

As if we
were
Dreaming

Presbyterian Youth Triennium 2025

July 28-31, 2025 | Louisville, Kentucky

PresbyterianYouthTriennium.org

Delegation Guide

Delegation Basics + How to Build a Delegation for Registrars

Triennium youth participants attend the event as part of a delegation. A delegation is a group sent from a mid-council/presbytery, church, or caucus to attend Triennium. Most Triennium delegations are sent from presbyteries. Some come from individual churches. Some come as a delegation representing a caucus (example: Native American Coordinating Council). Others from international church partners.

A delegation registrar is the appointed volunteer responsible for registering and preparing their delegation for Triennium. Some registrars are also presbytery leadership/staff.

If you have served as a registrar before, you likely have some idea of where to begin and how to develop and build your delegation. If this is your first time as registrar, know that there are a variety of things to consider and no, one right way to start!

The information included below will help guide all registrars as they think through and begin developing and building their delegations in a way that works best for them. We highly recommend determining and leading a registration process that helps you to finalize your delegation early!

DELEGATION DREAM TEAM

Establishing a Triennium Dream Team is a helpful first step so that you do not have to take on all your responsibilities alone. This group of volunteers can serve the delegation in a variety of ways, including helping you to think through the initial phase of delegation development and details. If you are a presbytery delegation, make sure your Executive Presbyter or appropriate committee can also be involved in this process.

Your Dream Team may also assist with communication, promotion, recruiting and selecting your delegation participants, fundraising, planning events, running social media for your delegation, and many other needs. Examples of helpful Dream Team roles may include Lead Adult Advisor, Task Manager, Pre-Event Planner, Social Media Coordinator, and Pastoral Care Provider.

Whatever your Dream Team ends up looking like, please note that if you do not plan to attend PYT, you will need to assign the role of Lead Adult Advisor to an adult participant from your delegation. This Lead Adult Advisor should be comfortable providing leadership in your absence and acting as the main contact person for your delegation during the event itself.

DELEGATION DEVELOPMENT & DETAILS

Once you have established a Dream Team, you can work with them to develop a plan for your delegation. Some helpful things to consider are included below.

Delegation Types – What type of delegation are we?

▪ **Presbytery Delegation**

- Group of youth and adults invited from a variety of churches within a presbytery.
- This is the most common type of delegation.
- Every presbytery is invited to appoint a registrar.
- Each registrar invites every church in their presbytery to send youth to PYT.
- Some presbyteries send out an application or essay to churches for youth to fill out.
- Others “point recruit” or let individual church staff & leaders select youth to attend.
- Have a disproportionate number of participants signed up from just one church? You may consider recruiting additional participants from other churches OR inviting that church to attend on their own as a church delegation.
- Analise can help connect presbytery registrars in the same region if you are interested in potentially collaborating on travel, pre-event planning, etc.

▪ **Church Delegation**

- Group of youth and adults invited by an individual congregation.
- Some churches bring their entire high school age youth group.
- Others invite high schoolers they feel would most benefit from or engage with PYT.
- Consider connecting early with other registrars in your area – especially if your presbytery is sending a delegation. You may want to collaborate on travel or other Triennium needs.
- Analise can help connect church delegation registrars with nearby presbytery registrars so that you can be aware of each other and potentially work together for travel, pre-event planning, etc.

▪ **Caucus Delegation**

- Group of youth and adults invited by a specific caucus.
- Participants share common affiliation or membership to a caucus, council, or organization associated with PC(USA) or CPC.
- Coordinating a caucus delegation includes an added step of promoting to a wide geographic area – keep this in mind as you build your delegation.
- Begin communicating early with registrars from your youth participants’ geographic regions. You may want to collaborate on travel or other regionally specific needs.
- Analise can help connect you with regional registrars and/or national staff connected to your caucus who might be able to provide additional support.

Delegation Size - How many participants will we bring?

- There is no limit to the size of your delegation. It is up to you and your presbytery, church, or caucus to determine. We encourage you to bring as many youth participants as possible!

- You may want to start with your delegation size from last PYT and increase by a realistic number.
- Some registrars base their delegation size on...
 - transportation (for example, the number of seats on a bus).
 - available funding or budget.
 - giving every church in the presbytery an appropriate number of slots.
 - the final number of participants they have recruited by a set deadline.
 - the number of young people who have confirmed interest.

