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Dear Leader:

Welcome! I am very excited that you have taken a step in your faith and are willing to serve students in ministry. Student ministry is, and always will be a, fun, emotional, gut-wrenching, frustrating, exhausting, exhilarating, dynamic ministry. It will truly teach you to rely on God, and trust that He is in control of the lives of our students. We may never see all the rewards and fruits of our labor, but know that God is giving us a challenge, a responsibility, and a group of people to minister to, regardless of what the rewards are.

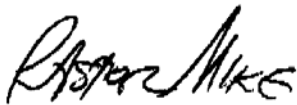
1 Corinthians 3:7 tells us, "So neither the one who plants nor the one who waters is anything, but only God, who makes things grow." We are so blessed to partner with God in His dreams for our students. There is no greater joy than being involved in the trenches with the lives of our students and their families and seeing God move in the midst of any and every circumstance. In the end, it is all for His glory and honor!

This manual was created to assist you in becoming the best team member you could be. So please take the time to read through this manual. Pray through it, understand it, ask questions, and then begin to apply it to your specific area of student ministries. This might seem overwhelming at first, but with a little time to process, this will only make you more effective in ministry. Know that you are loved, prayed for, and have our 100% support in making you a successful minister.

"What this means is that those who become Christians (encounter) become new persons. They are not the same anymore, for the old life is gone. A new life has begun! (extreme)" 2 Corinthians 5:17 NLT. We are working together to equip students to live extreme and encounter God!!

Welcome to the Team!

Blessings,

A handwritten signature in black ink that reads "Mike Dobes". The signature is written in a cursive, flowing style.

Mike Dobes
Student Ministries Pastor

Top Eight Myths about Being a Great Leader

Working with students can appear to be very complex when actually it is not. Here are some of the common misconceptions about working with students.

You must be young.

It has always been my experience that older leaders bring great wisdom, maturity and experience to any team. Students need to be exposed to Christians of all ages in order for them to see the Christian life modeled.

You must have adequate Bible training.

If you have been a Christian for a decent period of time, and have attended a Bible-teaching church, and can show students places in scripture that you have learned from, that is a great beginning. Further training is always valuable, but not required.

You must be perfect.

I once heard "When you find the perfect church, please don't go because you will mess it up!" We are all sinners who have been saved by grace. Each day we are working out our faith to become more like Christ, the ONLY perfect person. It is actually imperfections that keep us humble, focused on God, and allows God to work through us.

You must be a captivating communicator.

It was actually the Apostle Paul who told the Corinthian church that he preached the gospel with fear, weakness and trembling, and that the only reason his message was captivating was because it was the power of God who made it captivating! (1 Corinthians 2:1-4)

You must be able to act like a student.

Students want a role model, not another friend. Enough said.

You must have plenty of free time.

Use the time you have as an offering to God, and He will multiply the fruits of your labor.

You must know everything about the latest youth culture.

We must always be learners. The day we stop learning is the day we stop living.

You must be wild, crazy, and dynamic.

We need you to care, listen, challenge, support, serve and pray. It doesn't matter what kind of personality or energy you have.

We are looking for HOT leaders in our Student Ministries

Honorable.....are you committed, dependable and trustworthy?

On Hand.....are you ready for the sacrifices and stretches of ministry?

Teachable.....are you okay with being wrong and learning as we go?

New Life Community Church **Purpose & Vision Statements**

We exist to reveal the love of Jesus Christ to all people and to equip them to share His love. This will be fulfilled by (Acts 2:42-47):

- | | |
|----------------|--|
| <u>Worship</u> | - The placing of Jesus Christ as the head of all church activities |
| <u>Word</u> | - The process by which each believer grows into spiritual maturity |
| <u>Welcome</u> | - The practice of love, forgiveness and acceptance shared by effective ministry to one another |
| <u>Witness</u> | - The presentation and proclamation of the Gospel to the whole world |

We will build mature followers of Jesus Christ by presenting God's Word in powerful and practical ways, while providing a place for people of all ages, races and color to encounter the presence of God, love the people of God and grow the kingdom of God.

