



**СОЮЗ УКРАЇНСЬКОЇ МОЛОДІ КАНАДИ
CYMK- UOY, NATIONAL EXECUTIVE
EXECUTIVE NATIONALE DU CYMK-J.O.U.**

Purpose of this Document

We are excited for you and your youth to begin experiencing CYMK-UOY and all it can offer. It is our hope that this manual will allow every parish the opportunity to build a rich and vibrant CYMK-UOY organization.

This guide is your road map to the steps you need to take in order to start your CYMK-UOY organization. You will find a section focused on Starting a CYMK-UOY local and additional resources that will help you in planning and coordinating a CYMK-UOY organization.

In addition to this manual, the National CYMK Executive can provide supplemental resources and downloads for your parish. Support can be provided about how to implement these programs in your parish and what steps you need to take. Resources are also available at www.cymk.ca.

This manual was written those who will act in an 'advisor' role and for youth leaders and, especially for new leaders who may have limited understanding of how to lead a CYMK-UOY branch. For those parishes and leaders who are running an active CYMK-UOY, we hope you will find this manual as a helpful resource to complement your current work.

We thank you for allowing us to guide you through this wonderful experience that is CYMK-UOY. Please feel free to contact the National CYMK-UOY Executive nationalcymk@gmail.com, or visit the website www.cymk.ca for further clarification and help.

Yours in Christ,

National Executive Board of CYMK-UOY

www.cymk.ca



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What is CYMK-UOY?

CYMK-Ukrainian Orthodox Youth is a unique Canadian organization and is the official youth organization of the Ukrainian Orthodox Church of Canada for children and youth between the ages of 7 and 21. CYMK-UOY is also a member organization of the Ukrainian Self-Reliance League of Canada (USRL) or Союз Українців Самостійників Канади (СУС), the lay organization associated with the UOCC. Founded in 1931, CYMK-UOY was built on the experience of first and second generation Ukrainian settlers to Canada. Values of self-determination, self-reliance and respect for freedoms granted in this country were important to early organizers. There has also always been a strong focus on service through volunteering and community participation.

Today CYMK-UOY primarily exists to provide Ukrainian Orthodox youth with a social base and a sense of community where they can learn and practice their faith, learn, and develop as community leaders, and learn and practice the culture of the Ukrainian Orthodox community. These are known as the four (4) pillars of CYMK; Faith, Culture, Leadership and Fellowship.

CYMK-UOY is unique in that it is youth led with the support of adult advisors. Groups manage their own funds, run their own meetings and organize their own events.

The organization is Canada-wide and has jurisdictions at national, provincial and branch levels. Now every region in Canada has an active provincial executive and for those branches that do not, National CYMK-UOY will provide leadership and guidance. The National executive is elected every 3 years at a National Convention (held with USRL) and branches are encouraged to send members (delegates) to the convention which rotates between cities across Canada.

There are two levels within CYMK-UOY – a Jr. CYMK for children ages 7-13 and Sr. CYMK for youth ages 14-21. As members gain more experience, they should take on greater responsibility (self-reliance).

The CYMK-UOY advisory committee is usually made up of a Chaplain as well as other trusted adults, parents or members of the Ukrainian Women's Association of Canada or Men's Association, both of which are member groups of the USRL. Advisors who work with Jr. CYMK are usually more responsible for planning programming whereas for Sr. CYMK the role is mentorship.

See the CYMK-UOY Bylaws (www.cymk.ca) for a full description of mission and objectives.



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Starting a CYMK Local

STEP 1: Gather the Youth

Taking the first step often seems like a very hard thing to do. If there is not an established CYMK-UOY chapter in your parish, you may have an idea, you may have the willingness to work hard, but you don't know where to start. There's good news! There are many resources (starting with this document), websites, social media outlets, your National CYMK-UOY leadership and other CYMK-UOY chapters that are there to support you. All you need is at least five youths, faith in God, and enthusiasm! It's ok to start with a small group. Plan a CYMK-UOY kickoff gathering by following the steps below (depending on the size of your church and the number of youths, some of the items below may not apply):