Participant Roles - What types of participants attend PYT?

- **Youth Participant (YP)** entering high school freshmen through just-graduated high school seniors.
 - Active in PC(USA) or Cumberland Presbyterian Church.
 - Does not need to be baptized or an official member of a Presbyterian church.
 - For every 10 Youth Participants there should be at least 1 Adult Advisor.
- **Adult Advisor (AA)** adults aged 22 and older who serve as delegation chaperones.
 - Demonstrates mature leadership among young people.
 - Acts as an adult and is comfortable in the role of chaperone and guide.
 - Has experience chaperoning teenagers.
 - Is recommended and affirmed by their church, mid council, or caucus.
 - Is comfortable with event authority and covenant community guidelines.
 - Willing to lead the delegation by encouraging the members of their delegation to conduct themselves likewise.
 - Has a good history of guiding and providing leadership with teens & adults.
 - Maintains healthy physical boundaries and is not overly physical with youth.
 - Understand issues of power in youth/adult relationships.
 - Must complete both the Background Check Process and Abuse Prevention Process.
 - Again, at least 1 Adult Advisor is required for every 10 Youth Participants.
 - Extra adults are always helpful!
- **Young Adult (YA)** young adults aged 19-23.
 - Register and reserve housing as individuals, instead of part of a delegation.
 - Young Adult tracks:
 - **“Service Track”** (formerly “Work Crew”) working behind the scenes at the event.
 - **“Leader Lens Track”** focused on developing leadership skills, theological exploration, and experiences for a new kind of church leader.
 - Participate in dedicated young adult groups for conversation and study.
 - Housed with other Young Adult participants and Young Adult coordinators.
 - Travel to / from Triennium on their own or with a delegation (if coordinated by a registrar).
 - Must complete the Background Check Process and Abuse Prevention Process.
- **Global Partner (GP)** youth or adults from partner churches and ministries.
 - Invited, hosted, and sponsored by PC(USA) or CPC delegations.
 - OR can attend the event "on their own" without a delegation if:
 - They are from an official partner ministry of PC(USA) or CPC.

- They register through the Office of Presbyterian Youth and Triennium.
 - Housed with their sponsoring delegation or own their own.
 - Adults must complete the Background Check Process and Abuse Prevention Process.
- **Caregivers (CG)** adult participants who serve as a medical or comfort aid to participants.
 - Must complete the Background Check Process and Abuse Prevention Process.
 - Housed with the delegation of the participant in their care.
- **Observers** adults who wish to be present at PYT.
 - From Mid Councils, denominational agencies & programs, or related organizations.
 - Must register as individuals and pay an Adult Advisor fee.
 - Must complete the Background Check Process and Abuse Prevention Process.
 - May book their housing directly if not traveling & staying with a delegation.

Transportation - How will we get to Triennium?

- Folks get to Triennium by plane, train, automobile, bus, van, etc. As with size, it is up to you and your delegation to decide what mode of transportation works best.
- As registrar, you are responsible for booking your delegation's travel.
- Some registrars base their travel choices on...
 - The size of their delegation or distance the delegation will need to travel.
 - Vehicles or modes of transportation that are readily available.
 - Coordinating with other delegations who are nearby or on the way.
 - Available Funding, Grants, and Budget.
- **Bus Travel:**
 - Locate a reputable bus company and plan with them.
 - Sometimes bus drivers will stay in a hotel and then drive your group back home.
 - Your bus company can help you understand how all that works and advise on a budget.
 - Note: Bus drivers who are not attending PYT are welcome but not required to stay in a PYT hotel.
- **Car or Van Travel:**
 - Remember to factor in rental fees, parking fees, and the cost of gas into your budget.
- **Parking:**
 - There are a variety of options available in downtown Louisville.
 - Parking rates vary from hotel to hotel. This information is highlighted on the housing reservation site and available on individual hotel websites.
- **Airplane Travel**
 - We recommend that you fly into the [Louisville Muhammad Ali International Airport](#) (SDF).
 - Louisville's airport is only 7 miles (10 minutes) from downtown Louisville.
 - Arrange shuttles or rides to your hotel through airport or hotel transportation.
 - More information about shuttle recommendations will be available in early 2025.
- **Balboa Travel Agency:**
 - PC(USA) agencies use Balboa Travel for booking travel for groups and meetings and registrars can utilize Balboa for the 2025 Triennium as well.
 - This is not an ad or a requirement – just an option.

