

VolunteerLeaderRecruitmentPacket

Student ministry does not happen at a high level without volunteer leaders. They are an essential component of your ministry, but it is often difficult to find the right ones. This packet is designed to help you in your recruitment process to find the right volunteers that are passionate about student ministry, and those who want to serve in student ministry for an extended period of time.



How To Use This Packet:

There are three sections in this packet. **Section one** is the *application* and is the initial part of the process. From there, we recommend that you conduct a *personal interview* to go over the completed application and review **Section two**, which contains the volunteer leader job descriptions. If you are pleased with the volunteer at this point, set up a second personal interview to walkthrough **Section three**, the policies and procedures. This is the final step before placement for service into your ministry. There is no set amount of time that should pass between each of these meetings, only that these individual meetings are an extremely important time of vision casting, expectation clarity, and training. It may seem like a long process, but in the times that I've sped up the process I've always paid the price in the long run by enlisting a leader that wasn't ready or wasn't a fit. Take the time to work the process. It is worth it.

(edit to fit your context)

Section 1: Application

(your student ministry name)

Profile for Potential Student Leader

Name: _____ Birthday: _____

Phone #: HOME _____ WORK _____ MOBILE _____ Email: _____

Instagram: _____ Twitter: _____

Address: _____ State: _____ Zip: _____

Spouse's Name: _____ Birthday: _____

Children's Name(s) and Age(s): _____

Employment

Employed By: _____ Years Employed: _____

Briefly describe your job and what you do: _____

Church Involvement

Briefly describe how you became a member: _____

Other places of service you have in our church: _____

Place(s) where your spouse serves: _____

Activities

What activities do you (and your spouse) enjoy? _____

What are some of your interests and hobbies? _____

Are there any obstacles that would prevent you from attending Leadership meetings as scheduled on Sunday afternoons (place your meeting day here)? _____

Do you know your spiritual gifts? YES or NO If yes, please list them. _____

Please check all areas of interest:

Small group ministry: ☐ Group Leader ☐ Assistant Leader

☐ 6th-8th grade ☐ 9th-12th grade ☐ Student Worship Service Volunteer

Share about when you became a Christian.

[illegible]

Share about why you desire to serve in (your student ministry).

What is your understanding of the student ministry mission to “develop students who *Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture.*” (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

Please return completed profile to the Student Ministry Office

Section 2: Job Descriptions

Group Leader Description

The small group ministry is designed to give students the opportunity to be part of a community of believers for fellowship, and interactive, relevant Bible study. Bible-centered relationships are essential to the Christian journey and we desire to give students the opportunity to build the kinds of lasting relationships that will help them *Expand God's Kingdom, Experience Life Transformation, and Shape the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

Purpose: To build Christ-centered relationships with students that help them develop a life that *Expands God's Kingdom, Experiences Life Transformation, and Shapes the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

Qualifications:

1. Connected. You need to be connected with (your church name) through church membership.
2. Culture. Embrace the mission of our church and the strategy of our student ministry.
3. Character. To be known as a person of high integrity by those who know you best.
4. Competence. Willing to grow and be trained as a small group leader.

Priorities:

1. Be spiritually prepared to lead your group each week through personal Bible study, prayer, and lesson preparation.
2. Focus on building relationships with your students and lead them to build relationships with each other.
3. Connect with students weekly through personal contact.
4. Lead your students to grow in their understanding and application of *Expanding God's Kingdom, Experiencing Life Transformation, and Shaping the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)
5. Meet with the student ministry team for monthly training and equipping. We will meet about 8 times (adjust to your ministry context) a year.
6. Communicate important information about your group to the student ministry staff.

The six essentials of leading a small group:

1. **Think Expand, Transform, and Shape** – Create an atmosphere in your group that promotes *Expanding God's Kingdom, Experiencing Life Transformation, and Shaping the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)
2. **Cultivate Relationships** - Spend time together as a group outside of Sunday morning.
3. **Promote Participation** - This provides the students with ownership in the group not just attendance.
4. **Duplicate Yourself** - Intentionally apprentice someone to become a leader.
5. **Provide Care** - Care for each member of your small group.
6. **Multiply Influence** - When you plan to multiply your group's leadership you can reach more people.

