

I'm interested in being a Regional Officer,

## **What Do I Do?**

How should I prepare myself and when do I get started?

**FIRST:** Know that it starts right now! People always say opportunity only knocks once... well we are here to tell you that opportunity is knocking every single second. Every second of the day is an opportunity to make yourself better, to hone your skill at something. And by doing this, **You Create the Larger Opportunities**. You are instilled with all the power of God (the Christ within), and you are a co-creator with God.

**SECOND:** This is not about you. This is about serving for the betterment of the Region. Do you benefit from being a Regional Officer? Yes! Does it feel great to lead the Region? Yes! But, at the same time the personal Ego (Edging God Out) must be set aside so that God can flow through you. This next year, two years, or even three years (however much time is between now and when you apply) is about making yourself the best you can be so that if you are chosen to lead you are in Your Most Capable State to do so. You can view this time as a creation of a better you, a you that is more knowing and capable of pure service to the region, a you that channels God more directly and powerfully.

**THIRD:** **You Are Entirely Capable.** You are no different than any other Regional Officer, past or present. It's not like they have more God or more gifts than you do... it is only a matter of realizing that the God within you and uncovering it... allow yourself to be great!

The rest of this packet will focus on helping guide you through these three things and gain a better view of Regional Office.

- Regional Officer Skills
- Skill Builders
- What Do I Do Right Now

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# Have you Ever Thought of:

## Becoming a Regional Officer???

Even if it only passed through your head once or twice, or even if you are only a freshman, then this is the page for you. Also it is important to know all these things so you can make a more educated vote at June Rally.

### What Does It Take And How Do You Get There?

#### Regional Officer Skills

##### **Spirituality**

Essentially this is what the position is all about: knowing, feeling, and living that spiritual connection; through this process you teach others. To become a Regional Officer you must be comfortable with your own spiritual connection and you must be aligned with and grounded in Unity principles. To do so, start using prayer and meditation as tools in your life. Also, start defining your own beliefs to yourself... what is happiness, what is love, where does hate come from, what is transcendence? You might consider reading the ancient scriptures... begin with the Bible, Tao Te Ching, Buddhist writings. All of them provide great inspiration. Just keep in mind  
**Your Spirituality = Your Responsibility.**

##### **Work Ethic**

Planning is great!!!! But dedication is what makes those plans reality. Sometimes this does mean sacrificing an evening with friends, or an outing to the movies, but of course it is more than worth it when you see all your plans manifest into the beauty you knew it would be. To get a handle on this one the best advice is to build up to it. It's kind of like a runner preparing for a marathon. If they just went out and ran it they would get exhausted and quit. But if you build up gradually it is more than manageable. It may sound weird but just practice doing all your homework on time and to the best of your ability. Challenge yourself to do your best on all of it even if it means skipping that movie. Also start stepping up to greater responsibilities within your chapter.

##### **Organization**

**THIS IS A MUST!!!!!!!**

To practice this skill start to keep all your school papers more organized, and if you hold a position in your Y.O.U. chapter make yourself a binder to keep track of all the paperwork. Essentially just practice keeping things more organized than they need to be (binders are ooooh soo helpful).

**Learn to smile through all  
your work.**

**You already have all  
these skills. You just have  
to tap into them and  
practice them.**

**Tell your Sponsor now, so they can support you through the process.**

## Regional Officer Skills

### Visioning Skills

Trying to work without a vision is much like walking around with your eyes closed. You don't know where you are trying to go and so you do know which steps to take to get to where you want to go. With a vision you will be able to determine exactly what you need to do to achieve that vision. To improve your visioning skills, work on looking at things that you perceive as problems either in your life, or in your chapter. Once you pinpoint them think of ways that you can improve things in that area. The ideal state that you would like to rise up to becomes your vision. Once again just practice, practice, practice.

\*Even if you do not hold a role within your chapter leadership team yet, you can still do this and then work to implement your vision, trust us your whole chapter will appreciate it!