- They may be able to provide your group with discounted rates for flights, particularly for seat blocks and/or groups of 10+, and bus transportation.
- If you are interested, please send an email with your travel details (dates, mode of transportation, estimated number of people, departure city, etc.) to Dana Boyce dboyce@balboa.com and Stephen Thomas-Schulere stthomas-schulere@balboa.com.
- Travel Grants - some modest funds are available for those traveling a long distance.
 - These funds come from the Office of Presbyterian Youth and Triennium.
 - There is an online application process required to receive the small travel grants.
 - The application opens February 3. The deadline to apply is March 31, 2025.
 - Your delegation will need to be registered prior to receiving any grant awards.

Housing – Where will we stay for Triennium?

- Delegations will book their housing for PYT 2025 directly through Louisville Tourism Housing.
- **Staying at a PYT hotel booked through Louisville Housing is required as part of PYT 2025 registration and attendance.**
- We know this is a big change from past Trienniums and think it will be a positive one!
 - Air Conditioning for all!
 - Much shorter outdoor walking distances.
 - Ability to book housing that fits your delegation’s specific needs and preferences.
- Check out the *Housing Basics* PDF for more information.
- Housing opens along with registration on February 3, 2025.
- Prior to booking, discuss your delegation’s housing needs and preferences with your Dream Team.

Funding and Budget – How will we pay for Triennium?

PYT event registration is \$199.00 for youth participants and \$219.00 for adult participants.

- We recommend the 1/3 plan for funding PYT:
 - 1/3 is covered by the participant.
 - 1/3 is covered by the church.
 - 1/3 is covered by the mid council.
 - Of course, this is only possible if these entities have funding to offer!
- Some PYT delegations simply fundraise for the total cost of their delegation.
- Transportation & Housing Costs:
 - Some presbyteries and churches cover the cost of the transportation.
 - Some presbyteries and churches set a per participant transportation fee.
 - Many cover what they can then divide remaining costs evenly among participants.
 - Housing is an added cost to consider and can be handled similarly to travel costs.
 - Housing is not included in the event registration fee, so please plan for the housing cost as a separate expense in your funding/budget plans.
 - The general PYT hotel rate is \$169 per night and can accommodate 1-4 participants.
 - Meals are included in the event registration fee. Group meals will be held at the Convention Center beginning with dinner on Monday and ending with breakfast on Thursday.
 - Travel grants

- Ask your Presbytery, Church, and Synod to put PYT in their budget ASAP to ensure funding!

DELEGATION BUILDING

Once you have a plan for your delegation, you can begin delegation building. This is a critical registrar responsibility that involves promoting PYT, recruiting and selecting your participants, and organizing important information about each participant in preparation for registration.

Promotion

- There are a variety of tools you can use to promote the Triennium!
- You are welcome and encouraged to use the [2025 Presbyterian Youth Triennium Artwork](#) to create fliers, brochures, and posters.
- The professionally designed [2025 Presbyterian Youth Triennium Information Sheet](#) contains basic PYT information and is available for you to download from the website.
- Printed promotional materials will be sent beginning in early 2025. If you need additional copies, please email Analise.

Recruiting and Selecting Participants

As previously mentioned, presbytery registrars are responsible for making sure **every church** in the presbytery has access to registration information and the opportunity to send youth to PYT.

- Recruitment Ideas:
 - Send out an **application or essay** for any interested youth to complete.
 - Bring your **entire high school age youth group**.
 - **Point recruit** or let church staff & leaders recommend youth.
 - **Invite high schoolers** who would best benefit from or engage with Triennium.
 - Consider how you will recruit **Adult Advisors**.
- How you choose to recruit participants will help determine how you select your delegation.
 - Please note, selection of participants is to be determined by the mid council, church, or caucus – not by the Office of Presbyterian Youth and Triennium nor the National Registrar.
- Download and maintain the *Delegation Information Spreadsheet* as you select participants.
- Fill out the [Delegation Estimate Form](#) once you have an idea of the number of participants in your delegation and how you might travel to Triennium. Your estimate is in no way binding – it just helps us in planning and preparing for the event.