New Life Student Ministries **Purpose & Vision Statements**

NLSM exists to build a group of students who are impacted by God's love. They will be encouraged by a heart of worship, equipped by God's Word and, therefore, empowered to touch the world around them. This will be fulfilled by:

- | | |
|-----------------------|---|
| <u>Surrender</u> | an extreme encounter with the <u>holy God</u> results in a reverent awe and fear of God that can only be expressed through a lifestyle of worship (worship) |
| <u>Outreach</u> | an extreme encounter with the <u>merciful God</u> results in students hungry to make this encounter available to the world around them through salvation (witness) |
| <u>Relationship</u> | an extreme encounter with the <u>loving & powerful God</u> results in students eager to know one another and celebrate life with God together (welcome) |
| <u>Transformation</u> | an extreme encounter with the <u>living God & His covenant</u> results in a process of change to a holy lifestyle which enables students to truly walk with God (word) |
| <u>Serving</u> | an extreme encounter with the <u>real God</u> results in students inspired to walk in their conversion by using the gifts & abilities God has given them to further His kingdom |

We will build solid students who have encountered God and who are extreme followers of Jesus Christ in surrender, outreach, relationship, transformation and serving. We will present the Word of God in practical and creative ways to create an environment where students are able to encounter God and, therefore, allow their lives to be changed by the power of God and His Word. We will open our doors and our hearts to all students of every background and challenge them to take their extreme lifestyle back out to the world they live in.

Student Ministry Values

RELATIONAL APPROACH: Our goal is to follow the model of Jesus by building relationships with people, and earning the right to be heard by a student. Programs only help us begin relationships by providing potential open doors into the lives of our students

ENCOURAGEMENT: Each student receives encouragement by adults taking interest in them and inviting them to be involved in an activity or conversation, and by being given safe areas of responsibility

LAUGHTER AND FUN: The environment of fun and joy is created when people anticipate and expect a good time. Ministry isn't all serious and intense. We exist in order to teach people that being a Christian is about living life to the fullest! That includes laughter and even fun

ACCEPTANCE & AFFIRMATION: Relationships grow strong when people know they are known, respected and loved for who they are. We build people up, not tear them down. True affirmation is when we see each other the way God sees us

TRANSPARENCY: As "salt & light" Christians, we are called to live a life where Christ shines through us. We aim to be real, share hurts, struggles, successes, and failures. To be fake is to not be genuine

INVOLVEMENT OF STUDENTS: Students only take part in what they feel a part of. This includes ministry. Therefore, students are given ownership by allowing them the opportunity to think, to speak, and to act on what is going on in the student ministry

OUTREACH ORIENTED: We exist to bring people into the community we are building and to share the truth we have about Jesus Christ. If we are failing to do either, then we have lost our focus

NUMERICAL GROWTH: This value ties in with being outreach oriented. When we remain inward, and do not welcome people into our ministry, we have lost our focus and purpose. Numbers are not the end result, changed lives are! We believe that which is healthy will grow

SPIRITUAL DEPTH: As students grow in their relationship with Christ, they will become more like Him, giving students both depth and strength in their Christian walk

HOSPITABLE: An atmosphere that is casual and relaxed is the goal. When people meet us and involve themselves in our ministry we want them to feel like they can kick off their shoes and just be themselves

INTIMACY: As we grow larger, we need to become smaller. Otherwise our ministry becomes impersonal. We challenge students to get involved in a small group or ministry to build community with students they can relate to

PERSONAL INTEGRITY: We challenge both students and leaders alike to live pure and holy lives. We do not claim to be perfect, nor do we expect it; however we do expect the Holy Spirit to work through our lives, revealing sin, and helping us rid it from our lives

STUDENTS IN MINISTRY: Our goal is to first bring students to a place where they are spiritually ready to lead and eventually bring them to a point where we can "unleash" them into the world, where they will become faithful ministers and servants

Staff Responsibilities

WELCOME/CONNECT TEAM

Arrive 30 minutes before a program or event to spend time with students. We function with the philosophy that while we will have some leaders specifically running our welcome team, **every leader is a greeter**. Go out of your way to make students feel comfortable and “at home” with eye contact, verbal greeting, and appropriate touch (high-five, hand shake, hug, etc.) If there are new students, bring 1-2 regular students with you and make sure you introduce yourselves. Ask questions about where they attend school, are they in sports, other activities, etc. This is important in making sure we maintain a relational ministry philosophy. Hang around 30 minutes after an event or program to say goodbye, set up a meeting during the week, and thank new people for coming. Use this time to meet and connect with parents as well. Create a safe atmosphere that engages students and allows for them to interact with one another. Many times, students will sit next to someone without saying a word until they are given an opportunity to do so. They will feel “It’s always safest to stick to oneself.” Make it your responsibility to oversee, lead, and model appropriate program behavior and participation during times such as games, events, worship, small groups, discussions, or the message time.

Additionally, the only way to make our large group small is to know who is attending and who is missing. We count students because students count! Our strategic follow up is one of our key values and it isn’t effective if students don’t sign in. Please watch students as they arrive and make sure they stop at the welcome table.

