



## Section 2: Administration

### **In this section you will find:**

- ✓ Group Registration
- ✓ Vesper Service
- ✓ Supplies
- ✓ Becoming a CGIT Leader in Alberta
- ✓ Insurance
- ✓ Getting Started

### **Group Registration**

Groups are requested to register with The Alberta CGIT Association  
See appendix at end of section 2 for forms or email us at: [cgit@telus.net](mailto:cgit@telus.net)

Please register your group as soon as possible to ensure your group receives:

- calls and support from your Zone Contact
- information regarding upcoming events
- Middy Media (Alberta's resource newsletter - 2 issues per year)
- The Torch (annual Leaders" Resource for all of Canada)
- Vesper Service information



## Vesper Service

A copy of the Vesper Service will be included with the August Middy Media mailing. Additional copies, programs, music, etc. may be ordered from the Edmonton office. The Vesper Service is a fundraising activity for the Alberta CGIT Association. Leaders can request Offering envelopes and tally forms from the office. Please forward your offering to the Association Office immediately following the service so income tax receipts for amounts over \$10.00 may be issued. Send to:

The Alberta CGIT Association  
c/o 72 Silver Springs Dr NW  
Calgary, Alberta T3B 3G4

## Insurance

The Alberta CGIT Association holds an insurance policy with Seaboard Life. Please see Alberta CGIT Group Insurance Plan-Seaboard Life Policy. Groups MUST submit records of their activities away from their regular meeting place. Your regular meeting location should be covered under the policy of that building.



## Supplies

Supplies such as middies, lanyards, pins, etc. may be available through:  
**The Alberta CGIT Association** please note these supplies are no longer available from the United Church Resource Distribution Centre. Email [cgit@telus.net](mailto:cgit@telus.net) for more information





## **Becoming A CGIT Leader in Alberta**

Becoming a CGIT Leader in Alberta takes commitment and energy that the Alberta CGIT Association acknowledges you for and appreciates. As “The Association” we also have a commitment to the safety, wellbeing and support that our members receive through you their Leader.

We would ask you to consider the Leaders Covenant

We would suggest that you read the CGIT LEADER GUIDELINES

We are responsible to do all that we can to ensure a safe environment and to that end we REQUIRE every volunteer that is involved with the members to complete a Criminal Record Check including Vulnerable Sector Report submitted to The Alberta CGIT Association ANNUALLY. If your Church or other Agency also requires this, a copy of the same record is satisfactory.

As leaders and active participants in your local communities, you are at the forefront of prevention and care. Check with your local Social Services to provide you with some ways of recognizing children in need of help and determining what steps you can and should take to ensure their well-being.

Please read the Letter to CGIT and Explorer Leaders and review PIPEDA forms.



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## **CGIT Leader Guidelines :**

**CGIT Leader RESPONSIBLE TO:** Christian Development Committee of the Congregation and CGIT through Alberta CGIT Association

**PURPOSE:** Along with the girls in the group, plan a programme based on the CGIT Purpose that meets the needs of the girls and attempts to fulfill the aim of CGIT. To provide opportunities for girls and their leaders to grow together in a Christian community as persons realizing their self-worth in relationship with God. To discover life's meaning through Jesus Christ's life and teachings. To learn to be open and trusting in relationships. To respond with love to the needs of others

**RESPONSIBILITIES:** To register the group with the Alberta CGIT Association in order to become part of the CGIT network and to be covered by the Association's Insurance policy. To become familiar with available resources provided by Church denominations and the Alberta CGIT Association. To plan and carry out regular meetings. To make CGIT a visible and active part of the congregation. To prepare and carry out a CGIT Vesper Service. To help group members become aware of their place within the larger circle of CGIT – Locally, Provincially and Nationally

**TIME COMMITMENT:** Meet regularly (usually weekly) between mid-September and Mid May. Plan meetings with co-leaders and/or attend special events (weekend rally, banquet, camp). Liaise with congregation

**QUALIFICATIONS:** Must be 18 years of age or over (those under 18 may be a Junior Leader or Leader-in-Training and will be encourage to attend Leadership Training events) Have an awareness of and appreciation for the interests, concerns and needs of girls . Be open and honest in relationships with the girls and other leaders. Be willing to learn and grow with the girls. Be flexible and have a sense of humour. Discuss the Christian faith.