Assistant Leader Description

The small group ministry is designed to give students the opportunity to be part of a community of believers for fellowship, and interactive, relevant Bible study. Bible-centered relationships are essential to the Christian journey and we desire to give students the opportunity to build the kinds of lasting relationships that will help them *Expand God's Kingdom, Experience Life Transformation, and Shape the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

Purpose: To build Christ-centered relationships with students that help them develop a life that *Expands God's Kingdom, Experiences Life Transformation, and Shapes the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

Qualifications:

1. Connected. You need to be connected with Liberty through church membership.
2. Culture. Embrace the mission of our church and the strategy of our student ministry.
3. Character. To be known as a person of high integrity by those who know you best.
4. Competence. Willing to grow and be trained as a connection group leader.

Priorities:

1. Be spiritually prepared to assist in the group each week through personal Bible study, prayer, and lesson preparation.
2. Focus on building relationships with your students and lead them to build relationships with each other.
3. Connect with students weekly through personal contact.

4. Lead your students to grow in their understanding and application of *Expanding God's Kingdom, Experiencing Life Transformation, and Shaping the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)
5. Meet with the student ministry team for monthly training and equipping. We will meet about 8 times (adjust to your ministry context) a year.
6. Communicate important information about your group to the student ministry staff.
7. Look for an opportunity to start a new group.

The six essentials of leading a small group:

1. **Think Expand, Transform, and Shape** – Create an atmosphere in your group that promotes *Expanding God's Kingdom, Experiencing Life Transformation, and Shaping the Culture*. (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)
2. **Cultivate Relationships** - Spend time together as a group outside of Sunday morning.
3. **Promote Participation** - This provides the students with ownership in the group not just attendance.
4. **Duplicate Yourself** - Intentionally apprentice someone to become a leader.
5. **Provide Care** - Care for each member of your small group.
6. **Multiply Influence** - When you plan to multiply your group's leadership you can reach more people.

Section 3: Enlistment

Leadership Covenant

Believing that the privilege of guiding people in the Christian way of life is worthy of my best, I covenant, as a ministry leader of (your church name)

1. Daily read the Bible and pray (1 Peter 2:2)
2. Live a morally pure life according to the truths of Scripture and the guidance of the Holy Spirit so that I may be found to be faithful and effective in my service. (James 1:22)
3. Be regular and punctual in attendance, and in cases of unavoidable absences, give notice as far in advance as possible. (1 Corinthians 4:2)
4. Make thorough preparation of the lesson and/or other duties each week. (2 Timothy 2:15)
5. Faithfully tithe to the Lord through (your church name). (Malachi 3:10)
6. Attend worship services on a regular basis. (Hebrews 10:25)
7. Refrain from the use of alcoholic beverages. (Romans 14:13-21)
8. Participate in leadership and training meetings so that I may be equipped for service. (Colossians 3:23)
9. Participate in sharing the Gospel and reaching non-Christians and un-churched persons. (Matthew 28:18-20)
10. Be supportive of the Pastor and staff. (1 Thessalonians 5:12-13)
11. Continually pursue personal growth by seeking to grow in three vital relationships: with God, other Christians and non-Christians. (Matthew 22:37-40)
12. Lead my class according to the Connect Group philosophy as it is structured around the Great Commission (Matt. 28:18-20) and the Great Commandment given by Jesus Christ. (Matt. 22:37-40)

With the help of God, I will do my utmost to keep this covenant.

Signed: _____ Date: _____ 20____

Name printed: _____

Policies and Procedures

(your student ministry name) exists to develop students who “*Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture.*” (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

GOAL

The goal of what we do in all of our programming is *Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture.* Every time we meet to encounter the Lord, whether it is through song, Bible study or an event, we hope that we leave changed. Our prayer is that as students go through our ministry their walk with the Lord will strengthen and grow as each year passes by. We don’t come to church to be religious; rather, we come to be transformed into the likeness of Jesus Christ. (your student ministry name) is also focused on helping parents equip Middle School and High School students to be followers of Jesus Christ, *Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture.* (this last statement is an example of a ministry mission statement. Feel free to add your own language in here)

MEANS

We want be used by God to *Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture* (this last statement is an example of a ministry mission statement. Feel free to add your own language in here), but that doesn’t just happen; there has to be a method. We believe that it starts by reaching students with the gospel of Jesus Christ. We hope that through every event and activity that we have, students will respond to the gospel with saving faith. However, it cannot stop there. Jesus told his disciples to teach people to obey everything that He had commanded them. In all of our services and connect groups, we seek to train the students how to walk with Christ. Finally, we understand that God wants to use our students, not just adults, to *Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture.*” (this last statement is an example of a ministry mission statement. Feel free to add your own language in here) For those who have been reached and trained, we try to mobilize them locally, nationally, and globally, so that they too can be a part of Christ’s work to build His church.