SERVICE TEAM

This team serves within the scope of midweek services. We are available as welcome team, worship team, prayer, PTL and ushers. The service team also oversees the set-up and breaks down the sanctuary, clean up, lights and other aspects involved with the worship service. This team is key to the impact and flow of our services having maximum impact on a weekly basis.

ACTIVITY TEAM

We believe in fun in Student Ministries. We want to have amp’d up games and activities going before and after services so that our students know that NLSM is a safe and fun place to hang out. This team oversees the set-up and break down of both the parking lot games, as well as our game room activities. Also, we want to provide oversight of all activities while students are present. The great part about this team is we get to play along with the kids.

CONNECTIONS

We need to be in touch with students during the week!!! This might include a phone call, email, Instant Message, or sitting down over a Coke. Remember, we value relationships, not programs! We succeed not when a student comes to a program or event, but when they are connected, growing and being transformed by their relationship with Christ. This will only happen if we are carving out some time during the week to be with them, and pointing them towards Christ.

SPECIAL EVENT TEAM

Throughout the year, we will have numerous special events that are held off-site. We need drivers, chaperones and overseers to ensure the success of these events. This team is available for this ministry and looks forward to the relationships that are built at events.

STAFF MEETINGS

Student Ministries staff will meet every other month for worship, prayer, information, training, and fellowship. We ask that you make these meetings a priority, as they will be critical in helping you grow as a youth worker and helping us grow as a team. They will normally be held on a Sunday afternoon at 2:00pm and last approximately 60-90 minutes. Make sure to check the staff blog on a regular basis to remain up-to-date on activities and events. Agendas and information pertaining to the meeting will be posted one week before each meeting. Once a year, we will have a time of pure fellowship together bowling, mini-golfing, at the beach, or wherever. The team that plays together grows together!!

CHILDCARE TEAM

This team serves in a valuable way; they watch the children of our other leaders while they are serving. They provide fun and loving times with our children, so that we are able to serve our students every week. While there is no curriculum or schedule in place, there is a great need for big hearts, loving arms and lots of smiles!!

POLICIES AND PROCEDURES

Church Life

Student Ministries is not a separate entity; it is ministry under the headship of New Life Community Church. Student Ministries will always follow the philosophy, values, teaching, and leadership of NLCC.

Church Attendance

We expect all staff persons serving in student ministries to be worshipping on Sunday's at NLCC on a regular basis. We believe that the gathering of the saints together for worship, God's Word and fellowship on an ongoing basis is an important part of our walk with God.

Representing NLCC

All staff is expected to represent NLCC in regards to opinion, conduct, and support. We are to walk in a basic premise of "loving God and loving people." Remember, we are an extension of and a picture of New Life Community Church everywhere that we go.

Conduct/Staff Issues

Conflict

When you are in conflict with another staff member, go and try to work out your issue with that person (Matthew 18). If the issue is ministry related, and you are unable to resolve your issue, both you and the person you are in conflict with should speak with the Student Ministries Pastor. Do not gossip, or bring your issues to the rest of the staff. If we are unable to come to resolution within Student Ministries, then we will go to our Executive and/or Senior Pastors for resolution and reconciliation.

Philosophy

The way we do ministry is not "the way" to do ministry, it is "a way" to do ministry. One major way to avoid conflict, confusion and loss of focus is for new staff members to embrace the current philosophy of ministry rather than try to reinvent it. We would expect any incoming staff person to understand the philosophy before they sign on. We are always open to ideas and trying new things, but our spirit and heart must always be to enhance what we are doing, rather than try to "copy" another ministry style.

Counseling

Confidentiality

This is always a difficult boundary when working with students because as they trust you, they will begin to share with you. Problems will arise when a student comes to you, asking you to maintain confidentiality on the issues they share with you. 75% of counseling issues can remain confidential. However, you are required to report IMMEDIATELY to the Student Ministries Pastor if:

- A student is being abused sexually or physically
- A student is threatening to hurt himself (i.e. suicide, cutting)
- A student is threatening to hurt someone else (i.e. homicide, revenge)
- Personal crisis/endangerment (i.e. Pregnancy, drug use, addictions)

When a student asks you to maintain confidentiality, DO NOT commit yourself to this promise. You might want to respond by saying "I may or may not keep what you tell me confidential depending on what you tell me; but hopefully you will trust me to properly handle the information you share with me." We would prefer a student to not tell you something, instead of jeopardizing your integrity as leader with both the student, and their parents if they tell you something that might need to be revealed.

Who do I refer students to?

In order that we recommend healthy counselors to students, please see the Student Ministries Pastor for the referral of a qualified Christian counselor. Do not refer a student outside this policy (i.e. word of mouth, friend, experience, etc.).