- Plan a youth gathering at a convenient time (Sunday after Liturgy might work for or planning a social event such as pizza night).
- Advertise the gathering to as many youth as possible. Be creative - pass out flyers during church school, publish an announcement in the church bulletin, or ask the clergy to give an announcement at the end of Liturgy.
- Plan ahead. Give the youths 1 - 2 weeks advanced notice so that they can plan accordingly.
- Ask the youth that are interested in attending to spread the news to other youth from the church and bring them to the gathering.
- Make it fun! The goal of the first gathering is not to have a formal "meeting". The goal is to give the youth the opportunity to know one another and feel more comfortable with each other, and to get them excited and willing to start a CYMK-UOY branch.
- Have an icebreaker or a fun activity that will get the youths to know each other or learn new things about each other. Ice breakers and games are a good way for the youth to open up and adjust to the environment.
- Explain what CYMK-UOY is. Talk about the four pillars of CYMK-UOY, and why each one is important in their life (see [What is CYMK-UOY](#) section of this document).
- Get the youth excited and committed
- Include non church going youth. They will eventually participate by association.
- Schedule a formal meeting to officially establish the CYMK-UOY chapter and elect or appoint executive members.



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STEP 2: Plan a meeting

Now that you have gathered and got to know each other, you can plan your first CYMK-UOY meeting. The first meeting is typically when you will elect your executive members and advisors, set a regular gathering schedule, decide on a few activities, adopt the bylaws, register membership, and finally, take a group photo!

Step 2 for Jr. CYMK

Jr. CYMK will be more activity-based and formal meetings will be infrequent but can still occur once or twice a year to learn how to run a meeting. Elections should also happen once a year and will need to be led by advisors. For a list of suggested activities for Jr. CYMK, go to the end of this document.

Pre-meeting

- Schedule the first meeting for a convenient time (usually Saturday after Vespers or Sunday after Liturgy).
- Advertise the meeting to as many youths as possible. Be creative - pass out flyers during church school, publish an announcement in the church bulletin, and ask the clergy to give an announcement at the end of Liturgy.
- Send emails and text messages to all the youths that attended the initial gathering.
- Planning - give youth 1 - 2 weeks advanced notice so that they can plan accordingly. Send a reminder a few days before the meeting.
- Prepare a meeting agenda (see Resources - Meetings for as ample agenda). Prepare a binder that will be used for all the meeting minutes. They should be stored at your parish meeting space. If you are taking minutes electronically, add your minutes to a shared google drive that members and advisors can access.

First meeting

- Have a designated parent take minutes of the first meeting.
- Explain the election and nomination process to the youth that are present and ask them to propose (nominate) a candidate that is most suitable one at a time for each position.
 - A. President
 - B. Secretary
 - C. Treasurer
 - D. Two adult advisors

TIP: CYMK-UOY uses *Robert's Rules of Order* to pass motions and elect.



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- Pass a motion to notify the National CYMK-UOY executive and parish council of the formation of the new CYMK-UOY branch
- Pass a motion authorizing any two of three of the president, secretary or treasurer to sign all banking and legal documents.
- Pass a motion to abide by the CYMK-UOY Bylaws
- Determine the method of communication to be used for all business communication, email, messenger, WhatsApp, discord etc.

TIP:

Give the youth time to get to know each other and give them the opportunity to help plan a few events before holding elections. It may take some time for a youth to know if they want to be in a leadership position. Encourage them and offer them your support!

After the Meeting

The Secretary shall contact the National Executive with your parish name, list of members, the minutes of the meeting, and your group photo. The executive will help in assigning mentors from other parishes, to help the learning process.

The president shall approach the parish council and ask about having some sort of space for youth group documents, decorations, promotional materials. This will make your work a lot easier and will give you a shared space.

The treasurer shall collect fees from members to submit to the National Executive.

Tip: Having CYMK-UOY meetings are just as important having a CYMK-UOY. These meetings allow you to facilitate and better organize your youth group, plan events, make key decisions, have elections, etc. Any decisions related to money should be made through a motion at a formal meeting and recorded. Ideally you want all members to be able to participate. Meetings or gatherings should be held about once a month.

If there is no reason to meet, other than to see each other, then use the time for a fun event instead. Each meeting should have a purpose.



