Dear Youth Leader,

WE'RE THRILLED AND EXCITED THAT YOU ARE INTERESTED IN SERVING IN WALLOON YOUTH MINISTRY!

Every believer has something to offer the body of Christ and we believe that every member of Walloon Lake Community Church should have an area of service. Not only that, but we believe God has uniquely given us abilities and desires to serve in a particular area of ministry. We are thrilled you are considering making an investment in the lives of our students.

God has entrusted us with hundreds of students that we minister to on a weekly basis and we believe that healthy relationships with adult leaders foster and encourage healthy spiritual growth. We are looking for adult leaders who love Jesus and have a huge heart for students. The quality of adult leadership is extremely important to us. Because we emphasize a high commitment and care for our students, I encourage you to prayerfully look over this adult leader information packet to understand the expectations of a youth leader.

Youth ministry is a great place to make an eternal investment in the lives of students! I'm thankful you are considering serving here! I look forward to talking with you soon about your hopes and desires for ministry. Please make sure to read our youth leader expectations so you will know how to win as a leader as you begin in ministry with us! If you have any questions, feel free to contact me at.

In His exciting service,

BRANT COLE
Youth Pastor | Walloon Lake Community Church
www.walloonym.com
(231) 497-9310

OUR MISSION STATEMENT

We exist to make disciples of students who love Jesus, love others, and serve the world. In other words, our goal is to LOVE LIKE JESUS.

FIVE PURPOSES FOR OUR EXISTENCE

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

Matt. 28:19-20

#1 – Evangelism: We exist to mobilize students to reach the world with the Gospel of Jesus Christ.

#2 – Discipleship: We exist to equip students to become more like Jesus everyday.

#3 – Worship: We exist to provide students with ways to connect with God through meaningful worship experiences.

#4 – Ministry: We exist "to equip [students] for the work of ministry, for building up the body of Christ…" (Eph. 4:11-12).

#5 – Fellowship: We exist to provide students with a fun and safe place to connect with God and others, a place where they know they will belong.

HOW DO I GET INVOLVED?

4 Step Plug-in Process: Youth Ministry Leader Process

How do we know if a youth leader is going to be the right fit for our youth ministry team? Here are a few things we do here that help us get to know potential youth leaders before giving them a role on our team:

OBSERVATION
Potential youth leaders are encouraged to observe areas of ministry for an undetermined period of time before further steps. This gives us time to observe them interacting with students and to be able to get to know them better. This also gives them to opportunity to opt out if they feel that the time isn't right or they wouldn't be a good fit. If both of us decide that we want to proceed further, they are given a copy of our Youth Leader Expectations and a youth leader application.

APPLICATION
All potential volunteers will fill out an application and turn into the youth pastor. He will then meet with the applicant to help determine area of interest, current needs, expectations, and when to begin.

EDUCATION
Four times a year we hold leadership meetings to train leaders and provide important information regarding youth ministry operations. First time leaders are encouraged to attend a leader meeting before jumping into action, if possible. This will help them acclimate to the youth ministry environment.

MOBILIZATION
It's go time! After the previous three steps have been completed and a background check has been passed, we are finally ready to let new youth leaders begin serving our youth ministry!

EXPECTATIONS:
SUNDAY SCHOOL TEACHER

ON SUNDAY MORNING

✓ Be well prepared each week to lead the class in both teaching time and open discussion of the lesson (30-40 minutes).

✓ Devote time to promoting group fellowship through games, or food, or any other intentional time of fun and safe interaction (20 minutes).

✓ Promote church wide and youth ministry activities through the announcements (5 minutes).

✓ Take weekly attendance.

✓ Ensure that every student who comes to class is personally greeted by yourself or another leader.

✓ Welcome visitors and include them in discussion time.

✓ Give guidance to small groups and leaders for small group activities.

OUTSIDE OF SUNDAY MORNING

✓ Attend quarterly leadership meetings.

✓ Maintain relationships with students. For example, you could call students, send letters or postcards or emails, or attend games and events they are involved in.

✓ Follow up with each visitor to your class that week with a phone call or email thanking them for coming.

Weekly Time Commitment: 2-3 hours

EXPECTATIONS:
HIGH SCHOOL SMALL GROUP LEADER

ON SUNDAY NIGHT

✓ Show up on time and welcome students - especially new students - with a smile.