PURPOSE

The Westminster Shorter Catechism raises and answers one of the most important questions a ministry can ask: “What is the chief end of man? Man’s chief end is to glorify God, and to enjoy him forever (Westminster Shorter Catechism). This foundational truth is the bedrock foundation of all that we strive to instill in our students at LSM. The reason that we want to *Expand God’s Kingdom, Experience Life Transformation, and Shape the Culture.*” (this last statement is an example of a ministry mission statement. Feel free to add your own language in here) is because we believe that those things will bring Him maximum glory. As we reach, train, and mobilize students to that end, we trust that God will be pleased and His name will be praised.

WEEKLY SCHEDULE – Use this section as an example entering in your own information and details.

Small Groups

This is a place where students can come to connect with other students for fellowship and Bible study. We meet in the Student Center in groups of 8 to 10 students for Biblical discussion, along with large group teaching from our student pastor.

8:00 a.m.: Middle School and High School

9:15 a.m.: Middle School and High School

11:00 a.m.: Middle School and High School

Student Worship Service

Our student worship service is designed to be a fun and welcoming environment where students are encouraged to bring a friend and experience God through worship and a message from His Word from our student pastor. These services exist to help students begin a relationship with God, learn how to become more and more like Jesus, and live a life that glorifies Him. Our commitment to you is to teach the Word of God faithfully in a way that is relevant and practical to every day life application.

3:30 p.m. – Student Center Opens

6:15 p.m. – Worship Service

7:30 p.m. – Student Center Opens

9:00 p.m. – Building Closes

Volunteer Responsibilities

(your church name) is committed to partnering with parents to develop students who *Expand God's Kingdom, Experience Life Transformation, and Shape the Culture.*" (this last statement is an example of a ministry mission statement. Feel free to add your own language in here). We, therefore, expect a high level of personal responsibility from our volunteers.

- All volunteers are expected to be professing believers.
- All lead teachers must be members of (your church name)
- All volunteers must regularly attend church services at (your church name)
- All volunteers must demonstrate, through their lifestyle and teaching, a commitment to serving Jesus Christ.
- All volunteers must fill out a Volunteer Ministry Application, receive a background check and complete a one on one interview before serving in an official capacity.
- All volunteers must receive training before being allowed to work with students.
- All volunteers must participate in training events.
- All volunteers must **consistently arrive 10 minutes prior to the start of the service** they are serving in.
- All volunteers must notify student ministry staff of upcoming absences.
- All volunteers must treat students equally regardless of sex, race, religion, gender, or culture.
- All volunteers must interact with, and show love to all students. No favoritism will be shown.
- All volunteers must commit to speaking positively to parents, children, and guests.

- All small group teaching volunteers must follow the curriculum provided while ministering to the individual needs of their small group.
- All activities and service projects outside of Sunday hours must be approved three weeks in advance in writing, for proper permission from Liberty Baptist Church and advertising to parents. Transportation to and from these activities will be provided by parents.

Age Requirements To Serve In (your student ministry)

- Volunteers must have graduated High School in order to be considered for a lead teacher position in LSM::AM or to serve as a chaperone.
- Younger students may seek out other opportunities for leadership in other areas advertised and made available by the student ministry staff.

Policies and Procedures

It is our responsibility, both to God and parents, to provide a nurturing and safe environment at (your student ministry). To accomplish this, we have developed the following policies and procedures which all LSM staff and volunteers are expected to follow:

Safety

- There will never be a volunteer left alone with any student.
- There will always be at least two volunteers with a group of students.
- Students will never be left unsupervised.
- **Staff/Volunteer shall not abuse children in any way, including:**
- **Physical abuse** - strike, spank, shake, or slap
- **Verbal abuse** - humiliate, degrade, threaten, compare, or criticize
- **Sexual abuse** - inappropriate touch or verbal exchange
- **Mental abuse** - shaming, withholding love, or cruelty
- **Neglect** - withholding food, water, or basic needs, etc.

**Any type of abuse or corporal punishment will not be tolerated and will be cause for immediate dismissal.

Medical Release Forms

All students participating in special events must have a medical release form, provided for each event as part of the registration process, signed by a parent or legal guardian.

