

Worksheets

Worksheet 7 — Student Directory

Name : _____ Year/Program: _____
Address: _____
City: _____ State/Province: _____
Zip/Postal Code: _____ E-Mail: _____
Phone: _____ Cell: _____

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Address: _____
City: _____ State/Province: _____
Zip/Postal Code: _____ E-Mail: _____
Phone: _____ Cell: _____

Name : _____ Year/Program: _____
Address: _____
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Worksheet 8 — Monthly Planner

A Guide to Planning

As you develop your schedule, this chart will help you to see if you are maintaining a healthy balance of different types of activities. For each month include the name, and date of the activity under its main purpose (F.E.W.S.).

	FELLOWSHIP	EDUCATION	WORSHIP	SERVICE
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				
Summer				

Worksheets

Worksheet 9 — Event Planning Sheet

Check-list for Organizing an Event

1. Include members in the planning process.
2. Begin planning ahead of time (6 months)
3. Determine the goals the group hopes to accomplish by each activity and how this fits into their schedule of activities as a whole
4. Receive the blessing of your Spiritual and Faculty Advisors
5. Determine requirements of event (advertising, food, schedule including beginning and ending times, supervision needing, materials, transportation, etc.)
6. Create a schedule of deadlines for each identified requirement.
7. Delegate responsibilities to others. (Offer short descriptions in writing to avoid confusion.)
8. Try to schedule activities at the same times each year to create a schedule on which youth and parents can rely.

A Guide to Planning— an Example

This is presented as only one example. Of course, chapters may wish to do than one activity per season. The blank version on the previous page is provided to help you plan for the year.

	FELLOWSHIP	EDUCATION	WORSHIP	SERVICE
Fall		Back to School Retreat "Choices"		
Winter			St. Andrew Celebration (Plan, Advertise, Sing)	
Spring				Volunteer at a Food Pantry
Summer	Overnight camping trip			

APPENDIX: RESOURCES DIRECTORY

North American OCF Office

PO Box 249
Boston, MA 02130
800-919-1OCF
Fax 617-850-1464
Website: www.ocf.net
E-Mail: info@ocf.net

See also...

Orthodox Church in America

Office of Youth and Young Adult Ministries
PO Box 675
Syosset, NY 11791
Tel. 516.922.0550 ext 141
Website: <http://yya.oca.org>
E-Mail: youth@oca.org

Antiochian Orthodox Archdiocese of North America

Department of Campus Ministry
RR1 Box 307
Bolivar, PA 15923
Tel. 724.238.9565
Website: www.antiochian.org/CampusMinistry/
E-Mail: Avcamp@antiochian.org

Greek Orthodox Archdiocese of America

8 E. 79th Street, New York, NY 10021
Tel. 212.570.3561
Website: www.youth.goarch.org
E-mail: youthoffice@goarch.org



APPENDIX:

MODEL CONSTITUTION

✚ Now it came to pass, as He sat at the table with them, that He took bread, blessed and broke it, and gave it to them. Then their eyes were opened and they knew Him; and He vanished from their sight. And they said to one another, "Did not our hearts burn within us while He talked with us on the road and while He opened the Scriptures to us?"

(Luke 24: 30-32)

**Download the Model Constitution
at www.ocf.net.**



Reminder

- Constitutions exist to provide a basic direction of the group as well as show school authorities that the group is committed to its goals
- Only in the most dire or circumstances should it be used as a weapon to constrict members