✓ Set an example in your worship – authentically during the music, and respectfully during the message.

✓ Lead a small group discussion based on the message series. Also, welcome visitors to your small group and include them in the discussion time (depending on their readiness).

✓ Create a safe place within your small group where students know they will belong.

OUTSIDE OF SUNDAY NIGHT

✓ Attend quarterly leadership meetings.

✓ Pray for your small group daily.

✓ Plan an event with your small group at least once a semester.

✓ Do something on each of your student's home turf at least once a semester.

✓ You can also something to serve your community together with your small group at least once a semester, depending on your availability.

✓ You can also take each of your students out (coffee, ice cream, tacos, etc.) at least once a semester, depending on your availability.

✓ Follow up with each visitor to your small group that week with a phone call or email or Facebook message or something, thanking them for coming and inviting them back.

Weekly Time Commitment: 2 hours

EXPECTATIONS:
HIGH SCHOOL SIGN-IN & FOLLOW-UP LEADER

ON SUNDAY NIGHT

- ✓ Be in place at the sign-in kiosk 15 minutes before 7:00 pm.
- ✓ Personally greet every student who signs in at the sign-in kiosk with a smile.
- ✓ Register first-time or second-time guests at the sign-in kiosk.
- ✓ Answer questions from students, parents, and volunteers.

OUTSIDE OF SUNDAY NIGHT

- ✓ Attend quarterly leadership meetings.
- ✓ Pray for our students daily.
- ✓ Above and beyond: call parents of visitors and thank them for bringing/allowing their student to attend.

Weekly Time Commitment: 1 hour

EXPECTATIONS:
CAFÉ MINISTRY

THE NIGHT OF

- ✓ Help to make Walloon Youth Ministry the friendliest place in town.
- ✓ Speak to, smile at, and greet every student who comes to the café.
- ✓ For first time guests, make sure they receive a free candy or drink.
- ✓ Set up café with an attractive and clean presentation of all items.
- ✓ Clean café area and pick up trash once the program has started, and the café has closed.
- ✓ Inform the youth pastor about purchasing and stocking needs as needed.
- ✓ Return café profit bag to youth pastor each Sunday night.

OUTSIDE OF THE NIGHT

- ✓ Attend quarterly leadership meetings.
- ✓ Pray for our students daily.

Weekly Time Commitment: 2 hours

EXPECTATIONS:
HIGH SCHOOL WORSHIP MINISTRY LEADER

ON SUNDAY NIGHT

✓ Show up on time and welcome students - especially new students - with a smile.

✓ Set an example in your worship – authentically during the music, and respectfully during the message.

✓ Lead a high-quality worship set during which students will come to seek and enjoy the presence of God.

OUTSIDE OF SUNDAY NIGHT

✓ Attend quarterly leadership meetings.

✓ Pray for our students daily.

✓ Communicate with the worship ministry team about everything they need to know before Sunday night.

✓ Practice worship set with worship ministry team.

Weekly Time Commitment: 3 hours

EXPECTATIONS:
JUNIOR HIGH SMALL GROUP LEADER

ON WEDNESDAY NIGHT

✓ Show up on time and welcome students - especially new students - with a smile.

✓ Set an example in your worship – authentically during the music, and respectfully during the message.

✓ Lead a small group discussion based on the message series. Also, welcome visitors to your small group and include them in the discussion time (depending on their readiness).

✓ Create a safe place within your small group where students know they will belong.

OUTSIDE OF WEDNESDAY NIGHT

✓ Attend quarterly leadership meetings.

✓ Pray for your small group daily.

✓ Plan an event with your small group at least once a semester.

✓ Do something on each of your student's home turf at least once a semester.

✓ You can also something to serve your community together with your small group at least once a semester, depending on your availability.

✓ You can also take each of your students out (coffee, ice cream, tacos, etc.) at least once a semester, depending on your availability.

✓ Follow up with each visitor to your small group that week with a phone call or email or Facebook message or something, thanking them for coming and inviting them back.

Weekly Time Commitment: 2 hours

EXPECTATIONS:
JUNIOR HIGH SIGN-IN & FOLLOW-UP LEADER

ON WEDNESDAY NIGHT

- ✓ Be in place at the sign-in kiosk 15 minutes before 7:00 pm.
- ✓ Personally greet every student who signs in at the sign-in kiosk with a smile.
- ✓ Register first-time or second-time guests at the sign-in kiosk.
- ✓ Answer questions from students, parents, and volunteers.