Discipline

Staff/Volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than excessive competition, comparison, and criticism. If discipline is needed, an student ministry staff member should be made aware of the situation immediately and the following guidelines should be followed:

FIRST AID KITS

A first aid kit with all basic first aid supplies will be located in the control booth of the student center at all times. All students must have parental consent prior the administration of any medication of treatment. For any serious first aid care, and student ministry staff member must call the main welcome desk for medical team assistance or in the case of a serious emergency, 911 should be called first and then parents/guardians should be called immediately after.

ABUSE

If at any time you suspect a student may be being abused, speak to a student ministry staff member immediately. Leadership will then handle the situation and any interaction with the parents according to the policy laid out by (your church name)

Emergency Procedures

(Pay special attention to this section updating it to fit your church's safety procedures. If your church doesn't have them, use this as a starting point in a conversation with your supervisor to put one in place.)

- Lockdown
 - North & South Worship Centers could be able to be knocked down
- Tornado
 - Emergency Alert Notification – Event Center
- Severe Thunderstorm Watch – Move To Gym
- All of a sudden storm – Stay in North and South Worship Room
 - Send as many as possible to restrooms, elevator, kitchen storage and server room
- Bomb Threat
 - Evacuate building to Liberty Park
 - Tell parents location through facility PA
- Fire
 - Evacuate building to Liberty Park
 - Tell parents location through facility PA
 -

Check In

Check-in is one of the first impressions that members and visitors receive at (your student ministry). We desire for families to be welcomed in a friendly and safe atmosphere, while experiencing as simple a process as possible.

- Students will check in using the scanners at the welcome desk.
- First time guests fill out information and receive stickers at the first time guest desk or help desk. Each guest is escorted by a Volunteer leader to the classroom where the students are assigned. After they have been dropped off the Volunteer leader shows the adult(s) how to exit and find where they need to go next.

SECURITY

- During small group there will be a security ministry team member present at 9:15 and 11:00.
- During the student worship service there will be a paid police officer present from 5:00 – 9:00 pm
- **Forms**

** The incident reports below are provided as an example. Please take this and format it to your own church needs and context.

NOTE: Report must be submitted within 24 hours of the time of incident


INCIDENT REPORT

Date _____ Time _____

Page 1 of _____ pages

TYPE OF INCIDENT:	<input type="checkbox"/> Injury	<input type="checkbox"/> Theft	<input type="checkbox"/> Vandalism	<input type="checkbox"/> Inappropriate Behavior	<input type="checkbox"/> Property Damage	Other: _____
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A. PERSON IN CHARGE OF THE ACTIVITY

Leader's Name: _____ Home Phone: _____

Leaders Address: _____

Cell Phone: _____ Email: _____

B. INCIDENT DETAILS

Nature of Activity and/or Ministry: _____ Place of Activity: _____

Date of Incident: _____ Exact Location of Incident: _____

Weather Conditions: (if applicable) _____ Did the incident involve physical injury or property Damage ☐ No ☐ Yes (IF YES, Complete back of form)

Description of incident: (If vehicle involved, include description and owner information) _____

Witness Name: _____ Home Phone: _____ Cell Phone: _____

Witness Name: _____ Home Phone: _____ Cell Phone: _____

Victim's Name: _____ Home Phone: _____ Cell Phone: _____

Include statements from witnesses, victims, interviews, personal observations or other persons involved in incident. Use, number, and attach additional pages as necessary. _____

C. POLICE DETAILS (Complete only if incident was reported to police)

Police Department or Agency: _____ Name of Officer taking report: _____

Date and Time Police responded: _____ Police report number: _____

D. INJURED PERSON

Name: _____ Address: _____

Age: _____ Sex: ☐ M ☐ F Home Phone: _____ Cell Phone: _____

Email: _____ Name of Parent/Guardian (if a minor): _____

Relationship: ☐ Member ☐ Guest ☐ Volunteer ☐ Employee ☐ Other _____

Injuries sustained: (Be specific) _____

How did the Incident occur: (detail) _____

Type of First Aid administered by: _____ Was Medical Team used: _____

Floor or surface: ☐ Wet ☐ Dry Was area well lit? ☐ Yes ☐ No Was area crowded? ☐ Yes ☐ No

Comments of Injured/witness/Personal observations: _____

_____**E. PROPERTY DAMAGE**

Nature of Damage: _____ Location of Damage: _____

Detailed Description of the Damage: _____

_____**F. PERSON COMPLETING REPORT**

Print Full Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Personal observations or suggestions to prevent similar incidents in the future: _____

Signature: _____ Date: _____