

The Seniors Section Guide for Leaders: Starting and Running a Brigade

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Introduction

The Seniors Section is the original and most important age division in brigades.

When Sir William Alexander Smith started the first Boys' Brigade (BB) company in 1883, He did so because first and foremost, he wanted to teach the Christian message to Boys and *young men*. Nowadays, The term 'Young men' will not conjure up in the minds of parents images of high school-aged boys, but instead in their mid-twenties at the youngest. but for Smith, these were not boys he was mentoring, but what he rightly saw as young men. Brigade at its core is a Christian youth organisation and a ministry of the Church designed for character development. This is one of the main reasons Christians might consider starting and running a Boys' Brigade Company, instead of a Scout group. Smith also founded the first Boys' Brigade because he wanted to offer something the Sunday schools of his day didn't - a discipleship opportunity for Boys to grow into self-respecting, confident, and disciplined young men who could go into the world and achieve great things in the name of Christ. This is one of the main reasons people consider starting a Boys' Brigade company, as opposed to a regular church youth group. The Boys' Brigade is the oldest uniformed youth ministry in the world that continues to operate and is in fact the father program of the Scouting movement. By starting a Boys' Brigade company, you are fulfilling the great commission, a command given by the risen Jesus himself to all his disciples, including us - to share the good news. By starting a Boys' Brigade company, you are committing to something greater than yourself, something that will provide profound meaning for both Boys and Leaders alike.

Chapter 1: BB Essentials

The following are the essential parts of BB that make BB, BB. If any of these things are not true, what you have is not the Boys' Brigade. *This handbook is explicitly designed for starting a company and running a Seniors Section, so treat all information accordingly.*

1.1 The Boys' Brigade is a Christian Organisation.

This means each BB company is run exclusively through Christian bodies, usually through a Church, but sometimes through a Christian school or Christian charity organisation. The Captain of each company is accountable to and under the authority of the Pastors, Elders, or other Christian leaders from the hosting entity.

BB is always a not-for-profit organisation whose primary interest is the spiritual, physical, social and educational growth of Boys.

The Motto of The Boy's Brigade is "Sure and Stedfast", from Hebrews 6:19a, "Which hope we have as an **anchor** of the soul, both **sure and stedfast**..." The anchor mentioned is where the BB logo comes from. BB's primary goal is to allow Boys to discover the Anchor of their souls, that is, Jesus Christ.

1.2 The Object and Purpose of Boy's Brigade is "For the advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-respect, and all that tends towards a true Christian manliness."

This means BB is extremely interested in promoting true Christian manliness and guiding Boys towards the path that leads to this, usually through its program, Devotions, Parade, Drill, and uniform. BB must always be *Christ-focused and heavily* involve Christian teaching and examples. Leaders must be born-again Christians so they can nurture the Boys' spiritual journey.

One of BB's main aims is to grow leadership qualities in the Boys. The reason for this is that leadership is not an ability people are born with, so it needs to be nurtured. People with leadership training and training in effective team situations tend to do much better in every area of their lives because they can confidently collaborate and communicate.

The BB company (unit) is led by the Captain, who is responsible and accountable to the church for the overall running and well-being of the company. The Chaplain is responsible to the church for the spiritual growth and well-being of the company.

The BB company and all of its members will meet at least once weekly.

BB should be a safe place for everyone.

1.3 BB Holistic 4-sided program

The BB Program can be structured in any way, but the program must hit the four areas of BB's essential **BB Holistic 4-sided Program**. Based on Luke 2:52, The program should provide opportunities for Boys to engage themselves educationally, physically, socially, and spiritually; "believing that we will enjoy and succeed in life immensely more if we have experienced and developed skills or experiences across many diverse areas. That's why the regular BB program continually balances these areas. Any interest, skill or passion [a Boy] has or might want to pursue, there is always a way BB can involve it" According to the Seniors Section Handbook. Most companies in Australia adhere to a general program structure, which is expanded upon in the rest of this handbook. Still, the specific ways the four-sided program is achieved are not always essential.

1.4 TERMINOLOGY

In BB, Leaders are known as **Officers**.