### Charisma

It may seem odd that charisma is something that you need, but remember that being a Regional Officer requires being ON STAGE (eeek?). Not only do you have to be on stage but you need to be able to convey the message that needs to get across. Without this fundamental skill you will be stuck with the message in your head, and Y.O.U. will be stuck waiting for it. To get this skill you need to practice a couple things. Assembling information in ways people can understand, and then sharing that information without freezing up, or stumbling over it. To help with this you may want to start by leading prayers, then meditations, and finally lessons in your chapter, and eventually maybe for your church congregation. Also, you know all those icky little reports in school, well just look at those as practice grounds for this!

### Leadership

Leadership is about hard work and empowering individuals to be the best that they can be. Whether it is to get a project done, or just hanging around, if you can't empower those around you things are bound to fall apart. When you do empower individuals you will see more beauty than you thought possible. The best way to attain a skill like this is just to practice it again and again... and again. Step up into a leadership role within your chapter. Work as hard as you can within that role, and remember you want to affirm people's ability to succeed, give praise, and empower them to do what needs to get done.

### Communication

When you are a regional officer you are a member of a team. You have to be able to communicate with the Regional Consultants, the other Regional Officer, as well as the region. Communication brings the team together and makes them work more efficiently. To help with this skill, make it a habit of responding to e-mails, as soon as you get them. If someone sends you a card write them one back within a day. If you get a message call that person back before you go on to do anything else.

**\*\*\* These are not things that will magically be instilled in you when you are elected. \*\*\***

If you have not practiced these skills when you go in, you will have to work on them while you are working on completing the Regional work. That is why you should start working on these things now. There is never a better time than right now, because 1 minute, 1 day, 1 month from now will always be just that far away. Even if you don't start working on all of them right away, start on some. And remember just doing little things is better than doing nothing at all. If you want more advice (even if you are only a freshman) on what you can do to start preparing ask your Regional Consultant.

**Remember stress is something you let yourself experience.  
Practice releasing this pointless emotional state.**

# Skill Builders

Both pages of Regional Officers Skills should have given you a better sense of the skills required of Regional Officers. As was stated before you are a Co-Creator of your opportunities, and you can co-create the opportunity of becoming a Regional Officer by honing your skills. Listed below are some places where you can improve your abilities in the skill areas listed on the previous two pages.

## With Yourself

- Start a daily regiment of prayer / meditation.
- Create your personal intentions list and Vision/Mission statements.
- Start reading Charles Fillmore (found at <http://websyte.com/unity/fillmore.htm>) books or other spiritual books.
- Start reading the Bible (and processing/interpreting what you read) and other religious texts
- Start over achieving in school... your work ethic will carry over (if you can sacrifice an evening with friends to study for a test then you will also be able to do it for Regional Work).
- Keep everything organized.
- Pay attention to the Region and how it works. Start making a list of everything that could be improved or added to the Region. (Are the Unity Principles covered well enough? Are there other spiritual principles that are missed? Are the Policies and Procedures being followed? Could there be more and better communication? Could the Regional Officers be more involved?... These are just a few questions that could be asked. Believe it or not, as a Y.O.U.er, **you have a better view** on what the Region would benefit from than the regional team because you experience it in a different way.)
- From that list of improvements start a list of specific actions or projects that could be started to actually make those improvements. (i.e. a Unity book club)
- Choose a theme that you would like to have presented at a rally and just start writing the family material!

## At Your Church

- Lead prayers and meditations.
- Lead a whole lesson.
- Organize a fund raiser or service project.
- Ask your sponsor or YFM Director to ask your minister if you can have the Y.O.U. do the service one day and lead or organize the talk.
- Plan 2-3 months of curriculum for your chapter to follow (and lead them through it).
- Plan a day rally, write family material for it and help facilitate it.
- Train others to lead within your chapter.

## Within the Region

- Volunteer to be a family leader at a rally (helps you with understanding family material and leading small groups)
- Volunteer to be a Spirit Group leader at the Unitreat. This is another opportunity to lead a small group and get a feel for family material.
- Have your chapter plan a sub-regional or Area Wide Event. Be sure to let the Regional Consultant know!
- Plan a service event and/or an overnight for the area chapters. Be sure to let the Regional Consultant know!
- Think of a way the whole region could do service and then contact the regional team.
- Contact the Regional team and see if there is any way that you can help out with anything. We will be overjoyed to hear from you and hear that you are even considering running for regional office.

**WE ARE HERE TO SUPPORT YOU!**

# I want to become a Regional Officer. What Do I Do Right Now?

These are things that you should do right now!