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STEP 3: Going Forward

There are a few important steps you need to take to ensure a strong start and a solid foundation for your CYMK-UOY branch:

- Hold regularly scheduled meetings.
- Schedule and plan activities suggested by the youth.
- Get the youth involved in the planning of these activities-they will have a vested interest in the success of the event and in getting other youths to participate.
- Create a contact list of all youths and pre - youths in your parish.
- The list should include the name, age, address, email and telephone number of every youth in your church.
- Whether they show up once a year, or twice a week, EVERY YOUTH should be on this list. This will be key in communicating with the youths.
- Keep the contact list current and continually add new people to the list.
- Ask the youths to get emails and phone numbers of other youths and ask the clergy to gather contact information of youths they meet at house blessings, weddings, baptisms, or other events.
- Ask the clergy or Parish Council for the names and addresses of youths from the Church mailing list.
- Establish strong internal communication and a strong Social Media presence.
- Create email, Facebook, Instagram and Twitter accounts to communicate with the members. Official notices and communication should be sent by email
- An efficient and cheap way of communication with your members is via an email newsletter. Distill everything you want to say in a short and concise newsletter.
- Don't overwhelm the reader, and don't give into the temptation to spam between newsletters - it will put people off.
- See the Resources - Email Template for a good format to consider.



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Other Information

Consider starting a CYMK-UOY branch calendar:

- You can start small by planning a few months at a time, or you can plan an annual schedule.
- This is the time when the executive and advisors should split up the workload and try to plan out the year. It may be difficult to imagine if you have never done this before, but it helps a great deal. If you set up a “skeleton calendar of events” for your group, you can help set your goals, you can spread your work over the whole year, and you can pace yourself rather than burning out early (for the ambitious ones). The dates on this plan do not have to be firm - leave room for flexibility. Also, plan such as this will give you plenty of time to book spaces or events.
- See the Resources - Event Planning for a skeleton plan of events for the year and Resources - Programs + Activities sections of this document for more details and for programs and activities you can incorporate in your calendar.

Get to know the bylaws:

- Each CYMK-UOY branch is responsible for the government of its membership and does so through the guidance of the CYMK-UOY Bylaws.

Paying dues:

- All CYMK-UOY chapters are required to pay annual dues to National CYMK UOY.

CYMK-UOY presence in the parish and in the wider community:

- Your parish needs to know that you are organized and are active within the parish. Share what you are doing with your parish council and person responsible for the weekly bulletin.
- A social media page and a chapter Gmail account are a good way to advertise your events to the youth and parish community.
- See the Resources - Communication Methods and Resources
- Create a Bulletin Board where you can post information on upcoming events, post photos and Eparchial events. Ask the clergy or the Parish Council for a prominent area to display the bulletin board. The bulletin board should be displayed in an area where children, youth and their parents can easily see it.
- Ask your Parish Council if CYMK-UOY can be added to the Parish website. You can create an online calendar, post photos in an album, and add links to the Eparchial website.



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- If possible, with the permission of the Parish Council or the clergy, set up a space dedicated for CYMK-UOY - a CYMK-UOY room, office, or a table in the fellowship hall that is dedicated to CYMK-UOY.

A big membership is not everything!

- Do not be discouraged if you only have a small number of participants. All it takes is for someone willing to put in the effort.
- Whether there are 2 or 20 children /youth present, there is something to be gained if children/youth are gathered as a group. A CYMK-UOY branch may start out with only a few active members, but over time it will flourish with new members joining.
- If CYMK-UOY makes a positive impact in the life of one young person, it has accomplished its mission.

The four pillars should guide all your activities in CYMK-UOY:

- Faith
- Culture
- Leadership
- Friendship



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Resources

Elections

Local CYMK-UOY elections occur at the Annual General Meeting. The recommendation is to have the meeting in July or August. The financial year end should be at June 30 and the year end financial statement is to be presented and accepted at the annual meeting.

Eligibility:

Every member of CYMK-UOY is eligible for election to the executive. It is recommended that the president be in the range of 15 to 20 years of age. A nomination Form can be used for the elections, to help communicate the responsibilities of the positions.