The members are **Boys**.

An **NCO (Non-commissioned Officer)** is a Boy who has taken up the role of a leader within the company, helping in various ways to run the company. The NCO ranks also provide a direct opportunity for older Boys to grow as leaders and take the experience gained in the role to improve their everyday lives. The three NCO ranks are **Lance Corporal**, **Corporal**, and **Sergeant**

The BB company is split by age groups, called **sections**. These age groups can either be organised by year level or by year of birth, aka "BB Age". Your BB age is the age you turn that year, even if you were born on the 31st of December. The **Anchors** are BB age 5 to 8 (primary school year 1 and 2), **Juniors** 9 to 12 (primary school year 3-6), and **Seniors** 13 to 18 (high school aged)

With a large enough Seniors section, it is sometimes split into two groups that separate for different activities: **Alphas** (Year 7-9) and **Omegas** (Year 10-12)

The current version of this guide focuses on the Seniors Section.

The seniors section is usually split into **Squads**, teams or groups inside their section that will be able to connect more closely with one another over the course of a year.

A Boy's Brigade group is known as a BB "**Company**", the name of the company being structured as the 21st VIC Mitcham, or the 31st VIC Boronia etcetera, in order of the company's starting order in the state, then its suburb location.

1.5 LEADERS

In BB, Leaders need to be Christian men with a passion for Christ and for empowering the next generation. Life experience and theology training can be very helpful, but not necessarily required. The needed leaders for a BB company are the **Captain**, **Chaplain**, and **Officer in Charge (OIC)** for each (age group) section, however many sections this BB company may have. In addition to keeping order and running the BB program, some leaders will be required to organise risk assessments for activities, manage finances and resources, and do other paperwork.

1.6 UNIFORM

The Uniform is an essential part of BB, fostering an *esprit de corps*, a sense of pride, self-esteem and smartness in the Boys. A company will use one of the two options of the uniform style, either the classic or the contemporary style.

1.7 BADGES

The Seniors section badge system is one of the most rewarding pursuits a Boy can involve himself in. The 10 activity awards provide an incentive for the Boy to widen his horizons, whether through biblical study, community service, learning a new skill, caring for the environment, honing his physical abilities, and more. The service awards promote dedication and commitment, and the Special Awards encourage long-term goal planning and give a profound sense of achievement to those who complete their many requirements, such as the King's Badge. A Boys' Brigade Company must foster a passion for the badge system, as it means BB becomes more than just the weekly program and incorporates its values into the Boy's everyday life.

1.8 A SHORT HISTORY OF BB AND BB AUSTRALIA PROGRAMS

When Sir. William Alexander Smith started the first Boys' Brigade Company in 1883, he did so with Christ as his focus. Because of its enormous influence, shortly after the first BB Australia (BBA) company started in 1890 in Melbourne, however, the First World War saw most if not all of those companies go extinct. The current BB era in Australia started in 1913 with the formation of the new 1st Brisbane company, and to this day the majority of BB in Australia is found in Queensland. While BB took inspiration from many of the useful discipline and teaching tools seen in the British Navy, it is a pacifist organisation and is not connected to the military in any way.

BB programs in Australia are very diverse but share many more commonalities than differences. The Four-Sided Program was a successful feature of the Life Boys introduced to BB when the Life Boys merged with what is now the Boys' Brigade in 1926, but is now considered a non-negotiable part of what it means to be a BB company.

2. THE BB NIGHT

There are some standard models of how to run a BB company in Australia, which have shown to be effective by many companies over many decades in achieving the goals and object of BB, both modernised and staying true to Sir. Williams' original youth ministry, and have somewhat of a successful branding effect. These activities and models can be adjusted to suit the company, but it is strongly recommended that companies use these tools.

2.1 DRILL

Drill is an important part of BB and one of the things that sets BB apart. Similar to marching, Drill is a time when the Boys' teamwork is put to the test, and it provides a way for the team to feel truly connected as a unit. It requires Boys to move in unison and follow instructions given by a commander. This also gives a chance for young leaders and **NCOs** to practice managing groups of Boys, to give them confidence and help them to learn the art of teaching while also earning respect from the other Boys. Drill encourages the Boys to have a polished uniform and do their best: self-respect. It requires Boys to listen properly and work with his teammates, knowing he is part of the bigger picture: teamwork. It encourages discipline, listening carefully, not mucking around, and moving in sync with the other Boys.