OUTSIDE OF WEDNESDAY NIGHT

- ✓ Attend quarterly leadership meetings.
- ✓ Pray for our students daily.
- ✓ Above and beyond: call parents of visitors and thank them for bringing/allowing their student to attend.

Weekly Time Commitment: 1 hour

EXPECTATIONS:
JUNIOR HIGH WORSHIP MINISTRY LEADER

ON WEDNESDAY NIGHT

✓ Show up on time and welcome students - especially new students - with a smile.

✓ Set an example in your worship – authentically during the music, and respectfully during the message.

✓ Lead a high-quality worship set during which students will come to seek and enjoy the presence of God.

OUTSIDE OF WEDNESDAY NIGHT

✓ Attend quarterly leadership meetings.

✓ Pray for our students daily.

✓ Communicate with the worship ministry team about everything they need to know before Sunday night.

✓ Practice worship set with worship ministry team.

Weekly Time Commitment: 3 hours

WALLOON YM POLICIES AND GUIDELINES

Application
Church policy requires each person, before becoming an official youth leader, to fill out a youth worker application.

Worship Service Attendance
The youth ministry staff joins with our pastor in encouraging students to attend the main worship service. Junior high and high school are old enough to participate in the worship service. Students learn experientially, and what they learn and experience through worship cannot be taught in a Sunday School class. Please address teens attending more than one Sunday School hour in a loving spirit.

Individual Classroom Activities
Individual classroom activities should be planned in advance. If you are planning an overnight or out of town trip, students must have a parent signed permission form.

Individual Student Discipleship
Personal discipleship with individual students or small groups is encouraged. However, individual student discipleship activities – such as a book study, personal small group, or going through a series - should be planned in advance. If you are utilizing material that has not been specifically provided to you by the pastor Brant for your study, you must first submit the material to pastor Brant for approval, AND each student must have a parent signed permission form to participate.

Safety Precautions
1. Never be alone with a student in an area where you can't be seen.
2. Never leave a visitor waiting alone for their parents.
3. Do not allow teens to sit on your lap. Encourage them to sit beside you.
4. The following are appropriate touches: handshakes, high-fives, and brief hugs.
5. If unauthorized adults remain in your classroom too long, please direct them to the youth pastor or the welcome desk.
6. If you are alone and do not have the parents' consent, do not give students a ride home, or taxi them to any location. A phone call to the parent or the youth pastor to ask what to do is an appropriate action in this situation.

Appropriate dress
Appropriate dress is expected of our leaders. Modesty is the rule. Modesty is an outflow of a heart condition. When in doubt, it is better to choose something else. This applies to any youth ministry function, or anytime you are with students. The standard we measure modesty by is sexual attention. If a student or leader is drawing sexual attention to himself or herself by what they are wearing, they are dressed immodestly. If a student or leader is drawing sexual attention to himself or herself by what how they are acting or what they are doing, they are behaving immodestly.

Relationships with Students
Developing an emotional/sexual relationship with a student is unwise and not acceptable as an

Contact Info

Contact info is to be entered on the Min Hub app on the iPad and kept current. This info is critical for our ministry or reaching out to and connecting with our students and leaders.

Leadership Meetings

Attendance is strongly requested, unless seriously hindered, for every leadership meeting. These are important for our ministry to function well. Don’t worry, we will value your time and we will not have meetings every month.

FOLLOW-UP EXPECTATIONS

Follow-up is a very high priority for our youth ministry. Here are some expectations for follow-up…

- Every visitor that attends your Sunday School class or small group should receive a phone call or text or Facebook message or Instagram message or email the same week **from you** thanking them for attending and encouraging them to return.

- Every student that has been missing for more than a month from your Sunday School class or small group should be followed up with.

HOW TO COMMUNICATE WITH STUDENTS

This post was written by Josh Griffin and Kurt Johnston and originally appeared as part of the Simply Youth Ministry Today *free newsletter.*

Thought we would take a quick look this week at ways to communicate with students—ways that are Hot or Not. Here's our take:

HOT: Facebook – Instagram – Snapchat This is where our money is at right now—the highlight of the tools we're using to communicate with students. Facebook, Instagram, and Snapchat are where it's at, so get on board to get it mastered just in time for your students to move on to something else.