Crisis Response

Definition

A crisis is considered any situation where urgent attention is required (accident, allegation, threat, etc.).

Response

If a crisis takes place during a program or event, the following steps are to be taken:

- Pray for wisdom, guidance, and quick resolution of the situation
- Contact the Student Ministries Pastor immediately
- Isolate the incident from those students and leaders who do not need to be involved. The program or event should continue as planned if at all possible.
- If necessary contact proper authorities, as well as church leadership.
- Contact the parents of the students involved in the crisis
- Be available to help and serve in any capacity during and after the incident.

Discipline

As leaders, you are given the authority to help deal with discipline issues. This includes asking students to be quiet during a message or rebuking them for inappropriate behavior (in love, of course). This especially applies during message times, and within your circle of influence (2 students in front of you, behind you, and to your left and right). If a student is disruptive, lean over and **request** for them to please stop. If they continue, please **reseat** them to a different area of the auditorium. The third time, please **move** them to the back of the room and remain with them until the end of the message. These are known as our **3 R's** of discipline in Student Ministries.

It is not necessary for you to refer to the Student Ministries Pastor for minor issues. Whenever something does become major, by all means contact the Student Ministries Pastor for the responsibility of the hard discipline. This will relieve you of the "bad guy" label.

Medical

Medical Forms

Medical forms are filed in a notebook in the Student Ministries office, and are to be brought on ANY program or event, or scheduled trip. Medical forms are updated yearly by parents, and are always downloadable off our website: www.extreme-encounter.org. If a student does not have a medical form at the time of departure of an event, they CANNOT participate in the event or program. If they are able to have the medical form faxed to the church, they may do so.

Medical Kit

The medical kit is located in the Student Ministries cabinet, and is to be brought on ANY program, event, or scheduled trip.

Administration of Medication/Medical Conditions

We do not want students administering their own medication. All medication and information is to be stored with the medical kit, and administered at the appropriate times. This includes aspirin/Tylenol. Staff will be notified of medical conditions. If there is a certain condition that requires an emergency medical response (i.e. Epipen), selected leaders will be trained in how to administer the medication needed in that situation.

Medical Emergency

If a medical emergency should occur on a trip, and the student needs medical attention, please contact the Student Ministries Pastor. They will determine the proper course of action concerning contacting the parents and/or emergency personnel. The designated leader will be responsible for transporting the student to the hospital. The injured student may bring a friend with them only if a male leader is transporting a female student, or vice versa.

Relationships

Staff Dating Students

Volunteer and paid staff are not allowed to be in a dating relationship with students in our ministry. This applies regardless of the ages of either staff or student. If, while serving in this ministry a relationship begins, the leader would be asked to step down from leadership, until an appropriate time came to resume ministry duties. Additionally, if a staff member is dating a minor (under 18 years of age) outside of our Student Ministry, they will be asked to step down, as this is not a supported lifestyle of our ministry.

Staff Dating Staff

Staff is permitted to date other staff, with the stipulation that both parties are above the age of 18. This policy does not infringe on individuals rights, but protects students, as well as maintains integrity as a ministry. This relationship will be held accountable by the Student Ministries Pastor and will remain proper in all conduct, as well as not becoming a hindrance or obstacle to ministry.

Students Dating Students

While we encourage our students to wait until they are adults to begin a relationship, we understand that this may occur while they are still part of Student Ministries. Students are not to be left alone together in a room, and at events, all students must remain in groups of at least four. Appropriate public display of affection (PDA) is holding hands or arms around shoulders. Kissing, massages, hands touching body, or any other inappropriate behavior should be spoken to immediately. If you are unsure, please refer to the Student Ministries Pastor for advice and instruction. We want to help our students make wise choices and be a good example in this area of their lives.

Co-Habitation

During overnight trips we ask that spouses room with students of their gender. We want to always remember that the purpose of our overnight trips is to connect with our students in a better way. Please speak with the Student Ministries Pastor if there are any questions regarding this policy.

Gender Policy

1:1 contact work, if necessary, should be done via the same gender between the leader and student. This must happen in a public place with both the approval of the parents and the Student Ministries Pastor. Under no circumstances should a leader ever be in the home or other private location with a student alone. Make sure to have a third person present to avoid any appearance of evil and to be protected from any accusations or allegations of misconduct. This policy protects both the student and the leader from any appearance of evil or any possible allegations.

Sexual Misconduct

In order to protect potential leaders and students from any accusation, whether true or false, a Standard of Behavior regarding sexual misconduct has been established in order to identify boundaries and guidelines while serving in student ministries. These standards are to be upheld at all times.