In Victoria, there is an annual Drill competition where companies compete in a friendly competition for the trophy.

Competitive Drill is also used by many companies as a squad competition, giving a sense of teamship to the squads.

you can find more information about drill in the [BB Australia Drill Manual](https://www.academia.edu/4438703/The_Boys_Brigade_Australia_Drill_Manual).
https://www.academia.edu/4438703/The_Boys_Brigade_Australia_Drill_Manual

2.2 OPENING PARADE

Opening Parade is the very beginning of a standard BB night, where the whole company is present, and officers are organised to stand in their sections and squads. It is used to open the night in prayer, dedicating its procedures to God, and possibly to give announcements about Company events or other important information. It is also used to mark attendance, and score uniform for the annual Best Boy award or contribute to squad competitions. Other things to encourage for marking might be church attendance, bringing a bible, or attending events. It is one of the most important features of BB, as it reinforces a sense of smartness and respect, changing the atmosphere of the night from the get-go from chaos to a sense of hierarchy, discipline, mutual respect, and order. The opening parade requires only a basic understanding of drill movements: Fall in, Stand at Attention, Stand at Ease, For Prayer: Caps Off, and Fall Out, and possibly others depending on how the Boys are arranged. Below are some ways you could organise your Boys in an opening parade. Some companies also run a Closing Parade, a similar exercise, but at the end of the night before everyone goes home.

2.3 GAMES

Games are a great way to hit the physical aspect of the four-sided program. It's a chance for companies to lighten the mood and for Boys to have some fun and exercise in a physical activity. This time can also be used to train leadership, giving Boys the opportunity to take on the task of running games themselves, and giving them vital leadership experience in running activities to boost their confidence before they reach the NCO ranks. Games could include games from soccer to tag and any other fun activities that the officers and Boys can think of.

2.4 Devotions or Bible Class

Devotions are a time for the Boys to connect with their Creator and grow in their faith, worship, and learn about the world and their place in it. It is strongly recommended that devotions include bible readings, prayer, and active participation on the part of the Boys because this is how boys can hear from God and speak to him. It can be run by Officers or NCOs and can be split into age groups if necessary. Devotions or Bible Classes are one of the most direct ways a company can advance Christ's Kingdom among boys. They are a great way to hit the spiritual aspect of the four-sided program, which is possibly the most important of the four.

2.5 Squad Time

Squad Time is the section of the night where each Squad's squad leader has an opportunity to practice leading a small group of Boys in anything from fun activities to serious discussions. Most companies reset the squads each year to mix things up, and the priority of the squad leader near the start of a new year is to help the Boys in his squad connect and form trust and friendships with each other. Squad time relates to the social aspect of the four-sided program and is vitally important for the sense of belonging and friendship it gives BB for Boys, as well as some friendly rivalry the squads develop in their competitions, satisfying the competitive element that many Boys crave. It is the leader's job to choose wisely the Boys they think would make good squad leaders as well as which Boys they think would be willing and would benefit from the experience and responsibility.

2.6 Badge Class

Badge class offers an opportunity for Boys to both learn about the BBA award system and take part in unique activities that relate to them. The Boys' Brigade focuses on the lifelong development of Boys so that they and others can and want to impact the world. Badge classes are a great way to do that. Badge classes are usually the most varying part of the program. With 5 levels of the 10 activity awards, Six-month service, Duke of Edinburgh related activities, and others - there is plenty of material that needs to be cycled through to be specifically focused on in a badge class for either activity or for learning about. Many of these will be completed by the Boys in their own free time outside of the BB program, but for the purpose of Badge classes inside of the program, I have listed some ideas below. It is highly recommended to utilise the badge system for the educational part of the four-sided program.

You can learn more about the badge system from the Official BBA Seniors Section Handbook and from 14th VIC Werribee's fantastic website.