## **Communicate**

Tell your parent(s)/guardian(s), Sponsor(s), Youth and Family Ministry Director, Minister (support team), Regional Consultant and the Regional Officers. The more you communicate, the more everyone can support you (and the better prepared you will be to serve this region if you are elected).

## **Look**

Look at yourself. Be 100% honest because remember it is not about the ego (Edging God Out) it is about being able to serve the region best. Go back to the two pages defining Regional Officer Skills and on a separate sheet mark down your 2 weakest and your 2 strongest. Focus on putting yourself in situations which will help you improve your weakest (i.e. giving a speech for charisma) and share your strongest. Constantly re-access which one is your weakness throughout the year and improve those. Continually look for ways to empower and share your two strongest with others.

## **Choose**

Look at the skill builders page and circle the ones that you want to accomplish (\*note\* the ones in the personal list could be done throughout the whole year). From here write them all on a piece of paper and then ask yourself what specific actions need to take place for this to happen? Detail the action that needs to be taken for each of the things that you want to accomplish and set a start and finish date. The more action you can take right now, the better.

## **State**

By now you should have a good picture of how things will be coming together, and it is time to proclaim or declare to God what you are going to do and become. Co-create your personal Mission and Vision statements. Statements that are concise are easier to recite yourself.

**Mission:** Your purpose; how and where you want to lead the Region.

**Vision:** The way(s) you will accomplish your Mission

## **Organize**

Start a binder. Purchase a half-inch binder and some dividers. Keep all of the paperwork that pertains to Regional Office in it and keep it organized. Start a section for your ongoing list of areas the Region could improve and how that could happen. Start a section for all of the notes you take on spiritual books and/or texts. Print out a copy of your Vision and Mission statements and put them in the front of the book. Make sure to keep this binder only for things involved with your path to Regional Office. Keep schoolwork and regular Y.O.U. chapter paperwork in other places. If you do plan a sub-regional (Area-Wide) event start another binder.

## **Act and Communicate**

Do it! Do everything you plan and communicate constantly with your sponsor. Allow them to support you and help you stay on track. Give them a list of all the things you want to accomplish within the chapter, and the region (and if you feel comfortable doing so, everything you want to accomplish with yourself) complete with due dates. And let the Regional Consultant and Officers know where you are on your journey, as well. If you ever get confused just ask and you will be supported.

~ Remember at all times that you are infinitely powerful and can attain all that you set for yourself achieve.

**Great Lakes Region Y.O.U. QUALIFICATIONS of Candidates for Position of Co-Regional  
Officer of Spirituality**

*Established by the Lakes Region*

1. Applicants must submit completed Officer Candidate form to the Regional Consultant **postmarked by May 1st**. Applicants for Regional Office must be present at the time of nomination at the Official Regional Rally business meeting.
2. Applicants are 16 years of age prior to the opening date of the Great Lakes Official June Rally and the applicant will be no older than 18 years of age when installed into office. If applicant will be in college during the program year, in order to qualify, you must be able to attend a Y.O.U. meeting twice a month.
3. **Applicants are an active member of a Y.O.U. Chapter** ; having participated at their local Youth of Unity chapter meetings and activities for one year prior to the date of the election.
4. Applicants are experienced leaders familiar with Unity Principles, competent at leading group meetings. Active in chapter by helping to plan, organize, write material such as a lesson and present the lesson, has ability to prioritize responsibilities, is on time with schedules, leads prayer and meditation, active with fund raisers and service projects. Has a desire to be of service to the Region and has a vision of what that means. Training ground for being a regional officer is by being a responsible leader in the chapter.
5. Candidate has reviewed and understands the “Responsibilities” of this position.
6. Candidate has counseled with their minister, sponsor and parents prior to submitting application.
7. Upon completion of the candidate form and meeting with Minister, Sponsor and Parents, the candidate has called [Rev. Eileen Patra](tel:318-7028) and discussed serving on the Regional Team (248) 318-7028.
8. Upon election to Regional Office, the person elected shall resign from any local chapter offices held. No one may serve in the same Regional Office for more than one year. **Also, upon election the Regional Officer shall remain an active member of their Y.O.U. chapter with regular attendance.**
9. Candidates **MUST** be available to attend New Officer Orientation meeting held in Michigan in July. Travel arrangements to Michigan are to be coordinated through the consultant and will be paid for by the Regional treasury. Also be available to attend approximately 4-6 Regional Planning Meetings through the year.
10. If elected, candidate agrees to lead by example in:
  - a) maintaining at least a “C” average in school,
  - b) continue to stay active in the local chapter and its activities,**
  - c) continue with typical teenage life experience by living at home, not being married or engaged and not a parent,
  - d) strive to have a God-centered life when not at Y.O.U. activities.
11. Candidates must write or call Silent Unity for prayer support in their candidacy. When requesting prayer support, request a letter to be sent to you as well. A copy of the letter you receive from Silent Unity must accompany your application.

