Going Deep with Christ...Going Wide with the Word

Youth Ministry Handbook
2012
Hey! By opening this booklet and getting this far, you have surpassed 78% of people. There are a lot of words in this booklet and it’s not all that riveting. In fact, reading it came in third in a poll of uses for this booklet, right behind swatting flies and lining the litter box.

What this booklet does contain is a written version of my vision for youth ministry. It has a lot of detail about the programming and personnel, but let me tell you up front that youth ministry is all about relationships. Never forget that. Don’t get distracted by the things we do. Youth Ministry is all about relationships!

Thank you for being a part of this. It’s a grand vision that will take years to see in each teen that passes through our doors. But it begins with us as adults investing in them and walking through their doors. Whatever else you do, whatever other roles you have, take the time to build relationships with these teenagers.

Looking Forward,

Rick Nier
Youth Pastor

**TABLE OF CONTENTS**

- Page 2 Mission, Vision, Strategy
- Page 3 Program Purposes
- Page 4 Program Purposes Detailed
- Page 5 Core Values
- Page 8 12 Things We Want Our Teenagers To Know
- Page 14 Special Teams
- Page 15 2009-2010 Teaching Plan
- Page 17 Small Groups, Big Deal
- Page 18 Job Descriptions
- Page 21 Staff Standards
- Page 23 Youth Ministry Web-sites
- Page 24 Youth Directory / Weekly Schedule
**OUR MISSION**
Going Deep with Christ, Going Wide with the Word

**OUR VISION**
Focusing on RELATIONSHIPS, we will EQUIP adults who will INVEST themselves in teens so they can IMPACT their peers for Christ.

**OUR STRATEGY**
Our strategy is to use The Reality programming to develop Christ-like relationships that point teens toward a personal intimacy with Jesus.
**Program Purposes**

**The Great Commandment**
“Jesus replied, ‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself’”
Matthew 22:37-40

**The Great Commission**
“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20

The five main purposes of a healthy ministry are found in these two popular passages.

1. “Love the Lord your God with all your heart...”
   We call this purpose Worship
2. “Love your neighbor as yourself”
   We call this purpose Ministry
3. “Go and make disciples...”
   We call this purpose Evangelism
4. “Baptizing them...”
   We call this purpose Fellowship
5. “Teaching them to obey...”
   We call this purpose Discipleship

The goal of a purpose driven youth ministry is to build a youth ministry that reflects all five purposes.

Adapted from Doug Fields Purpose Driven Youth Ministry Workbook
WORSHIP

Dose of Reality: Senior High (Sundays 6-7:30pm) Junior High (Wednesdays 6:30-7:45pm)
This is our main meeting time. This is where newcomers can enter in and feel most comfortable. We will use these times to help the group grow together through singing, study, and games.

DISCIPLESHIP

Going Deeper Bible Study: Sundays 9:35-10:30am
This is the next step for youth who have a hunger to learn more about God’s love letter to them. We will use this time to answer the questions of their faith, helping them grow to stages of leadership.

Bible Quizzing: This competition based program will challenge students not only to memorize scripture but understand the importance of hiding God’s word in our hearts. We will also use this time to teach them what the scriptures are saying. This is a fun way for teens to practice the discipline of Bible memorization.

MINISTRY

Small Groups: (Various times and locations)
(See Small Group Benefits page) This is the lifeblood of the ministry engine. By investing in our youth in a consistently meaningful pattern, we will develop leaders, both for our group now, and many groups later on.

Ministry Team: (Various times)
This group would meet for intensive times of worship, through song and study. This would also be a source of training and equipping them for leadership roles in the various ministries of our church.

FELLOWSHIP

This is perhaps the most vague purpose, in terms of an actual program. As I have studied, this purpose will be met through the winning and growth of new teens in Christ. This should not be mistaken with teens meeting somewhere to ‘hang out’.

EVANGELISM

Mission Trips: Once we begin to train students in our purposes, we will look towards a schedule of mission trips. A long term vision I have is to set up a 3 year cycle. (Next summer is IYC; the following year would be a larger missions trip; the third year would be focused more on local evangelism.)