Election Process:

The election process is detailed in the CYMK-UOY constitutions www.cyrnk.ca/ bylaws. Voting shall be by a show of hands unless a secret ballot is requested by at least three members in good standing present. Only members present and in good standing may vote. There shall be no voting by proxy (CYMK-UOY members must be present to vote). Election for each office shall be determined by a simple majority of votes cast. In the event of a tie, there shall be a second vote with only the tied candidates eligible for election

Elected officer duties:

President: charismatic, good negotiator, energetic and very motivated

- Preside over all meetings. The president may appoint another member to preside over a meeting to encourage learning.
- Make an annual presentation at parish events or submit greetings: i.e. Parish Feast Day Celebration of past activities and future plans
- Make an annual report at the Parish Annual General Meeting
- Ensure regular CYMK-UOY meeting/gathering (monthly).
- Execute decisions made by CYMK-UOY at CYMK-UOY meetings.
- Ensure that other officers have the tools they need to perform their duties and keep them on task.
- Work closely with the advisors and Chaplin in all matters. Remember that the advisors do not run the programs, but are involved to guide, advise and help.

Vice-President:

- Act in absence of the President and perform such duties as delegated by the President.



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- Assist the President in performing his or her duties.
- Sending reminder for meetings and events by confirmed means of communication (email, text, social media etc.).
- Update all marketing channels with news about upcoming events and past events (social media, webpage, bulletin board etc.)(if there is not a Communications/Technical Director)

Secretary: good listener and able to record decisions made at the meetings.

- Be responsible for taking minutes at all meeting sand maintaining a minute book
- Maintain all records and archive them
- Assist the President in conducting all business affairs of CYMK-UOY.
- Always keep records and books accessible for review by the advisors or auditors. Distribute minutes of the most recent Regular Meeting no later than fourteen (14) days prior to the next Regular Meeting.

Treasurer (Finance Director): Responsible, methodical, trustworthy. You want someone who will keep track of expenditures and budgets and take the initiative to control and report over-spending.

- Maintain an efficient system of accounting.
- Keep the records of the membership, the membership fees and dues.
- Maintain an efficient system of accounting.
- Receive all general operating funds paid to CYMK-UOY and deposit the same in the official CYMK-UOY depositories within five (5) business days.
- Prepare disbursements, as approved at meetings, within ten (10) business days.
- Submit a financial statement at all General Meetings and at such times as may be required by the executive.
- Submit an annual Financial Report to the Parish Council or General Parish Meeting if requested by Parish Council.
- Ensure that membership dues are paid in a timely fashion.
- Other duties as suggested by the advisors or Chaplin.

Other possible positions (filled by election or appointment by the executive):

Communications / Technical Director: If you want to have a website, you need someone with technical competence, and the interest to take initiative to continuously update. This person might also consider preparing a regular newsletter.



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Project/Event Directors: Each in charge of managing a project or event, from planning to post execution (i.e. Cleanup, thanking sponsors, completion of financial activities for event). They should be mini-presidents, able to build and lead their own event committees, solve problems, and get things done.

Election procedure

Chairperson: (Should be elected at the time of the annual meeting to chair the Annual General Meeting)

- Welcomes everyone to the annual meeting.
- Appoints a secretary to take minutes
- “I now open nominations for the position of ____ (President, secretary, etc.)

CYMKivets #1

- “ I Nominate _____ for the position of _____.”
- Other nominations can be made from the ‘floor’ (members) for the same position

CYMKivets #2

- Can make a motion “I move that nominations cease”

CYMKivets #3

- “I second the motion”

Chairperson

- All those in favor raise your hand? (record number in favor) All those opposed? (record number)
- The Annual General Meeting accepts the motion to cease nominations and we will proceed with the election for the position.
- The elections can be conducted by a show of hands for each nominated candidate (while candidates step out of the room) or by secret ballot (everyone write down who they want to vote for) with candidates voting as well.
- Chairperson announces “ _____ has been elected to the position of _____, congratulations!
- “I now open the nominations for the position of _____ and the process continues in the same fashion for all positions.



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Meetings

Sample Agenda:

(Branch name) CYMK-UOY Meeting Agenda

1. Meeting called to order
2. Opening prayer, CYMK Hymn
3. Approval of agenda
4. Review and accept minutes from previous meeting
5. Review correspondence
6. Treasurer's report
7. Old business
 - a. Topic
 - b. Topic
8. New business
 - a. Topic
 - b. Topic
9. Set next meeting date
10. Adjournment
11. Closing prayer and CYMK klych

Meeting tips:

Be prepared! The president prepares the agenda for the meeting. It can be sent out electronically or available in hard copy.

The secretary has the minutes available in hard copy or electronically for distribution.

