It calls for holistic youth ministry in every branch, relevant teaching and activities, and youth services conducted by ordained youth ministers.

Core ministry outcomes

- Spiritual formation: lead young people to salvation, prayer, worship, holiness and maturity in Christ.
- Biblical education: provide relevant, sound teaching that helps youth understand and apply God's Word.
- Holistic development: address spiritual, educational, emotional, social and practical needs.
- Participation: give young people meaningful opportunities to serve, lead, testify and use their gifts.
- Fellowship: build unity, belonging, healthy relationships and connection between generations.
- Activities and events: plan safe, purposeful functions, outreach, trips and development programmes.
- Attendance and follow-up: maintain records, notice absence and care for young people who disengage.
- Future leadership: identify, mentor and prepare emerging servants and ministry leaders.

Implementation rule

Branches may adapt days, times and activities to their local environment, but changes should be made with the local Pastor and advice from the National Office. Recommended schedules in this guide do not amend the constitution.

Recommended ministry scriptures

1 Timothy 4:12	Young believers model speech, conduct, love, faith and purity.
Ecclesiastes 12:1	Remember the Creator in the days of youth.
Psalm 119:9-11	Young people keep their way pure by living according to God's Word.
Luke 2:52	Holistic growth in wisdom, stature and favour with God and people.

02 | BRANCH LEADERSHIP

Youth Executive Committee and organiser's role

The constitution assigns the Youth Executive Committee responsibility for youth activities, development, participation, education, functions, events and trips, attendance and fellowship.

Role	Primary responsibility
Local Pastor / Ordained Youth Minister	Provide spiritual oversight, approve teaching and speakers, safeguard doctrine, conduct ministry and support the committee.
Chairperson and Vice Chairperson	Lead the committee and services, call meetings, coordinate decisions and report significant matters to the Pastor.
Secretary and Vice Secretary	Issue notices, record attendance and minutes, compile activity reports and maintain the annual calendar.
Treasurer and Vice Treasurer	Keep accurate youth-fund records, arrange prompt banking and present transparent financial reports.
Programme / Education Team	Plan teaching, Bible study, discipleship, leadership development and relevant educational activities.
Events / Fellowship Team	Plan approved functions, trips, sports, outreach and fellowship with transport, supervision and safety arrangements.
Branch Youth Organiser	Coordinate the ministry, develop leaders, visit groups, monitor implementation and connect branch, regional and national youth structures.

Branch organiser's practical duties

- Be a spiritual example: prayerful, responsible, teachable, rooted in Scripture and committed to young people.
- Know the ministry: maintain accurate youth, group and attendance records for the branch.
- Plan with authority: work through the committee and Pastor; use approved teachers, speakers, venues and activities.
- Develop people: identify gifts, mentor team leaders and include young people in meaningful service.
- Visit and follow up: contact absent youth, support those facing challenges and coordinate home or hospital care appropriately.
- Protect finances: never take ministry funds home; ensure counting, recording and prompt banking under branch procedures.
- Promote safe events: document consent, transport, supervision, emergency contacts and safeguarding arrangements.
- Report faithfully: keep activity notes and submit truthful monthly and quarterly reports for review and approval.

03 | WEEKLY SERVICE

Thursday evening Youth Service at each branch

The constitution places Youth Service on Thursday evening. Each branch should set a consistent start and closing time that is safe and practical for local youth.

Time	Service item	Responsibility	Purpose
10 min	Welcome, worship and opening prayer	Chairperson / Programme Director	Create belonging and focus the gathering on Christ.
10 min	Scripture reading and prayer requests	Secretary / Prayer leader	Build Bible engagement and shared care.
20 min	Intercession	Youth prayer team	Pray for schools, families, salvation, leaders and the nation.
30 min	Relevant biblical teaching	Ordained Youth Minister / approved teacher	Apply God's Word to faith, identity, choices and daily life.
20 min	Small groups / discussion	Trained group leaders	Encourage questions, accountability and participation.
15 min	Testimony, item or skill activity	Youth participants	Develop gifts, confidence and practical skills.
10 min	Offering, notices and attendance follow-up	Treasurer and Secretary	Responsible stewardship and clear next steps.
5 min	Altar ministry and closing prayer	Minister / Pastor	Respond to the Word and commission the youth.

Suggested rotating weekly emphasis

Week 1	Prayer, salvation, holiness and identity in Christ
Week 2	Bible study, apologetics and Christian character
Week 3	Education, careers, skills, leadership and responsible choices
Week 4	Outreach, compassion, testimony, fellowship or approved activity
Week 5	Talent development, evaluation or combined branch gathering

04 | MONTHLY SERVICE

Combined branch Youth Ministry gathering

Recommended frequency: once each month, preferably on the final Thursday or a branch-approved weekend. Youth Executive Committee members should also participate in the regional Church Council on the second Sunday, 14:00-16:30, as required by the constitution.

Before	During	After
Organiser: confirm theme, speaker, venue and participation. Secretary: send notice, collect weekly records and prepare attendance summary. Events team: complete transport, consent, supervision and safety planning.	1. Worship and prayer 2. Minutes and reports 3. Biblical teaching 4. Youth-led items 5. Education or life-skills workshop 6. Fellowship / approved activity 7. Financial update 8. Actions and closing prayer	Committee: approve minutes and reports. Organiser: follow up absent youth and assigned actions. Chairperson: report significant matters to the Pastor and prepare the Church Council contribution.