Service Projects: Again, once students understand the purpose, we will provide quarterly opportunities for local service projects, large and small.
Youth Ministry Core Values

- We do the right thing for the right reason, regardless of the consequences. Anonymous

With that in mind, the following represents the values we maintain. These are at the core of what we do and why we do it.

**Veracity**
This is an absolute we cannot do without. If we live without truth, we are not really living. Veracity is truth in action in our daily lives. Jesus said He is “the way, the truth, and the life” (John 8:32). Because of that, we believe in:

*The Lordship of Jesus Christ*
It is our desire that every student and adult in our ministry will recognize and acknowledge Jesus as Lord in all of our events and activities and in their daily lives.
(Romans 6:23, 10:9; 1 Peter 3:15)

*The Power of the Holy Spirit*
We must commit to an openness to His Spirit to work in and through us. We are God’s church, therefore, it all depends on Him.
(John 14:26; Acts 1:8)

*The Authority of God’s Word*
Since we can trust in God, we can also trust His Word. It is through the Bible that we can begin to grow closer to the God who created us and desires a relationship with us.
(2 Timothy 3:16-17; Hebrews 4:12)

*Prayerful Dependence*
We talk often with those who are close to us. It is not a burden, but a releasing of burdens.
(John 15; Ephesians 6:18; James 5:16-18)

**Authenticity**
We open ourselves up, making ourselves vulnerable. Not everyone will understand us, but we will not cease to be ourselves. God has created each one of us with unique talents and personalities. We will move forward, always seeking to be all we can in Jesus Christ.
(Psalm 139:13; Jeremiah 1:5, 29:11; Philippians 3:12-14)

**Audacity**
We will not be afraid to try and fail. We will have the courage to do great things for God. This will involve a dependence on God to give us the victory and grow His church.
Humility
Leaders are called to serve, putting the needs of others ahead of our desires. Leaders help students to find their God-given gifts so they can put them into practice in ministry. Ultimately, we do not want students coming to youth group for what they can get, but for what they can give. This is the example given to us by Jesus Christ. There is no task too menial for anyone in our ministry, adult or student.

(Mark 10:45)

Diversity
Because God has offered grace and love to us, we offer these to others. This goes farther than racial and cultural barriers. Each family background is unique, and we want to sow God’s love to everyone. This also includes involvement with whole church family. We are not called to be different churches that merely tolerate each other. On a large scale, this includes involvement with other generations in our church. We want to be a place where everyone feels welcome.

(Acts 2:42-47; 2 Corinthians 5:17-20)

Sanctuary
We practice acceptance because God accepts us. Our group will be a place where teens feel comfortable being themselves. We will not fear being ourselves in this group. More than this, we desire to be a group where teens can find rest from the outside world.

(Matthew 11:28-30)

Intimacy
In all of our group times, small groups, events and activities, we want teens to grow closer through true Christ-like relationships. More importantly, we want teens and adults to develop habits where intimacy with God is viewed as more important than anything else. Because we believe in Jesus who loved us enough to die for us, we value time with Him above all else.
Mystery
Not all questions can be answered. We are okay with that. We understand that we are not meant to understand everything in this life. That includes understanding everything in our lives. “Maybe we should be looking for God rather than a map for our lives” (Mike Yaconelli)

(1 Corinthians 13:12)

Creativity
We are okay with different. Different is not bad. Different is just that, different. If it does not go against the Truth of God’s Word, then it just may work if we give it a try. Our programs should be interesting, fun, and high quality. God gave us His best, so we strive to give our best in everything we do.

(Philippians 4:13)

The core value names are from Mike Yaconelli’s The Core Realities of Youth Ministry. The rest is from various sources, including other youth ministries, C.E. committee work, and my heart.
12 Things We Want Our Teens to Know

(These 12 topics represent the foundation that is part of a 6-year plan for our students.)