<https://bbqld.org.au/wp-content/uploads/2022/10/handbook-seniors.pdf>

<https://www.hub14.com.au/awards>

- 6 month service – Year 7 and new Boys
- Scripture Knowledge
- Boys' Brigade Knowledge LVL 1 & 2 Company assessed, for older Boys their level 3, 4 and 5 Drill Assessment, Interview, and Project are assessed by the state body.
- Citizenship - Year 9 and up: Study classes and activities relating to citizenship-related topics (relationships, practical living, being human)
- Community service - soup kitchens, getting out into the community, etc
- Skills and Hobbies -- woodwork, sewing, sign language, photography, Musical Instruments, etc
- Environmentalist – volunteering for a conservation program, learning about environmental issues, tree planting, etc
- Expedition – organising outings like hikes
- Sportsman: Team Sports, soccer, basketball etc
- Physical: Activities like workouts, athletics day, cross country events, etc

There are a multitude of ways you could run badge classes and you are not limited to any of the items on this list. Be creative!

3. Camps, Hikes, and Connecting with the Wider BB

It's no secret the Boys' Brigade is well known for its camps, hikes and other events and activities. Here is a list of some activities that BB companies take part in and/or organise for their companies:

- Hikes, varying degrees of difficulty and length for different age groups. (/any)
- Father and Son Camps (Company)
- Weekend and Weeklong Leadership Camps (BBV)
- State Camp (BBV)
- PAN Australia Camp (BBA)
- Driving Education camps (Company)
- Watersports camps (Company)
- Environmentalist focused camps (Company)
- BB+GB State Youth Games (BBV)
- Squad Activity Night (Company)
- State Athletics Day (BBV)
- Intercompany Hike (BBV)
- Sports Day/Night (BBV)
- Squad and State Drill Competitions (BBV)
- Joint company Omegas Events (BBV)
- Canoe Day (BBV)
- Billy Cart Derby (BBV)
- +more

It is incredibly important to give Boys new experiences and opportunities, and for Boys' Brigade companies in a region to share resources and connect. Some of these activities will go towards the senior Boys' badges, or to boost their skills with the extremely beneficial leadership camps that companies can send their Boys to, which go towards helping them become NCOs and leaders in their companies and daily lives. If you have any questions about events, get in contact with your local BB battalion, group council, or state body.

4. Growth and Outreach

Companies may attempt to grow their membership or plant new companies by reaching out to the local community to further *the advancement of Christ's kingdom among Boys*, The most essential part of the object. This could include churches, schools, or other places where young people are. Companies may also wish to simply give the members of their company a chance to do good in the community, spread the good news, and give away their time in service to those less fortunate. There are a few resources that can help you and your company achieve these goals, but the main one will be partnering with other companies.

5. List of Current BBA Seniors Programs

This list is intended to help you decide when and how you will run your BB Seniors section program by giving you ideas from how other companies run their programs.

Many companies choose not to run their program on a Friday night, as it could compete with youth groups in the area or even within the hosting church.

Technically, you can run your company any number of times a week, on any day, for however long, and starting at any time. What many companies have found most effective for both Boys and officers is a weeknight during term once a week, usually starting around 6 or 7 pm and wrapping up before 10:30. Here are the programs of the VIC companies as of 2024.