Dear CGIT & Explorer Leaders:



**Alberta CGIT Association Leaders Resource Manual  
2017 Edition**

Please find attached copies of the Personal Information Protection and Electronic Documents Act (PIPEDA) form to be distributed to the girls in your group. In this age of easy access to personal information, the Alberta CGIT Association is well aware of the ever-changing need to protect our children. This form has been created to ensure parental approval, to use pictures and/or video clips of CGIT or Explorer members in promotional material, is on file.

We ask that you send a copy of this form home with each of your girls and once returned, forward them to the Alberta CGIT Association office along with your registrations.

This form places a responsibility on each and every group. If parents choose not to sign the form, then WE are responsible to ensure any photos or video clips of their daughter will not be used, in any manner, for promotion of CGIT or Explorers. What does this mean to you, as a Leader?

- be aware of any girls who do NOT have a signed, returned PIPEDA form
- exclude girls without signed forms, from any photos or video clips that may be used to promote CGIT or Explorers within your community, church or forwarded to the Alberta CGIT Association for promotional use
- advise girls without signed forms, why they will not be included in such photos.

Depending on the number of girls and number of unsigned forms within your group, it may, initially, be difficult to track those who should or should not be included in your photos, but remember, this is for the protection of our girls.

If you have any questions, please contact:

Alberta CGIT Association President – Valerie Jenner at 1-780-532-2947

[jjenner1@telusplanet.net](mailto:jjenner1@telusplanet.net)

Contact Team Coordinator -- Brenda Stouffer at 1-780 830-4067

[gstouffer@bigfoot.com](mailto:gstouffer@bigfoot.com)

Thankyou!



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**PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENTS ACT (PIPEDA)**

The Alberta CGIT Association believes the collection of this information is necessary as it relates directly to our obligation to provide CGIT & Explorer members with programming that meets their needs, and enables us to provide a safe and secure environment.

The Alberta CGIT Association may use personal information in the following ways:

- members’ names, photos and comments in newsletters, photo albums, information pamphlets or any other publication.
- members’ names on creative work, displays at churches, rallies or other CGIT/Explorer sponsored displays
- members’ names, if necessary, when applying for grants or funding
- members’ names, related contact information and telephone numbers on telephone/contact lists

I am aware of the above promotional possibilities, and grant the Alberta CGIT Association permission to print my daughter’s name and/or photo in any of the formats listed.

\_\_\_\_\_  
(parent/guardian signature)

There are occasions where photos and videos are taken by media for publication, such as Vesper Service or Rallies and other special events.

I grant permission to the Alberta CGIT Association to use my daughter’s picture in print or video format, for any CGIT/Explorer promotional use.

\_\_\_\_\_  
(parent/guardian signature)

Signed on behalf of : \_\_\_\_\_ Date: \_\_\_\_\_  
(please print your daughter’s name)

If you have any questions or concerns regarding the collection of this information and the intended purposes, please contact:

Alberta CGIT Association  
c/o 72 Silver Springs Dr NW  
Calgary, AB T3B 3G4  
780-532-2947  
[cgit@telus.net](mailto:cgit@telus.net)



## CGIT LEADER'S COVENANT

The CGIT PURPOSE states:

As a Canadian Girl in Training  
under the leadership of Jesus  
it is my Purpose to  
Cherish Health, Seek Truth,  
Know God, Serve others  
and thus with His help,  
become the girl God would have me be.