**Basic Christianity** – “God wants you to be saved and growing spiritually.”

“This is good, and pleases God our Savior, who wants all men to be saved and to come to a knowledge of the truth.” 1 Timothy 2:3-5

“But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever! Amen.” 2 Peter 3:18

**Knowledge** we’d like to see developed by the end of High School

- How to be saved and have assurance of salvation
- Bible study and scripture memorization
- Prayer and meditation
- Life-style evangelism
- Knowing God
- Forgiveness of sin
- How to have personal spiritual revival

**Programs** that aid this process: All programs will aid in this process at different levels.

**Bible Instruction** – God wants you to be increasing in knowledge of His Word.”

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” 2 Timothy 2:15

**Knowledge** we’d like to see developed by the end of High School

- Basic Bible doctrines
- Book studies
- Character studies
- The life of Christ
- Creation vs Evolution
- The last days

**Programs** that aid this process: Large Group Meetings, Ministry Team, Bible Quizzing
Transformed Mind – “God wants you to have a transformed mind.”

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is – his good, pleasing, and perfect will.” Romans 12:1-2

Knowledge we’d like to see developed by the end of High School

- Self-control and discipline
- Having fun the right way
- Temptation
- Materialism
- Stress management
- Dealing with circumstances (disappointment, suffering, persecution, death)
- Attitude (positive, negative, apathy)
- Self-image
- Emotions such as anger, fear, depression, happiness
- Coping at school

Programs that aid this process: All programs will aid in this process at different levels.

God’s Will – “God wants you to follow His unique plan for your life.”

“...Then you will be able to test and approve what God’s will is – his good, pleasing, and perfect will.” Romans 12:2b

Knowledge we’d like to see developed by the end of High School

- How can you know God’s will for your life?
- Be prepared for college or career
- Consider Christian college
- Consider vocational Christian ministry
- Consider foreign missions

Programs that aid this process: All programs will aid in this process at different levels.
Character – “God wants you to develop Christ-like character.”

“You attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped, but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death – even death on a cross!” Philippians 2:5-8

Knowledge we’d like to see developed by the end of High School

- Being a Godly man or woman
- Fruit of the spirit
- Temperaments
- Responsibility
- Accountability
- Integrity
- Commitment
- Submission to authority (family, church, school, government)
- Obedience
- Sanctification

Programs that aid this process: Large Group Meetings, Small Groups,

Convictions – “God wants you to establish firm Bible-based convictions.”

“Therefore, my dear brothers, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain.” 1 Corinthians 15:58

Knowledge we’d like to see developed by the end of High School

- Having strong convictions with no apologies
- Moral absolutes versus preferences
- Making right choices
- Sexual abstinence
- Habits (gluttony, drinking, drugs, gambling, etc.)
- Modesty
- Media (books, magazines, videos, music, etc.)

Programs that aid this process: Large Group Meetings, Small Groups, Ministry Team
Relationships – “God wants your relationships to be characterized by selfless love.”

“And so we know and rely on the love God has for us. God is love. Whoever lives in love lives in God, and God in him.” 1 John 4:16

Knowledge we’d like to see developed by the end of High School
- Love, dating, marriage, divorce
- Family (parents and siblings)
- Friends (being a friend, choosing the right friends, cliques, unsaved friends)
- Peer pressure
- Loneliness
- Communicating with those we love

Programs that aid this process: All programs will aid in this process at different levels.

Stewardship – “God expects you to be a wise steward.”

“No it is required that those who have been given a trust must prove faithful.” 1 Corinthians 4:2

Knowledge we’d like to see developed by the end of High School
- Time (managing time, setting priorities and goals)
- Talents (personal development and Christian service)
- Treasure (giving, money management)

Programs that aid this process: Large Group Meetings, Ministry Team
Church – “God wants you to be actively involved in your church.”

“If I am delayed, you will know how people ought to conduct themselves in God’s household, which is the church of the living God, the pillar and foundation of the truth.” 1 Timothy 3:15

Knowledge we’d like to see developed by the end of High School
- Your role in the local church
- Two ordinances (baptism and the Lord’s Supper)
- Two offices (pastor and deacon)
- Importance of the local church
- Church attendance
- Christian service
- Worship and praise

Programs that aid this process: Large Groups Meetings, Small Groups, Cell Groups

Leadership – “God wants you to be a spiritual leader.”