Thursday Night 21st VIC Mitcham					Monday Night 3rd VIC Waverley*		Tuesday Night 17th VIC Moorlabark					Tuesday Night 14th VIC Werribee	
Time	Term 1	Term 2	Term 3	Term 4	Seniors	Room	Time	TERM 1	TERM 2	TERM 3	TERM 4	PROGRAM	
7:00	Parade	Parade	Parade	Parade	7:10	Parade	Back Hall	7:00	Parade	Parade	Parade	6:45pm	Arrive
7:05	10 min	10 min	10 min	10 min	7:15	Devotion	Foyer	7:05	15 mins	15 mins	15 mins	7:00	Opening Parade (everyone together)
7:10	Announce	Drill	Drill	Announcement	7:20	30 mins		7:10					
7:15	Devo	20 min	20 min	Devo	7:25			7:15	Devotions	Devotions	Devotions	7:15	JUNIORS (8-12) SENIORS (13-18)
7:20	30 min			30 min	7:30			7:20	30 mins	25 mins	25 mins	7:25	Drill Squad Time
7:25		Announce	Announcements		7:35			7:25				7:25	Badge Class Drill
7:30					7:40			7:30				7:30	
7:35		Devo	Devo		7:45			7:35	Squad Time	Squad Time		7:35	
7:40		30 min	30 min		7:50	Game	Back Hall	7:40				7:40	
7:45	Badge Class			Squad Tim	7:55	10 mins		7:45	Squad Time	Squad Time	Squad Time	7:45	Games Badge Class
7:50	30 min			35 min	8:00			7:50	30 mins	30 mins	30 mins	8:00	
7:55					8:05	Badge Class	Foyer	7:55				8:05	
8:00		Squad Tim	Squad Tim		8:10	15 mins		8:00				8:10	Devotions Games
8:05		30 min	30 min		8:15			8:05				8:15	
8:10				Badge Class	8:20	Parade	Back Hall	8:10	Badge Class	Badge Class	Badge Class	8:20	
8:15	Games	Badge Cla	Badge Cla		8:25	5 mins		8:15	30 mins	30 mins	35 mins	8:25	Closing Parade
8:20	30 min	25 min	25 min					8:20				8:30	
8:25								8:25				8:30	Devotions
8:30								8:30				8:40	Devotions
8:35								8:35				9:00	Closing Parade
8:40	Games							8:40	Drill	Drill		9:00	
8:45	30 min							8:45	20 mins	20 mins		9:15	
8:50								8:50			Games	9:20	
8:55								8:55	35 mins		35 mins	9:25	
9:00		Games	Games					9:00		Games	Games	9:30	Announcements and closing prayer
9:05		25 min	25 min					9:05		25 mins	25 mins		
9:10								9:10					
9:15								9:15					
9:20								9:20					
9:25	Announce	Announce	Announce	Announce				9:25					
9:30								9:30					

Monday Night 18th VIC Berwick	
Time	Term 1-4
07:00	Parade
07:05	10min
07:10	Devotion
07:15	20min
07:20	
07:25	
07:30	Squad Time
07:35	30min
07:40	
07:45	
07:50	
07:55	
08:00	Badge Class
08:05	45min
08:10	
08:15	
08:20	
08:25	
08:30	
08:35	
08:40	
08:45	Games
08:50	40min
08:55	
09:00	
09:05	
09:10	
09:15	
09:20	
09:25	Announcements & Close
09:30	10min

*3rd Waverley has chosen not to run squad times and to have the program the same length as their juniors program because of low numbers of Boys and leaders. timetables don't need to be strictly adhered to and can be flexible depending on the night, as there are always unexpected things that come up.

6. Responsibilities

Below is a document that was created by The OIC of the 21st VIC Mitcham Seniors Section which has been added and edited slightly to help new companies get an idea of what responsibilities a company's officers will need to consider and allocate.

6.1 Tasks to be completed by officers/NCOs in BB Seniors

Consistent behind-the-scenes admin:

Weekly Schedule + allocating officers/NCOs to tasks

- OIC

Start of every week send an email out to Officers, NCOs and PFCs that shows the schedule for the night. Allocate Devos and Games to officers & NCOs, and find substitutes when absences arise.

Oversee plans of Badge Classes and Omegas Program

- OIC

Start of every term, collect the term outline for the Badge Classes and Omegas Program. Offer feedback, and sometimes help assist the creation of the term outlines.

Oversee promotions for Boys

- Typically OIC, sometimes another Officer

Always have in mind which Boys deserve a promotion. Initiate and oversee discussions with officers for who to promote to PFC, Cpl and Sgt. Nudge Boys to hand in application letters for LCpl, and receive and review these letters with the other officers. Set up interviews for NCO promotions between two officers and a Boy. Prepare Bibles to give to new LCpls. Any officer can put forward a request to promote a Boy, but you need one officer to formally be on top of this role so promotions are not forgotten about.