The AIM of the Alberta CGIT programme is:

*To provide opportunities for girls and their leaders to grow together in Christian community as persons realizing their self-worth in relationship with God discovering life's meaning through Jesus Christ's life and teachings learning to be open and trusting in relationships responding with love to the needs of others*

As a CGIT LEADER, I will endeavour to: 1) live my life according to the principles exemplified in the CGIT Purpose 2) be respectful and open to the needs, interests and concerns of teenage girls 3) grow with the girls in knowledge and love of God, in the Christian faith 4) give adequate time to programme planning and preparation 5) participate in leadership training 6) communicate with the congregation through the Minister and/or CD Committee 7) encourage the awareness of and participation in the Church's mission in the local and world community 8) be open to spiritual growth

\_\_\_\_\_ Leader (Alberta CGIT Association 1996)





## **Insurance Policy**

### **PLEASE KEEP FOR FUTURE REFERENCE**

ALBERTA CGIT GROUP INSURANCE PLAN SEABOARD LIFE 'POLICY INSURANCE #114-5785 Effective: March 1995

The Alberta CGIT Association has a group insurance policy which offers coverage to all members of the Alberta CGIT Association when

- in attendance at or participating in a regularly scheduled activity approved by proper authority of the insured.
- travelling directly to or from such regularly approved activity with other members as a group and under supervision of proper authority.
- travelling directly to or from home immediately before or after any approved and supervised activity.
- members at an event and under the direct supervision of an unauthorized person (ie. guest speaker, facilitator).

AN AUTHORIZED PERSON IS DEFINED AS ONE RESPONSIBLE FOR THE GROUP (ie Leader)

TO BE INSURED UNDER THIS POLICY YOUR CGIT GROUP MUST HAVE CURRENT, UPDATED REGISTRATION WITH ALBERTA CGIT ASSOCIATION. Registrations must be received as early as possible each fall in order to offer insurance protection.

Leader/parent volunteers when using personal motor vehicles should have adequate motor vehicle liability insurance (\$1,000,000.00). In the event of a motor vehicle accident, the primary claim for damages will be against the vehicle owner's automobile insurers. In Insurance policy only provides secondary coverage. Consequently should the Leader or parents of the CGIT member have private insurance or are covered under a provincial medical/dental plan or are eligible for inclusion under a provincial health/dental scheme, claims for these expenses and treatments should first be submitted to those primary insurers. Our plan will cover any excess amounts not covered by the primary insurers.

Regular CGIT meetings held in a church or public building would be covered under that premise's property insurance. If this is not so, then our insurance policy will come into effect. Leaders should enquire about coverage for user groups in their meeting place.



## Getting Started

This Leaders Checklist may be a useful tool when planning activities and discussions.

### **Before Registration:**

- SET registration date
- DECIDE on REGISTRATION FEE (\$25/girl to AB Association plus whatever you decide for your groups expenses for the year)
- PUBLICIZE the registration date in Church bulletins with posters, newspaper ads, and phone calls
- Make plans for RECRUITING new members
- send REGISTRATION FORMS and FEES to The Alberta CGIT Association,

### **After Registration:**

- Plan a FUN EVENT at one of the early meetings
- Plan VESPER SERVICE after registration
- PLAN several GROUP BUILDING sessions
- LONG RANGE PLANNING until Christmas, or all year incorporating the CGIT purpose.
- Set date for GROUP ELECTIONS
- INFORM church of CGIT activities
- ORDER middies and other supplies
- Set date for INITIATION service (include parents, congregation, etc.)
- Order MISSION STUDY/VESPER SERVICE materials (usually early October)
- Remit VESPER SERVICE offerings (by the end of December) to Alberta CGIT Association
- Make long range plans for FUNDRAISING



## **A Peek in a CGIT Leader's Files**

A list of ideas that may be helpful to Leaders to gather and keep on hand:

Bible Study	Letter to Parents
Bulletin Blurbs	Meeting Procedure
Crafts	Middy Media
Camp	Mission Study
Christmas	Mother/Daughter Banquet
Communication Skills	Order forms/Price lists
Explorers	Pictures
Friendship Knot	Plays/Skits
Fundraising	Program Ideas
Games Public Relations	Rallies
Get Acquainted	Recognition Ceremony
Graduation Ceremony	Registration Forms
Handbook	Resource People
Ice Breakers	"Sharing" pages"
Initiation/Lanyard Service	Song Books/Song Leading
Leadership Training	World Friendship Badge



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## **Business Meetings:**

Leadership training has always been an important part of CGIT. In the past many groups conducted regular business meetings, electing or appointing an executive and practicing parliamentary procedure. Today most groups are much smaller and life in general more informal making regular business meetings less necessary. However leadership development remains an important value of CGIT and learning skills such as running a business meeting may still be relevant. You may want to adjust the process to better suit your groups needs.