Consider using time limits for topics if you find the discussion gets away on you,

Have fun!



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Sample Financial Statement

In 2022, many financial statements can be produced electronically using software, however in case you do not have access to this, the format below can be used:

(Branch Name) CYMK-UOY Financial Statement
(date from when to when)

Opening balance as of (date) 1,000.00

Revenue

Donation \$100.00

Membership – 10 @ \$10 \$100.00

Total Revenue \$200.00

Expense

Craft supplies \$50.00

Pizza party \$100.00

Total Expense \$150.00

Closing Balance \$1050.00

Respectfully submitted by: (Name of treasurer)



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Communication Methods:

You have a CYMK-UOY, now the important thing is to keep in contact! Here are some steps and tips to maintain a strong social presence:

- Create a CYMK-UOY email, and social media presence (Facebook, Twitter, Instagram, etc.).
- Collect social media accounts and phone numbers of youth (and parents) in your church.
- Call, text, and email teens with CYMK-UOY news and events.
- Post regularly on the CYMK-UOY social media about activities, highlights of CYMK members, initiatives of interest and
- Ask your Parish if CYMK-UOY can be added to the Parish website. There you can:
- Create an online calendar
- Post photos in an album

Social media is a great way to keep in contact with a youth. Not only does it keep them up to date, but it's a fun way to share what you are doing in CYMK-UOY, to encourage others to join and keep the community informed about CYMK's activities!

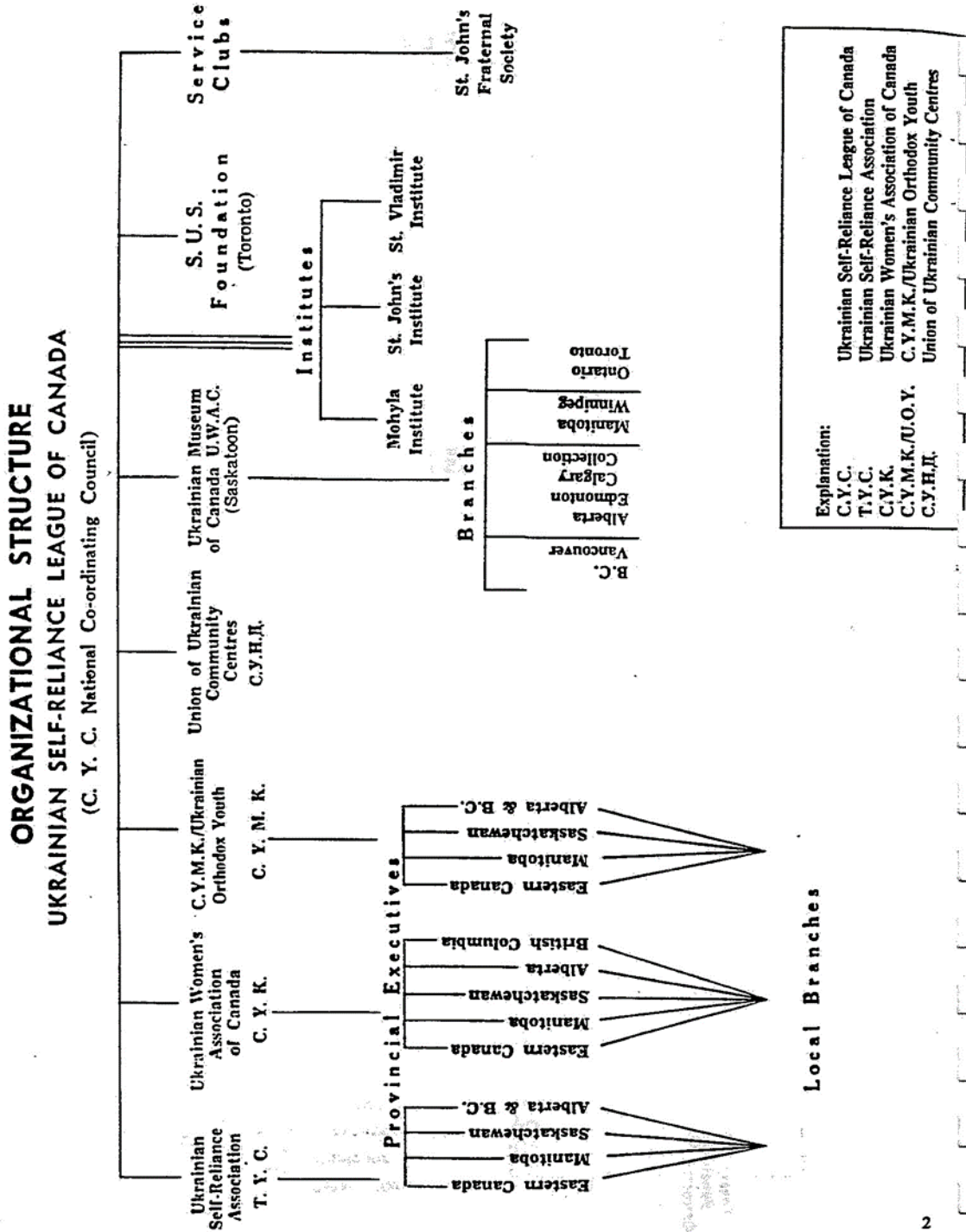
IMPORTANT!