Identifying Group Leaders

We have been dreaming of a new approach to group study (formerly “Small Groups”) for the 2025 Triennium. Delegation groups will meet as part of a new leader development and theological theme exploration model led by youth and adults from each delegation. These teams will be trained in pre-event online cohorts as well as receive guidance and support on site.

Registrars will be responsible for identifying their delegation's group leaders as part of registration:

- Each delegation should identify group leaders prior to registering.
 - Delegations have flexibility to choose what works best for their groups!
 - We suggest at least 2 adults and 2 youth for every 50 participants in a delegation.
 - Encourage more youth leadership if possible!
- This leadership development opportunity includes virtual pre-event training and onsite support.
- We suggest identifying and recruiting youth and adults who:
 - make people feel welcome,
 - can lead community building,
 - are enthusiastic,
 - are open to differing opinions,
 - can affirm group members responses and sharing,
 - are comfortable with silence & know when it time for someone else to talk,
 - don't have to be the expert, and
 - understand what it means to serve others.
- Additional questions? Reach out to the Groups Coordinators, Kris Adler-Brammer krisadler.71@gmail.com and Geoff Ryken geoff@ryken.com via email or the Registrar Facebook Group.

COMMUNITY BUILDING

It is important to begin building community and relationships among your Triennium delegation before they depart for Louisville. We encourage you to consider the following things, come up with your own ideas, and reach out to other registrars to share!

Pre-Triennium Events & Community

- Host a **Pre-Event Delegation Gathering**
 - Play games and get to know your group.
 - Gather in person if possible or virtually if your group is spread out.
 - Review the Kentucky International Convention Center map. Find your hotel. Locate where major PYT events will occur.
 - Make sure everyone in your delegation understands the overall Triennium schedule, theme, and community covenant guidelines.
- Host a **Parent/Guardian Meeting**
 - Share travel and hotel information.
 - Answer any questions.
 - Inform parents of the Triennium schedule and theme.
 - Have them complete any missing *Participant Release Forms*.
- Host an **Adult Advisor Meeting**
 - Review the *Adult Advisor Guide* (available Spring 2025), PYT Community Covenant Guidelines, and [event schedule](#) together.
 - Discuss and establish roles among your adult advisors.
 - Make sure all adults have completed the Background Check Process and Abuse Prevention Process.

- If your delegation is hosting Global Partners:
 - **Video Chat** with your Global Partner(s).
 - Create a **Global Partner Welcome Event** such as a fun dinner or orientation.
- Use the **Commissioning Service Resource** (available Spring 2025) to design a service for your delegation.
- **Request Prayers** for your delegation at worship services or presbytery meetings and through other platforms such as Facebook or Instagram.
- Determine **Fun Roles** among your delegation members.
 - Photographer, Scrap Booker, Blogger, Team Builder, Prayer Leader, and more!
- Consider how you might foster community while traveling to the event.
- Create a **Delegation Facebook Page!**
- “LIKE” the **Triennium Facebook and Instagram** pages – it is a great, easy, general place to build enthusiasm.

Triennium Traditions

- **Trading Pins**
 - Triennium youth love to trade small pins and wear them on their name badges!
 - This is an inexpensive and fun tradition that can help build community within a delegation before the event and between different delegations at Triennium.
 - Bring pins from regional sites or famous industries to represent your delegation.
 - Create your own delegation pins using online services or DIY crafting.
 - Please make sure pins are appropriate for a youth event.
 - Note: there is to be no selling or buying of pins among youth at the event – this tradition is about trading and sharing.
- **Delegation T-shirts**
 - Every participant will receive an official conference T-shirt.
 - Many delegations like to create a special and unique delegation shirt.
 - This is a fun way to build pre-event energy and community.
 - Have a t-shirt design contest or vote on different designs!
 - There are lots of services online you can use to design, print, and ship your shirts.
 - Consider bringing extras to share or trade with participants from other delegations.