

Valuegenesis – Promotion & Data Collection Job Description



valuegenesis

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the church?

You are.

The banner features a small brown mouse on the left and a white computer mouse on the right. The text is in a typewriter-style font.

Valuegenesis– Promotion & data collection Timetable



Item	Explanation	José Figols Center By Manuela Casti	Division Tasks By President & Youth Director	Union Tasks By Presidents & Youth Directors	Conference Tasks	Church Task By Pastors & Youth Directors
Pre Survey Organization (Census)	Estimation Figures: To give an initial figure in order to ascertain the 100% figure and to establish a relatively fixed number of passwords.	Receive the figures as per pre survey Deadline March 31	DYD sends request to UYD by module Deadline Feb. 10 Receive and send the figures to JFC Deadline Mar.31	UYD receives and sends request to the Conference Presidents & CYD and collects the figures coming from CYD or, if Union of Churches: send request to the Church Pastors & LYD Deadline send figures to EUD/TED March 31	CYD receives and sends to the local Churches and collects the figures coming from LYD Deadline to send figures to UYD March 24	Pastors & LYD collect and send the figures to CYD or UYD. Deadline to send figures to CYD or UYD March 17

Passwords	In order to access to the online Survey, each youth has to receive a password that expires when the survey is finished	Send passwords to Union Presidents & UYD through EUD/TED YD		Send passwords to Conference Presidents & CYD or, if Union of Churches: Send directly to Church Pastors & LYD	Conferences send the passwords to the local churches	Receive passwords and the Pastors distribute them following an established criterion.
Criteria to organize data collection	To organize a data collection: 1. advertise the event in the church, in magazines and bulletins 2. inform youth about the survey, following given instructions 3. prepare a special reception in the youth hall 4. try to make a demo with a computer for all attendees. 5. personal contact to urge youth to fill in the survey at home.		Prepare a Passwords Form with instructions and passwords to send to the Union Presidents & UYD	Receive and send the Passwords Form to the Conference Presidents & CYD or if Union of Churches: b. Local Church Pastors & LYD	Receive and send the Passwords Form to the local Church Pastors	Receive the Passwords Form and follow instructions: a. the pastor is one of the supervisor of the project in partnership with the LYD b. provide a <i>list</i> of <i>participating</i> youth following the given <i>instructions</i> c. fill in the <i>participation list</i> d. distribute the passwords e. return the unused passwords f. sign the <i>list</i> to be sent back to the sending organization g. organize “how to” h. provide a follow up

Promotion & Propaganda	Promotion has to be done by magazines, circulars, mouth to mouth propaganda, pastoral meetings, advisories, all level committees, attractive atmosphere created by Pastors & LYD, Youth meetings...	JFC produces a Press Release (press dossier), to serve as a base for SDA magazines articles.	Prepare an article to be sent to the Official Magazines by President & DYD Deadline six months before the project starts. Inform the executive committee about development of the project Prepare a PPT to be used in Union /Conference Boards (prepared by DYD)	Prepare an articles for the Official Church Magazine Deadline four months before the project starts Union Board : Presentation of Valuegenesis using PPT system (1 hour) By President & UYD Youth Advisory/Training Courses : Present the whole project to the attendees by UYD Pastoral Workers meeting: Presentation of the project by YD (1-2 hours)	Prepare an article for Official Church Magazine Deadline two months before project starts Conference Board: Presentation of Valuegenesis using PPT system (1 hour) By President & CYD Youth Advisory/Training Courses (if any at this level): Present the whole project to the attendees by UYD Pastoral Workers meeting (if any at this level): Presentation of the project by YD (1-2 hours)	Prepare a reminder each Sabbath during the length of the project Church Board: Presentation of the project Distribution of tasks: What;When;Who; Where;Why. Organization of meetings : a. promotion for youth b. “how to” data collection – which procedure to apply

<p>Data Collection</p>	<p>This is the core of the project. Youth are invited to fill in the online or hardcopy questionnaire (where no computers).</p> <p>Supervision by the Pastors at local level, but also Presidents and YD at all levels, is fundamental.</p> <p>Hardcopy questionnaires will be distributed only for youth having no access to a computer, reported by the UYD, CYD</p>			<p>UYD takes care of the execution of the survey and the available procedure</p> <p>Remember the length of the data collection (no more than 1 months)</p>	<p>CYD takes care of the execution of the survey and the available procedure</p> <p>Remember the length of the data collection (no more than 1 months)</p>	<p>Pastors, as supervisors, in partnership with LYD, urge all youth to participate in the survey:</p> <ol style="list-style-type: none"> a. preparing an attractive atmosphere in the church, b. inviting youth personally, as it is possible, to fill in the online or hardcopy questionnaire c. in case of hardcopy module, organize a special meeting in the church and invite youth to fill in the questionnaires; provide a special envelope to put in his/her questionnaire personally; the pastor and/or the LYD collect the envelopes and send them to the sending organization.

After Survey		Indicate to the Unions how to point out a flat score of their own countries JFC/Research Committee holds the right to organize further research.	A possible follow up: a. Receive a formal request from Unions if these wish to do further research on their return b. Contact Research Committee for approval c. supervise any further research before any publication (by President & DYD)	After agreement on the whole project, if decided to enhance or to study in depth the research, send a formal request to the Division		A special report on which procedure was put in place and an estimation of the success rate will be prepared by the Pastor & LYD Fill in the evaluation form and send it to the sending organization.
LEGEND		JFC José Figols Center YD Youth Director	EUD Euro-Africa Division DYD : Division Youth Director	UYD Union Youth Director	CYD Conference Youth Director	LYD Local Youth Director