NOT: Email When you're communicating to parents, email is as hot as can be. The older people get the more possessive/stagnant they become with technology. Students on the other hand are quick to jump on what is next, usually before adults have even heard of it. If you are emailing students and it is working, realize that it is a miracle of God and won't last very long. Email is out.

HOT: Texting Probably right up there with Facebook is texting—it comes in two flavors: individual and mass, and both work incredibly well. Use a service like Simply Text or Duffled to build a list of everyone, and don't discount the power of a personal text from their small group leader or youth pastor. Texting is where it is at right now for sure.

NOT: Paper You've gotten very good at Publisher 2003. I get it. You like clip art and flyers made on the church photocopier. We do too, but those days have past. Sorry to be the one to break it to you.

HOT: Facebook event pages Different from your main Facebook page are the event pages you create for service projects, mission trips, or special events. These are usually syncing with many students' phones now, so you get calendar reminders as well as triggers built into to social media. A classic win-win-win situation.

HOT: Calendars Calendars, if they make it home, have a tremendous return. Put a magnet on the back and you might get on the refrigerator for 2-3 months!

NOT: Mass postcards in the mail The shelf life is just too short for a postcard for a series and the cost is typically prohibitive, too. I love these and am sad to see them already fading out, but unless you've got cash to spare or a cheap printer to crank them out this one is dropping quickly.

HOT: Individualized postcards from small group leaders This one will never go out of style. Try it out this week: Pick up some postage-paid postcards and scribble out a few handwritten notes this week and see if it works. Or just trust us…no technology will ever replace the power of a handwritten note!

SMALL GROUP LEADER TIME COMMITMENT

Small group leader's **weekly** time commitment: see "Small Group Leader Expectations"

Small group leaders **monthly** time commitment

- Small group and preparation – 8.5 hours
- Phone calls/letters/emails/texts – 30 minutes
- Connect with students outside of small group – 2 hours

13 hours per month or…14 minutes per day or…69 seconds per hour.

Think about it…for less amount of time than most people spend watching TV, you will be making an investment that lasts beyond time by leading a small group of students!

Ministry Ideas for the Time-Conscious Volunteer

If you have 15 minutes a week...

- Write a note to a student.
- Make a phone call.
- Drive a student home.
- Initiate a 1-on-1 with a student.

If you have 30 minutes a week...

- Write a note or two to a student.
- Make a few phone calls.
- Drive one student home.
- Initiate two 1-on-1's with students.
- Go to thirty minutes of a student's event (sports, drama, etc.).
- Have coffee/ice cream with a student.
- Take a student with you on an errand.

If you have two hours a week...

- Write some notes to students.
- Write a letter to a parent.
- Have lunch with a parent.
- Take a bible class.
- Go visit a student's event (sports, drama, etc.).
- Help a student with their homework.
- Help us in the office!

If you have four hours a week...

- Organize a note-writing campaign for adult leaders.
- Volunteer to help a school team or club.
- Volunteer to drive to students' events.
- Organize and lead a ministry team.

If you have twenty or more hours a week...

- Get a life.
- Do work around pastor Brant's house.

WHAT STUDENTS NEED IN A LEADER

We will only change the youth world one student at a time. Today's students do not connect to programs; they connect with people. The most effective way to impact students is through significant relationships with caring adults in their lives. One of the common roadblocks for adults getting started in youth ministry is they have misconceptions about what it takes to be a youth leader.

Here's the truth about what students need:

Students need leaders who will. . .

- love God and live for Him.
- be interested in their life.
- take initiative to spend time with them.
- pray for them.
- be real.
- say encouraging words.
- believe in them.
- laugh and have a good time.
- remember their name and care for them.
- share God's love through personal experience.
- be consistent in their attendance.
- be patient with them.

SMALL GROUP LEADERSHIP MEETINGS

Continual growth is necessary if we are to lead students who are growing as well. The law of the lid states that those under our leadership will only grow as far as we have grown. Attendance at these trainings is strongly requested, unless seriously hindered.

At these meetings, you can expect….

1. A positive atmosphere.
2. Food (not just any food, but really good food).
3. Important information distributed (upcoming dates, etc.).
4. Tips on how to be a better student worker.

This guide was written and compiled by Brant Cole.
Updated on September 6, 2016.