The basic rules include:

- Every member has rights equal to every other member
- The will of the majority must be carried out
- The minority must be heard, and their rights protected
- Only one topic is discussed/presented at a time

The proper parliamentary procedure for making decisions and having motions voted on is as follows:

- Motion – a proposal from the floor – no discussion can occur until motion is made
- Seconded – another member feels the proposal is worth discussing
- Stated – by chairperson or recording secretary. Wording is recorded properly and everyone understands the intent of the proposal
- Discussed – every speaker addresses the chair and must speak only one to a motion except the mover who has first and last chance to speak
- Amended – changing the wording of the motion by:
  - -adding or deleting words
  - -replacing with different words – each amendment has the same 9 steps as a motion
- Called – after sufficient discussion, either a motion to end debate, or vote, called at the discretion of the chair
- Restated – ensures everyone understand what is being voted on
- Voted – Chair calls each option: “All in favour”, “Opposed”, “Abstaining”  
Declared – results of the vote are announced by the chair (the motion is carried or defeated)



Many organizations find that following the proper sequence of steps in parliamentary procedure is cumbersome and ineffective. Instead they often discuss the item, make the motion, second it, and vote on it. Although this is the way most meetings are run, it can be valuable to understand what the proper sequence is.

When holding a business meeting, a few hints to help things run more smoothly are:

-Have an agenda. It can be photocopied and distributed, written on a blackboard or large piece of paper and posted, or displayed on an overhead. All present must be able to see what is on the agenda

-Set up of the room. Have people seated around a table, or in a circle. Participants should be able to see each other's faces.

Avoid having chairs placed in rows.

**Executives** Groups may choose to elect an executive which consists of at least a President, Secretary and Treasurer. You may also elect a vice-president, historian, publicity representative and group representatives. The number of elected executive members will depend upon the size of your group.

### **Job Descriptions for Executive Members**

#### **President**

- to act as chairperson and see that all sides get heard • to know the rules of good business procedure
- to chair the business meeting with the assistance of the vice president
- to direct questions to those members able to answer them
- does not vote, except to make or break a tie (a tied motion is defeated)
- to help leaders with the phoning of girls
- to help lead singsong and game sessions
- to assist the leader in the preparation of meeting agendas

#### **Vice President**

- to assist the president and in her absence, preside
- to carry out special duties as assigned to her by the group
- to be keeper of the library and in charge of the sign out system
- to assist the president in the phoning of the girls
- to help lead meetings
- to help lead singsong and game sessions



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### **Secretary**

- to give notice of meetings
- to take minutes of meetings and keep same in an organized fashion – omitting the discussion and opinions
- to prepare an accurate report of the groups' activities for the church's annual report (due at the end of December)
- to write letters and Thank-you cards as needed
- to keep a record of what was done every week and the number of girls that participated
- to list the theme of every year and how many girls were registered
- to assist with the phoning of girls
- to help lead singsong and game sessions

### **Treasurer**

- to keep an accurate, complete record of all incomes and expenditures
- to be the contact for all receipts and write all cheques
- to keep track of executive expenditures
- to prepares a financial report for the church's annual report (due the end of December)
- to assist with the phoning of girls
- to help lead singsong and game sessions

### **Historian**

- takes photos at group events
- places developed photos in scrapbook with description of event (date place and names of people in photo)
- assists with the phoning of girls
- helps lead singsong and game sessions
- takes part in discussions

### **Publicity Representative**

- to request notices in church bulletins to announce upcoming events
- to design bulletin boards for church foyer, or appropriate location
- to act as minute spokesperson
- to place ads in local newspapers and contact media representatives about upcoming events