- Any verbal or nonverbal sexual innuendo with any student is inappropriate.
- In order to avoid behavior being misinterpreted for inappropriate behavior, leaders must use caution regarding physical contact. A hug is considered appropriate, but stroking, massaging or a kiss could and will be considered inappropriate. Any type of affection (hugs) should be made in a public setting in front of other people.
- Leaders will not take any student on an overnight trip, unless it is a ministry-sanctioned event.
- Any knowledge or suspicion of any leader having an inappropriate relationship with a student must be reported immediately to the Student Ministries Pastor.
- Sexual gestures to a staff member by a student should be reported to the Student Ministries Pastor so that a discussion can be held with the student.

Transportation

Qualified/Student Drivers

A qualified driver is an adult over the age of 25 when renting vans, and is based on the insurance coverage of the vehicle. A qualified driver is an adult over the age of 25 with a valid driver's license when borrowing a vehicle from a member of the church. All drivers must have a valid driver's license, and should have a copy of the "Volunteer Driver Policy" in the student ministries office. Students with a valid driver's license may drive to weekly meetings. Students will not be allowed to drive themselves or other students to events. Transportation will always be provided, with adult staff members driving the vehicles.

Cars, Vans & Buses

The student ministries pastor will determine between borrowing cars or renting vans and buses based on the number of participants for an event. If a car is borrowed, it is to be cleaned and filled with gas before returning to the owner (gas is reimbursable via students ministries budget).

Speed Limit/Traffic Laws

Drivers are to obey all posted traffic signs and laws. Student ministries will not reimburse any driver who receives a traffic violation on a trip. Seatbelts are to be worn at all times by both leaders and students. **This is a non-negotiable policy.**

Driving Students Home

Driving students home can be a great tool in relational ministry, and encourage this practice. Male drivers are allowed to transport male students, and female students are allowed to transport female students by themselves as long as they go straight from the ministry event to the student's home and both the Student Ministries Pastor and the parents are aware. This policy can be modified on an individual basis, provided that there is parental and pastoral permission.

Ministry Ideas for the Time Conscious Team Member

<p>If you have 15 minutes a week...</p> <ul style="list-style-type: none"> • Write a note to a student • Make a phone call to a student • Drive a student home (see transportation policy) • Initiate two 1-on-1 conversations before/after a program 	<p>If you have 30 minutes a week...</p> <ul style="list-style-type: none"> • Write a note to several students • Make a few phone calls to students • Drive one student home (see transportation policy) • Initiate two 1-on-1 conversations before/after a program • Go to thirty minutes of a youth event (sports, drama, etc.) • Have a coke with some students • Take some students on an errand
<p>If you have two hours a week...</p> <ul style="list-style-type: none"> • Write some notes to students • Write a letter to a parent • Have lunch with a parent • Go visit a youth event (sports, drama, etc.) • Help someone with their homework • Start a small group • Help in the student ministries office 	<p>If you have four hours a week...</p> <ul style="list-style-type: none"> • Volunteer to help a school team or club • Volunteer to drive to student's events • Lead a small group • Plan/organize an Encounter or Extreme event

Creative Contact Work Ideas with Students

<ul style="list-style-type: none"> • Go for a Coke or ice cream • Throw a Frisbee at a park or school • Go to a sporting event • Have devotions together • Go skating/roller-blading/ skateboarding/ bike riding/ bowling/ • Go to a school event • Go to a movie, or rent a video • Play a computer game over the internet • Go rock climbing/ hiking/ skiing/ snowboarding • Ask them to teach you how to use their computer • Chat on-line 	<ul style="list-style-type: none"> • Tutor them on a difficult subject • Take them to visit a college they are thinking about • Wash your car with them (or theirs if they have one) • Invite them over to dinner with your family or friends • Play mini-golf • Take them on errands • Ask them to help you with your yard-work • Take them to work with you • Go to the mall • Do a service project together • Sponsor a child together
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****Please remember our gender and contact policy from above****

STATEMENT OF UNDERSTANDING

I **certify** that I have received, read and understand the New Life Student Ministries Staff Policy Manual, dated _____, 20____, a copy of which has been provided to me. I also understand that the statements contained in this manual are not a contract and that my time of leadership within the Student Ministries is at-will. I also understand the Student Ministries Staff Policy Manual may be changed by the church at any time, and that the updated Manual supersedes any and all prior manuals issued by NLSM.

Signature

Print Name

Date Signed

Student Ministries Pastor

Please read and sign the statement above and return this form to the Student Ministries Pastor.