Sign-in Desk

- Officer/NCO/Helper

Attendance + Perpetual Awards

- Officer

Manage the system that collates attendance data. Keep track of Boys when they turn up late or are absent. Update the score spreadsheet every two weeks and show the section an update of the scores for perpetual awards. Work out at the end of the year who gets one-year service awards, and who won the perpetual awards (CJ Memorial, Best First year Boy, Best Squad, Recruiter award)

Devotions Coordinating

- Officer

Ensure devotional material is prepared for every week and oversee its quality. Help find or write new material, or assign and follow up with other Officers or NCOs to write devos. Devos need to be ready by the start of every week for the person running them to read over.

Games Coordinating

- Officer

At the start of every week, contact the Boy assigned to run games. Help them figure out what they will run, and which rooms they will use. Ensure safe and appropriate games are chosen, and help write new risk assessments for games that are very new or unlike other games.

Badge keeping

- Officer

Encourage Boys to fill out award diaries. Collect and check over award diaries, and give out badges at the end of every semester. Also, consider hours done and badges earned within the weekly BB program. Keep an up-to-date track of what badges everyone has received.

King's Badge Coordinator

- *Officer*

Keep track of the Boys who are going for the King's Badge. Encourage other Boys to go for the King's Badge. Know exactly what requirements they have and haven't fulfilled. Keep track of state QB deadlines, and help push our Boys to meet deadlines and requirements. Help make sure they get the Sir William Smith Award at least a year before they intend to get the King's Badge.

DoE Coordinator

- *Officer*

Keep track of the Boys who are going for the Duke of Edinburgh's award. Encourage other Boys to go for the DoE award. Know exactly what requirements they have and haven't fulfilled. Help push our Boys to meet deadlines and meet requirements.

Discord moderating

- *Officer*

Keep track of all that is shared and said on Discord, and step in when something is posted that shouldn't be or when someone is added to the server when they shouldn't be. Other than this, all other times Discord is utilised for announcements and discussions should happen naturally by Boys, NCOs and officers.

Camps

- *Officer (A different officer may organise each camp)*

Arrange, Organise and run the Camp. Tasks include:

- Book site
- Create budget
- Ensure we have all the gear
- Find officers to attend
- Create forms
- Create Risk Assessment
- Chase up forms/encourage Boys to go
- Prepare devotions
- Sort out transport
- Run the camp on time
- Write up post-camp review

BB Mitcham Seniors Camps to organise:

- Term 1 – Watersports / Seaspray Beach Camp
- Term 2 – Omegas Echuca
- Term 3 – Alphas Camp / Hike
- Term 4 – Coldstream Drivers Ed Camp
- Term 4 – Omegas Hike

6.2 Things to run on a night:

These jobs either require preparation by different individuals each week or one-off start of-term preparation for a full term ahead:

Running Devotions

- *Officer or NCO*

Different person assigned to devos each week. Officers or NCOs can plan to write their own devotion ahead of time or use a pre-made devotion from the term's devotion plan.

Organising + Running Squad Time

- *Squad Leader organizes. Squad Leader, Squad Officer or 2IC runs.*

Each term, squad leaders meet with 2ICs and squad officers and outline. Throughout the term squad times are run according to the outline. The Squad Officer mentors the Squad leader, the Squad leader is the main one in charge.

Oversee Squad Times Plans

- *Officer*

Officer with this task must collate all the term outlines from the squad leaders at the start of each term, and ensure they are fully planned out and appropriate.

Organising + Running Badge Class

- *Officer or NCO. (Only badge class NCOs usually organise for a term is 6MS)*

Each term, one person oversees each badge class and plans out the lesson sequence. Throughout the term, badge classes are run according to the outline. The organiser may assign different people to run each of the lessons each week.

Duties completed by Yr 9-10 Boys (Usually PFCs)

We usually assign a different Boy to each of these tasks each term, with the exception of Bugle (because you want well-practised consistent buglers) and ball pumping (this task is not weekly, so one term is not fulfilling).