Do not publish any youth contact information on the internet, other than email addresses. Photo sharing policy - photos taken in public may be published but avoiding using names and contact information online with those photos.



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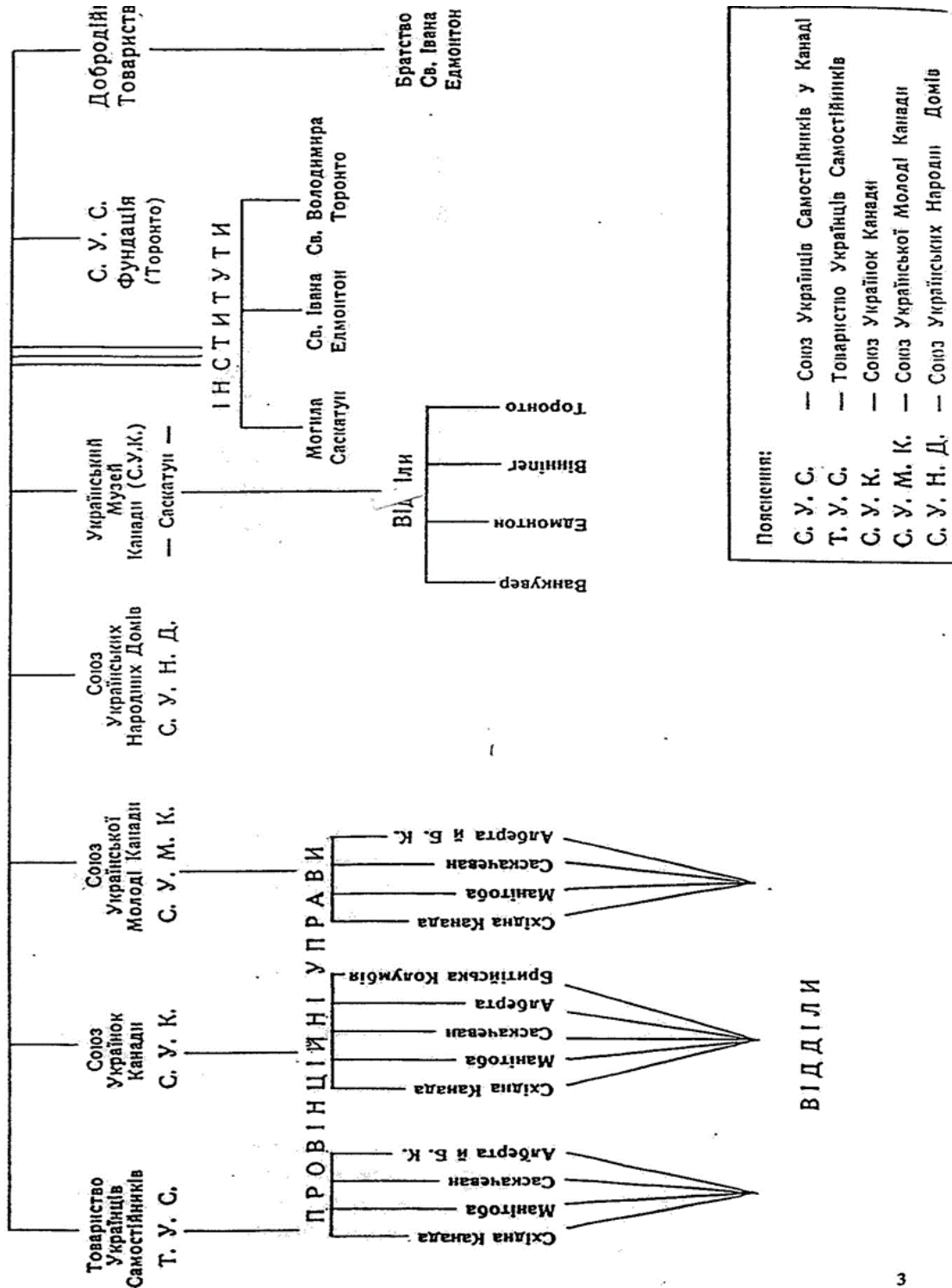
CYMK Organizational Structure