Silent Unity , 1901 NW Blue Parkway, Unity Village, MO 64065-0001, 1-800-669-7729

## Great Lakes Region Y.O.U. RESPONSIBILITIES of Co-Regional Officer of Spirituality

### Responsibilities

1. Attend all Regional business and planning meetings approximately 4-6 throughout the year.
2. Prepare prayers and meditations for Regional business and planning meetings. In consultation with the Co-Regional Officer of Communication, give input to the agenda for the planning meetings.
3. Attend all Regional events which are hosted by the Regional Team. (June Rally, Fall Retreat)
4. **\*\*Maintain an up-to-date “Co-Regional Officer of Spirituality’s Guidebook.”** The guidebook should include copies of any useful reference material which would assist future Regional Officers. This is passed down to future officers.
5. Work with the Co-Regional Officer of Communications and submit articles for the Regional Website
6. **\*\*Responsible to work with the Co- Regional officer of Communications and must compose the “Regional Business” for the Weekly Inspiration on a weekly basis.**
7. **Maintain regular attendance at chapter meetings (minimum of twice a month).**
8. Set an example at all times of a Unity based behavior which reflects concern for others, responsibility, spiritually supportive leadership, openness and enthusiasm.
9. **\*\*As Co-Regional Officer of Spirituality, should be available for prayer and leadership support. Will confer with the Regional Consultant for matters that require counseling or indicate a risk of harm.**
10. Communicate with Co-Regional Officer of Communications on a regular basis either by phone or email. You must have an answering machine on your phone to take messages. Must maintain contact with the chapters in the Region to further the growth of Y.O.U.
11. With Co-Regional Officer of Communications and Consultant, coordinate leadership training Events and/ or material for chapters and either present in the field or training material to be mailed out to the chapters.
12. Rally responsibilities: -Attend planning meetings -Create and lead opening, closing and special prayers at Rally -Actively support all activities by displaying a positive and enthusiastic attitude. -Prepare and participate with the Co-Regional Officer of Communications in the presentation of The Regional Report to be given at June Rally during the Regional business meeting. -Attend, conduct workshops, support participants and model Unity-based behavior.
13. Follow through on a continuing individual program of prayer and meditation in order to maintain the consciousness necessary to be an effective leader. Take steps to learn and develop broader skills in leadership, communication, and problem solving and prayer leadership.
14. Individual must be well rested and ready to “move” at all scheduled meetings and events.
15. **\*\*Orient new Co-Regional Officer of Spirituality on duties of office.**

*\*\* Specific to Co-Regional Officer of Spirituality*

**Great Lakes Region Y.O.U. QUALIFICATIONS of Candidates for Position of Co-Regional  
Officer of Communications**  
*Established by the Great Lakes Region*