- o Manage canteen
- o Put up & take down the flag
- o Play the Bugle
- o Ball pumping (Not weekly task)
- o Room preparation

Each night ensures that the Boys' duties are done.

- *Officer or NCO*

Each night, makes sure the Boys present to do canteen, flag, bugle and ball pumping are present and are doing their job on time. They find the replacements if these people are not present.

Run Drill Practice (Terms 2 & 3)

- *Squad Leaders / NCOs*

Each night, run and command drill practices. Must be prepared to teach younger Boys. Term 2 is for the Squad Drill Comp (Squad Leaders), Term 3 is for the State Drill Comp (NCOs).

Oversee Drill Practice (Term 3)

- *Officer*

Not a big job, except that the officers doing this must make themselves present for any practices potentially outside the hours of the weekly night (e.g. Tuesday Practices or Thursday 6pm Practices). The supervising officers need to also mentor the NCO commanders, thus must be knowledgeable about drill.

Chase up Boys and Encourage them to attend events

- Officer or NCO (Can have a different officer for each event)

The most effective way of getting Boys onboard events is by talking to them individually (or to the parents individually). Still advertise to the whole group, but don't only advertise to the whole group. Keep a checklist of all the Boys and work out who can and can't go to your camp, and for what reasons.

The officer chasing up the Boys should be going to the event themselves. Mitcham Camps need the organizer of the camp to chase Boys up.

BBVic events that need chasing up:

Camps / Courses:

- Term 1 – Weeklong Leadership
- Term 2 – State Youth Games
- Term 2 – Weekend Leadership
- Term 1-4 – PA Camp / State Camp

Other BBVic events (usually don't need such intense chase-up)

- Canoe Day, Athletics, Indoor Sports, Billy Cart Derby, Omegas Events

Ensure the night runs smoothly and on time

- O/C

Tell devo groups/squads/badge classes how much time they have left for things (either 5 min remaining reminders or tell time up). If the schedule changes, inform all officers.

6.3 Other misc. one-off events to plan and run:

Term 1 – Squad Round Robin OR whatever else we choose to run

- *Officer or NCO*

Some years, we run badge class for the first few weeks of term 1, then after squads have been set up we run activities to help bond the squads, such as squad round-robin competitions.

Term 2 – Squad Activity Night

- *Officer*

Squad activity night is a full night for squads to do things together and bond. Each squad leader must submit a plan for that night, and the officer needs to check over these plans and ensure they are appropriate. Squads must also book various rooms, and the officer managing Squad Activity Night must keep track of the bookings.

Term 3 – State Drill Comp (sort out who is on the teams)

- *Officer*

In charge of assigning at the start of the term who is in the A-Grade teams. In charge of following up on who can attend the drill comp and determining the full list of A-Grade and B-Grade teams.

Term 3 – Box Wars

- *Officer (NCOs help organise and run but do not oversee)*

Oversee the running of Box Wars. Must ensure enough boxes are sourced beforehand, as well as foil, newspaper, and food/drinks. Organise and oversee the set-up and pack-up on the day. Coordinate with Youth Group to see if they will run Box Wars as well back-to-back.

Term 4 – Presentation Night

- *Officer or NCO*

On presentation night, each section presents an item of sorts. Officer / NCO must prepare these items and get the section to practice/prepare.

Various other events may be organised

- *E.g. NCO outings, Omegas Sleepover, Caving night, Joined Company night, Tennis day, etc.*

Running NCO promotion interviews

- *Various Officers*

When a Boy is being promoted to any rank as an NCO, they will undertake an interview (much like a job interview or promotion interview in “real life”.) Two Officers will conduct this interview and use pre-set questions for the Boy. After, one officer must write a quick summary (dot points fine) and email out to the rest of the officers recommending the Boy for promotion or not. Different officers are assigned to interview different Boys.

Typically at Mitcham we do interviews outside of the BB night (we can never usually afford to expend two officers from the program at any one time). Interviews for LCpl must be done in person. They have in the past been done an hour before BB starts, after Church, or at the Boy’s home. Interviews for Cpl and Sgt can be done in person or via video conference.