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**СТРУКТУРА
СОЮЗУ УКРАЇНЦІВ САМОСТІЙНИКІВ У КАНАДІ (СУС)**





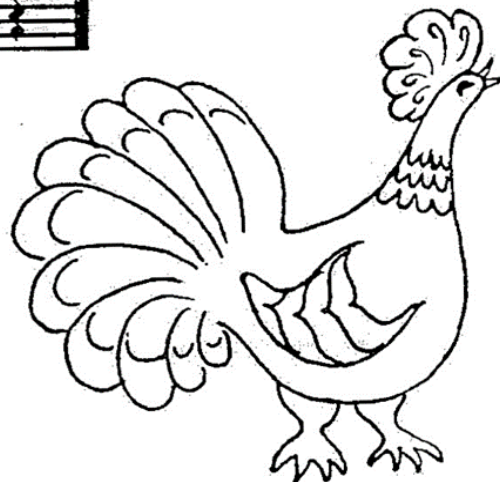
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SYMK Гімн

“СУМКівці СУМКівці”

Помірно *сутиці, сутиці*

Сум-ків-ці, сум-ків-ці, ста-вай-мо в ря-ди, Нас покланк до
пра-ці взн-ва-є. В здо-ро-вому ті-лі здо-ро-ва ду-
ша. Де си-ла, там во-ля ви-та-є. Як сла-но бу-
ва-ло ко-зашь-кі си-ни. Бо-ролись до смер-ти, за-ги-
ну. Бо-ро-тись бу-де-мо сум-ків-ці і ми. За на-шу свя-
ту Укра-ї-ну Як ну





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СУМК Klych

СУМК Клич

СУМК, СУМК, СУМКівці

Ми є чесні молодці

Будем щипо працювати,

добро діло продовжати

СУМК!

(circa 1979)

СУМК Pledge

The 'pledge' was developed in the early days of CYMK and may or may not be used by your branch. It provides a bit of 'CYMK-UOY history' and can be something you do as a group at the beginning of your year in CYMK when you want everyone to keep in mind what CYMK is all about, or just talk about the meaning of this in your branch.

СУМК Pledge

I _____ solemnly pledge that I will conscientiously and honestly fulfill my duties as a member of CYMK- Ukrainian Orthodox Youth, _____ Branch. I will work for the betterment and growth of our CYMK branch, and that I will uphold the aims and objectives of CYMK as set in our Constitution. I pledge to bring the highest degree of dignity, loyalty and honour to my organization, my peers, my family, and my Church.

СУМКівська Заява

Я _____ припікаю, що я буду совісно й чесно сповнювати свої обов'язки як член/членка Союзу Української Молоді Канади, при громаді _____, що буду працювати на кописний й добрий розвиток нашого СУМКівського відділу, і що я биди придепжувати СИМКівського статуту.



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Prayers

Opening prayers

Meetings begin with the prayer to the Holy Spirit or the Lord's Prayer. A carol or hymn may be sung instead at the appropriate times of the year.

Царю Небесний

Царю небесний, утішителю, Душе істини, що всюди єси і все наповняєш, скарбе дібр і життя подателю, прийди і вселися в нас, і очисти нас від усякої скверни, і спаси, Благий, душі наші.