1. Applicants must submit completed Officer Candidate form to the Regional Consultant **postmarked by May 1st**. Applicants for Regional Office must be present at the time of nomination at the Official Regional Rally business meeting.
2. Applicants are 16 years of age prior to the opening date of the Great Lakes Official June Rally and the applicant will be no older than 18 years of age when installed into office. If applicant will be in college during the program year, in order to qualify, you must be able to attend a Y.O.U. meeting twice a month.
3. **Applicants are an active member of a Y.O.U. Chapter**; having participated at their local Youth of Unity chapter meetings and activities for one year prior to the date of the election.
4. Applicants are experienced leaders familiar with Unity Principles, competent at leading group meetings. Active in chapter by helping to plan, organize, write material such as a lesson and present the lesson, has ability to prioritize responsibilities, is on time with schedules, leads prayer and meditation, active with fund raisers and service projects. Has a desire to be of service to the Region and has a vision of what that means. Training ground for being a regional officer is by being a responsible leader in the chapter.
5. Candidate has reviewed and understands the “Responsibilities” of this position.
6. Candidate has counseled with their minister, sponsor and parents prior to submitting application.
7. Upon completion of the candidate form and meeting with Minister, Sponsor and Parents, the candidate has called [Eileen Patra](#) and discussed serving on the Regional Team (248) 318-7028.
8. Upon election to Regional Office, the person elected shall resign from any local chapter offices held. No one may serve in the same Regional Office for more than one year. **Also, upon election the Regional Officer shall remain an active member of their Y.O.U. chapter with regular attendance.**
9. Applicants **MUST** be available to attend New Officer Orientation meeting held in Michigan in July. Travel arrangements to Michigan are to be coordinated through the consultant and will be paid for by the Regional treasury. Also be available to attend 4-6 Regional Planning Meetings through the year.
10. If elected, candidate agrees to lead by example in:
  - a) maintaining at least a “C” average in school,
  - b) continue to stay active in the local chapter and its activities,**
  - c) continue with typical teenage life experience by living at home, not being married or engaged and not a parent,
  - d) strive to have a God centered life when not at Y.O.U. activities.
11. Applicants must write or call Silent Unity for prayer support in their candidacy. When requesting prayer support, request a letter to be sent to you as well. A copy of the letter you receive from Silent Unity must accompany your application.

Silent Unity 1901 NW Blue Parkway Unity Village, MO 64065-0001 1-800-669-7729

## Great Lakes Region Y.O.U. RESPONSIBILITIES of Co-Regional Officer of Communications

### Responsibilities

1. Attend all Regional business and planning meetings and have knowledge of Roberts-Rules-of-Order which is used at the Regional Rally in June.
2. In consultation with the Co-Regional Officer of Spirituality and Consultant, prepare the agenda for Regional planning meetings.
3. Attend all Regional events which are hosted by the Regional Team.
4. **\*\*Maintain an up-to-date “Co-Regional Officer of Communication Guidebook.”** The guidebook should include reference material that would be beneficial for future regional officers.
5. **\*\*Serves as the Website Coordinator, submits newsletter to Consultant who then copies and distributes to Region, and will be responsible for posting and sending out the weekly inspirations as well as all other regional information to the sponsors and to Y.O.U.ers who choose to receive them.**
6. **Maintain regular attendance at chapter meetings. (Minimum of 2 meetings per month.)**
7. Set an example at all times of a Unity based behavior which reflects concern for others, responsibility, spiritually supportive leadership, openness and enthusiasm.
8. Communicates on a regular basis with the Co-Regional Officer of Spirituality by either phone or email. Also, you must have an answering machine on your phone to take messages. Make contact with chapters in the Region to help further the growth of Y.O.U.
9. With Co-Regional Officer of Spirituality and Regional Consultant, coordinate leadership training events and/or material for chapters and either present in the field or training material that can be mailed to chapters.
10. Rally responsibilities: -Attend all planning meetings, -With Co-Regional Officer of Spirituality and Regional Consultant, prepare schedule for Rally, coordinate theme, Rally events, family material, speakers, musician. -Create and lead opening and closing for Rally -Preside over business meeting using Roberts-Rules-of-Order -Actively support all activities by displaying a positive and enthusiastic attitude. -Prepare and participate with the Co-Regional Officer of Spirituality in the presentation of The Regional Report to be given at June Rally during the Regional business meeting. -Attend, conduct workshops, support participants and model Unity-based behavior.
11. Follow through on a continuing individual program of prayer and meditation in order to maintain the consciousness necessary to be an effective leader. Take steps to learn and develop broader skills in leadership, communication, problem solving and prayer leadership.
12. Individual must be well rested and ready to “move” at all scheduled meetings and events.
13. **\*\*Will be the primary contact for Regional questions. Must be available for questions and return calls promptly, conferring with the Regional Consultant as necessary.**
14. **\*\*Orient new Co-Regional Officer of Communications on duties of office.**

*\*\* Specific to Co- Regional Officer of Communications*