6.4 Company-level tasks that Seniors are often associated with:

Create Videos for Brigade Service and Presentation Night

- Officer or NCO

Collect enough footage throughout the year and compile into videos for Brigade Service and Presentation Night. Must remind officers to take videos on events, and pass on Go Pro to events.

Create Company Yearbook

- Officer or NCO

Collect enough photos and reports throughout the year and compile into a yearbook. Must remind officers to take photos on events. Must chase up photos and reports.

Organise the BB Brigade Service

- Officer (NCOs get involved)

Traditionally, two brigade services run a year. One mainly organized by BB, one mainly organized by GB. Sometimes there is a presentation of sorts from each section. Sometimes NCOs give short talks on passages that combine into an overall message.

6.5 Summary of tasks to be completed by officers/NCOs in BB Seniors

Constant behind-the-scenes admin:

- Weekly Schedule + officer/NCO allocation
- Oversee plans of badge class and Omegas Program
- Oversee promotions for Boys

BB Mitcham Seniors Camps to organise:

- Term 1 – Seaspray/Watersports
- Term 2 – Echuca
- Term 3 – Alphas Hike/Camp
- Term 4 – Coldstream
- Term 4 – Omegas Hike

Attendance + Perpetual Awards

- Devotions Coordinating
- Games Coordinating
- Badge keeping
- King's Badge Coordinator
- DoE Coordinator
- Discord moderating
- Camps (see above)

Things to run on a night:

These jobs either require preparation by different individuals each week or one-off start of-term preparation for a full term ahead:

BBVic events that need chasing up:

Camps / Courses:

- Term 1 – Weeklong Leadership
- Term 2 – State Youth Games
- Term 2 – Weekend Leadership
- Term 1-4 – PA Camp / State Camp

Other BBVic events (usually don't need such intense chase-up)

- Canoe Day, Athletics, Indoor Sports, Billy Cart Derby, Omegas Events

Running Devotions

- Organising + Running Squad Time
- Oversee Squad Times Plans
- Organising + Running Badge Class
- Organising + Running Omegas Program
- Run Drill Practice (Terms 2 & 3)
- Oversee Drill Practice (Term 3)
- Chase up Boys and Encourage them to attend events (See above)
- Duties completed by Yr 9-10 Boys (Usually PFCs)
 - o Canteen
 - o Flag
 - o Bugle
 - o Ball Pumping
 - o Room Preparation (*Potential future one if we get the pinboards*)
- Each night, ensure that Boy duties are done
- Ensure the night runs smoothly and on time

Other misc. one-off events to plan and run:

- Term 1 – Squad Round Robin OR whatever else we choose to run
- Term 2 – Squad Activity Night
- Term 3 – Drill Comp (sort out who is on the teams)
- Term 3 – Box Wars
- Term 4 – Presentation night
- Various other events come up throughout the year
- Running NCO Promotion interviews

Company-level tasks that Seniors are often associated with:

- Create Videos for Brigade Service and Presentation Night
- Create Company Yearbook
- Organise the BB Brigade Service

7. If you need any help or have any more questions, please Contact your local BB State body.

Mr Alex Richardson, BBV New company consultant and Director of Development: arichardson@bbvic.com.au

Mr Chee Ngui, President of The Boys' Brigade Australia cheengui.bb33rd@gmail.com

Mr James Lake, President of The Boys' Brigade Victoria and Tasmania: president@bbvic.com.au

Mr Jason Knight, President of The Boys' Brigade Queensland: bbqldpres@brigadeaustralia.org

Mr Graham Terry, President of The Boys' Brigade New South Wales: graham@bbnsw.org

Mr Rob James, President of the Boys' Brigade Australian Capital Territory: wendy.james4@bigpond.com

Mr Andrew Bailey, Western Australia Contact: **Phone:** [0437 746 699](tel:0437746699)

I hope this resource has been beneficial to you and I wish you the best to your new company.

- Corporal Noah Sparke of the 21st VIC Mitcham Company

For the advancement of Christ's Kingdom among Boys, and the promotion of habits of Obedience, Reverence, Discipline, Self-respect, and all that tends towards a true Christian manliness.