Отче наш

Отче наш, що єси на небесах, Нехай святиться Ім'я Твоє, нехай прийде Царство Твоє, нехай буде воля Твоя, як на небі, так і на землі. Хліб наш насущний дай нам сьогодні. І прости нам провини наші, як і ми прощаємо винуватцям нашим. І не введи нас у спокусу, але визволи нас від лукавого. Амінь.

Христос Воскрес – Easter

Бог Предвічний - Christmas

Closing prayers

Meetings close with the Lord's Prayer or prayers to the Divine Mother.

Богородице діво

Богородице діво радуйся, Благодатна Маріє, Господь з тобою. Благословенна Ти Міх жонами, і благословен плід утроби Твоєї, бо ти породила Спаса душі чаших.

Достойно є

достойно є по вештчати Тебе, Богородицю, завди блаженную й і найнепорочнішую Матір Бога нашого. Чецнішию Херувимів і славнішую і Матір Бога нашого. від рівнання Серафемів, що породила Бога - слово непорочную, превдивую Богородицю Тебе величаємо.



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Programs and Activities

Any of these can be done by Sr. and Jr. CYMK. The planning and focus might be different depending on the age range.

FAITH - How you practice your faith as an Orthodox Christian

- Invite parish priest/Chaplain to talk about Orthodoxy – a day in the life of a priest, different church services, significance of certain prayers. Holy sacraments.
- Open discussion with your priest about a current topic: mental health, healthy relationships.
- 'Research a saint' – could be the saint of your parish or each CYMK member could take a turn with a different one.
- Daily Personal Prayer Life
- Reading the Scriptures
- Attending services of the Church (Twelve Great Feast Day Liturgies, Lenten mid-week services, Great Vespers on Saturdays)

CULTURE - How you express Ukraine's culture in the community

- Caroling (Koliada) to parishioner homes
- Participating in parish events (St. Nicholas or Taras Shevchenko concerts)
- Organize cultural activities (Pysanka writing, Paska making, iconography, embroidery or weaving workshops)
- Performing at Ukrainian festivals
- Attending Ukrainian community event i.e. Holodomor Memorial Services

LEADERSHIP - How you organize in your community and build skills

- Community service: Clothing drives, meals for community soup kitchen., or shelter for people who experience homelessness.
- Fundraising – for CYMK, for an organization in Ukrainian doing humanitarian work, or for a local organization (i.e. food bank)
- Help seniors (to get to church, or at their houses)
- Singing the Choir
- Helping the Cantor
- Serving in the Altar



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- Attending Church School
- Volunteering at parish events, cleaning up after church events
- Offer to host Fellowship coffee hour or lunch for the parish
- Serving as a CYMK-UOY executive member
- Helping your parish priest

FELLOWSHIP - How you build and maintain the social relationships

- Regular social outings/events once a month
- CYMK-UOY Meetings and outings
- Bringing youth together and not excluding anyone
- Spending time with the younger children in the parish
- Reaching out to older members in the parish
- Planning events for the parish (curling bonspiel, bowling tournament)



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Event Planning

Establish a committee:

1. Get a group of your CYMK together to lead the event. Someone should be the 'lead'.
2. Establish a timeline/schedule for your event.
 - a. Determine whether action items can be done in series (i.e. one has to be finished before the next is started) or in parallel (i.e. They don't rely on each other and can be done at the same time).
 - b. Events planning always takes longer than you think. Use the "Pi Rule"- multiply your time estimates by three to get how long an action item will take. Start early, because school might get in the way later.
3. Involve your advisors in any event that you are planning including your Chaplain who can make sure you are not conflicting with another important community event and that the plan is in line with the church calendar.

Budgeting:

1. For any events, make sure to build a budget, both to determine the feasibility of the event, and to control spending during preparation. Estimate costs for the following:
 - facility/hall rental
 - security
 - AV equipment
 - food/drinks
 - tickets
 - printing posters
 - decorations
 - wrist bands/stamps
2. Make sure to automatically add some sort of contingency amount for unexpected costs, either as a lump sum or a percentage of the total budget (ex. 10%). For events that rely on making money from admission, consider using the following formula: $(\text{number of people needed to break even}) = (\text{total cost of event}) \times (1.1 \text{ contingency}) / (\text{price of admission})$
3. Think realistically about whether or not you can convince that many people to come to the event. If the answer is "no", then consider scaling down to a smaller venue, or dropping the live band in favour of a well-chosen and well-balanced playlist.