Monthly ministry outputs

Minimum monthly standard

- One approved report covering attendance, teaching, activities, visits, testimonies, challenges and finances.
- One discipleship action such as mentoring, Bible-reading support or follow-up for absent youth.
- One development activity such as study skills, careers, leadership, technology, health or responsible choices.
- One outward action such as evangelism, community service, school ministry or compassionate care.
- One next-month plan naming the responsible people, dates and resources required.

Recommended report fields

Branch and month | weekly service dates | attendance and new visitors | teaching themes | salvations and testimonies | prayer needs | absent-youth follow-up | school/community outreach | education and development activities | events/trips | finances received and banked | challenges | help required | next-month plan | Chairperson and Secretary signatures | Pastor acknowledgement.

05 | QUARTERLY GATHERING

Regional Youth Rally, development day and review

Recommended timing: March, June, September and December, or dates approved by Regional and National leadership. The gathering should combine worship and ministry with reporting, learning and practical development.

Quarter	Emphasis	Required outcome
Quarter 1	Consecration, vision and leadership readiness	Approve branch plans, leaders, attendance targets and safeguarding arrangements.
Quarter 2	Evangelism, education and mid-year development	Review six-month progress and align with the June CFC Church Conference.
Quarter 3	Prayer, gifts, fellowship and community impact	Hold a major youth rally, camp or approved national youth gathering.
Quarter 4	Thanksgiving, evaluation and preparation	Approve annual report, next-year priorities and alignment with the December Convention.

Quarterly programme

1	Registration, worship and opening prayer	Host branch
2	Branch attendance, activities and development reports	Regional Secretary
3	Organiser feedback, correction and encouragement	Regional Youth leadership
4	Main biblical teaching and altar ministry	Approved minister
5	Education, career, skills or leadership workshop	Approved facilitator
6	Youth presentations, fellowship and approved activity	Branch youth teams
7	Financial report, next-quarter plan and closing prayer	Treasurer, Chairperson and Pastor

Safety and accountability

Every event or trip should be approved through church leadership and supported by clear supervision, transport arrangements, emergency contacts, consent where required, responsible financial records and a written post-event report.

06 | YEARLY CONFERENCES

Annual Youth Conference and CFC-wide gatherings

The constitution does not prescribe a separate date for a Youth Conference. A national youth conference, prayer camp or summit is therefore recommended once yearly, subject to the National Office and the approved CFC calendar.

Gathering	Timing	Purpose and participation
National Youth Conference / Prayer Camp	Once yearly on National Office-approved dates	Youth from all branches gather for worship, prayer, biblical teaching, discipleship, leadership, gifts, fellowship and mission.
CFC Church Conference	Normally June	Organisers and appointed delegates attend; church matters, regional reports and the year plan are reviewed.
CFC Convention	December	Conference agreements are presented to the wider membership for implementation and the movement gathers in fellowship.

Suggested National Youth Conference framework

Session 1	Encounter and identity	Salvation, prayer, worship, holiness and identity in Christ.
Session 2	Youth grounded in the Word	Bible understanding, apologetics and responsible Christian choices.
Session 3	Purpose and future	Education, careers, skills, goal-setting and wise decision-making.
Session 4	Relationships and wellbeing	Family, friendships, purity, digital life, emotional health and support.
Session 5	Leadership, gifts and mission	Develop gifts, build leaders, serve communities and win souls.
Closing	Commissioning	Adopt branch actions, pray for youth and commission leaders and organisers.

Conference planning team

National Youth Organiser | National and Regional Youth Executive | Host Pastor and branch committee | Programme Director | Intercession and worship teams | Registration and hospitality | Transport and accommodation | Finance | Safety, safeguarding and medical support | Communications and reporting.

07 | ANNUAL OPERATING CALENDAR

A consistent rhythm for every branch

Dates should be confirmed through the local Pastor, Regional leadership and National Office before publication. Consistency supports discipleship, attendance and accountability.

Frequency	Gathering	Branch organiser responsibility
Every Thursday evening	Local Youth Service	Ensure teaching, prayer, participation, attendance and follow-up are functioning.
Second Sunday monthly	Regional Church Council, 14:00-16:30	Ensure Youth Executive representation and a written branch report.
Monthly	Combined branch youth gathering	Review activity, education, fellowship, attendance, finances and next actions.
Quarterly	Regional Youth Rally and review	Present approved reports, develop leaders and coordinate the next quarter.
June	CFC Church Conference	Attend when appointed and carry youth matters through approved channels.
Once yearly	National Youth Conference / Prayer Camp	Mobilise branches, coordinate logistics and implement conference outcomes.
December	CFC Convention	Support implementation, thanksgiving and preparation for the next year.

Approval and reporting pathway

WEEKLY RECORDS	MONTHLY APPROVAL	CHURCH COUNCIL / QUARTERLY	PASTOR / NATIONAL OFFICE
Attendance, teaching, prayer, participation, activities and finances	Committee reviews; Chairperson and Secretary approve and sign	Written branch report; regional correction, support and consolidation	Pastor receives significant matters; National Office guides programmes

Final standard

Every youth gathering should help young people grow in Christ, understand Scripture, participate meaningfully, develop holistically, build healthy fellowship and take a clear next step. Reports must reflect what truly happened and should be reviewed before submission.

Constitution reference

Prepared from CFC Constitution Final 2022, especially: Youth Centre and holistic youth ministry (p. 3); Youth Executive Committee responsibilities (p. 8); Conferences, Church Council and monthly reporting (pp. 8-9); Weekly Services and Thursday evening Youth Service (p. 11); Organiser and reporting principles (pp. 13-17); and branch leadership duties (p. 19).