

Yearbook Advisory Activities

Activity A: How to List Departments (Do before starting PPT lecture)

Concept: Create a wearable sign for every participant. Each sign should list a department/ministry and a name. (See file “YB Wearable Signs” for sign contents.) Some names are assigned to more than one department/ministry. Arrange chairs to allow each participant to sit in the order they should be listed in the admin/org section of the Yearbook. (See file “YB Seating Chart and Employee Scenarios” for seating chart.) Departments will be down one side of the room and ministries/services facing them on the other side. For multiple departments led by one person an appropriate number of chairs will be placed one behind the other. (So, one row going back for each name; departments with different directors side by side.)

Participants are each given a sign to put on (showing side A) and then told to confer amongst each other and find the right seat without moving any chairs. If there are more participants than signs (there are 23 signs), identify a number of “consulting experts” equal to the extra number of people so that all participants have a role in the activity.

After all participants are seated, hand out seating charts. Discuss each position, whether it is correctly filled or why it’s wrong. Have each person take the correct seat as it is discussed. Then show on screen the list of official departments (PPT slide 2).

Directions: Today we’ll be exploring three of the four types of Yearbook files you are asked to update each year: the Admin/Org files, Institutions files, and Employees files. Those who have questions about the fourth file type, Periodicals, are welcome to ask those questions at the end of this presentation or contact me directly later. Before we get into a formal lecture we’re going to start off with an activity to test your existing knowledge of how to update the Departments and Ministries and Services lists within the Admin/Org Unit files I send out to you each year. First, we want to identify our most experienced Yearbook preparers to serve as consulting experts. (Pull out the appropriate number of experts.) Now, everyone else gets one of these wearable signs. Please put them on with Side A facing outward. The idea of this activity is to find a seat according to where the person and department on your sign ought to be placed in the Yearbook. Departments are on this side [*indicate appropriately*] and Ministries and Services are on that side. The alphabetical order should run clockwise. Multiple departments or ministries run by the same person should be alphabetical in the same row. The number and placement of the chairs is a clue as to the correct order, so please don’t move any chairs. Our consulting experts will move around and help people find the right spot, but everyone is encouraged to participate in sorting out the correct positions.

Points that may come up as questions, and ought to be discussed during this activity:

- All departments headed by the same person are to be listed on the same line in alphabetical order
- If a department with two parts (such as Sabbath School and Personal Ministries) has separate directors for each part, the name of the director for the first part is listed first, then the name of the director for the second part. (The Sabbath School director first, then the Personal Ministries director.)
- If a department with a single name/function has co-directors, list the names in alphabetical order.
- If one person directs multiple departments, and has an associate director for just one of those departments, after the director and all of his/her departments have been listed, list the associate as “Associate for” the appropriate department and then give the associate director’s name.
- Place commas between each department name if there is more than one per line. Even if there are only two names, a comma needs to be used because there are some department names that include the word “and.” We need to distinguish between the combined department names and lists of departments that are only two names long. (“Planned Giving and Trust Services” is the name of only one department, whereas “Communication, and Education” is two different departments.)
- No comma is used between components of double-named departments.

- Components of “double-named” departments cannot be separated in the Yearbook. (What you call them in your local fields is up to you.)
- The Ministerial Association should be listed together with other departments if they are headed by the same person.
- Evangelism and Shepherdess International must be listed either behind Ministerial Association or under Ministries and Services.
- When one person is an associate director of one department and full director of one or more other departments, the associate directorship is listed on the same line as the full director of that department, and the person’s own full director responsibilities are listed on a separate line.

Activity B: Submitting Clean Copy

Concept: While participants are still seated in Activity A configuration, pull up on screen a copy of the North West Brazil Union Mission admin/org file (“YB NWBr_OrgUnit_not compared”) and make corrections according to seating positions of the participants. Run the Compare function on screen. (Use file “YB NWBr_OrgUnit_compare to” as original.) **Alternate:** Show on screen or hand out a copy of file “YB Clean Copy,” showing the original content, the update made as clean copy, and the compared version.

Directions: Now we’re going to transfer this seating arrangement to an actual admin/org unit file, and update the file as we would expect you to do. As you can see, this activity was based on the actual department and ministry leaders of the North West Brazil Union. I should mention here that throughout this Yearbook presentation, we have used a mixture of real and fictitious employee names, as well as real and fictitious admin/org unit names. Sometimes it’s easier to borrow something from the files; and other times it is easier to make things up. So if you see the name of someone you know in the screen today, and the information about them isn’t correct, please don’t assume that what we are saying about them is really true!! Everything was done in order to provide examples that you can understand and explain to others.

You’ll notice as we go through this that the Yearbook has its own unique style format. There are particular reasons for this (some of which we’ll be explaining here) so we ask you to follow this style system. If you return files in a different style we will correct it in order to be consistent throughout the Yearbook. You’ll notice that as we’re making these changes we’re not using the Markup feature of Word; we’re just creating clean copy with the changes integrated. Here’s why: when files are received in the GC Yearbook Office they use the Compare feature of Word to show all the changes you made to the file we sent to you earlier in the year. (Run Compare.) The resulting file looks the same as if you had used Markup, but it’s safer to send clean copy and let them use Compare because that way there’s no risk that we miss a change because it was made when you didn’t have Markup turned on. Please send all Admin/Org Unit and Institutional files as clean copy.

Activity C: How to properly list Personal (Employee) Names

Concept: After getting up from Activity A, participants should trade signs with someone and put on the new wearable sign showing side B. Side B will show variations on each of the person names. Instruct participants to stand together with people wearing the same name. When they’ve arranged themselves however they think best, discuss the confusion that comes of many variations for the same name.

Directions: Before moving into lecture we have another quick activity with these wearable signs. Everyone with a sign please stand up and trade your sign with someone, preferably from across the aisle. Then put on your new sign with Side B facing outward. This activity is simple; find people wearing the same name as you and stand in a group with them. We ask that our consulting experts again assist with this sorting.

(Activity, review groupings in light of Side A)

Conclusion: Each employee needs to have their name listed in exactly the same way in every place that name appears in the Yearbook, whether in the admin/org section, institutions, or employees. Every attempt should be made to

find out how a new employee wishes to be listed and to keep that listing consistent throughout their career. Of course, mistakes can need to be corrected, women change their names upon marriage, etc., but the more variations there are the harder it is to track people.

Activity D: Using the % Sign in Institutions Files

Concept: Refer again to Side B of wearable signs. Discuss where the percent sign belongs on each and what impact it has on alphabetization. **Alternate:** have each participant draw the percent sign on their wearable sign and discuss just a few.

Activity E: Credentialed Employees

Concept: This activity uses a fake Old Employee file and 14 employee change scenarios (see file "YB Seating Chart and Employee Scenarios," pp.3-7). Distribute small cards with paragraphs describing employee changes to participants (one scenario per card). Have the participants with cards read the paragraphs out loud to the group. Then ask a participant without a card what to do to the Old Employee and New Employee files as a result of the info in the paragraph. Discuss as needed with the whole group. Show both Old Employee and New Employee files on the screen and make changes as they are agreed on. (See files "YB AFVConf_Old Employees" and "YB AFVConf_new employees" for Old and New Employee files.)

Directions: We will now practice updating Old Employee files and creating a New Employee file as a group. Please bear in mind that these are designed to be light-hearted examples of every scenario you may encounter. We need 14 volunteers to read an example from a card.