“Remember your leaders, who spoke the word of God to you. Consider the outcome of their way of life and imitate their faith.” Hebrews 13:7

Knowledge we’d like to see developed by the end of High School
- How to be a spiritual leader
- Spiritual gifts
- Maturity
- Being a role model, example
- Teaching children
- Discipling other believers
- Peer counseling

Programs that aid this process: Large Group Meetings, Ministry Team
Compassion - “God wants you to show compassion to those in need.”

“And Jesus went forth, and saw a great multitude, and was moved with compassion toward them, and he healed their sick.”
Matthew 14:14

Knowledge we’d like to see developed by the end of High School
- Be a light of witness to the unsaved
- Accepting others (versus tolerance)
- Meet the needs of the poor, homeless, sick, outcast, and the elderly
- Overcome racism and racial reconciliation

Program that aid this process: Large Group Meetings, Small Groups

Contemporary Issues - “God wants you to respond Biblically to the difficult issues you encounter.”

“See to it that no one takes you captive through hollow and deceptive philosophy, which depends on human tradition and basic principles of this world rather than on Christ.” Colossians 2:8

Knowledge we’d like to see developed by the end of High School
- Abortion
- Pornography
- AIDS and STD’s
- Sexual abuse
- Homosexuality
- Eating disorders
- Suicide
- Violence and crime
- Gangs
- War
- New age movement, cults, satanism and the occult
- Politics

Programs that aid this process: All programs will aid in this process at different levels.
**Special Teams**

**Set-up/Clean-up**

The first thing a person will notice when they walk into our room will be the set-up. Is the room clean? Is it decorated? Is it appealing? We want to strive to have a welcoming atmosphere.

**Greeting**

Whenever somebody new comes, the best thing we can do is to have someone ready to greet them and make them feel welcome. The greeters can be hanging out near the entrance, greet new people, and connect them with others by way of introduction.

**Praise**

This team needs people with varied gifts.
- **Vocals** - Someone who can sing and lead their peers in a time of worship.
- **Instruments** - From guitar and bass to drums and bongos.
- **Organizer** - For those with organizational skills, we need somebody to keep the music, lyric sheets, and overheads organized.

**Video**

This is a team for people of varied interests.
- Do you like to play around with a camera? How about coming up with silly ideas to make others laugh? Some of our videos can even have a point...hmmm?!?

**Drama**

From one-act skits to multiple scene dramas, we need people who like to act, direct, organize, or just simply help out.

**Décor**

Perhaps you have an artsy side no one knows about. Do you like to draw, paint, color, or just be generally creative? We want our youth room to be engaging those who enter as well as just plain look cool.

**Food**

Special events call for special menus. If you like to bake, cook, broil, fry, simmer, grill..., whatever, this team needs you. This team also needs people to keep our candy and pop stocked.

**Games**

Ever try coming up with great games week after week? If you have some ideas for great games, consider this team.
**Small Groups, Big Deal**

In small groups, students are known.

In small groups, students can talk.

In small groups, students can make personalized commitments.

In small groups, students are accountable.

> “Confess your sins to each other and pray for each other so that you may be healed.” James 5:16

In small groups, students can be safe.

In small groups, Christian community appears.

> Repentance, Faith, Forgiveness, Reconciliation, Joy, Struggle

In small groups, students grow.

> Students grow best in an atmosphere of trust and acceptance when they know they are cared for

In the end, small groups are what help people connect at a deeper level. No matter how large a youth ministry becomes, we can create smaller circles of connection using a small group format. I believe, no matter what else changes in youth ministry programming, small groups will remain a constant core for reaching our ministry goals.
“Going Deeper” Bible Study Leader

Ministry Description:
A person committed to “training a person in the way he should go”, by teaching biblical truth.

Time Commitment:
- 1 hour in Sunday school a week
- 1 hour in contacting outside of group meetings
- 1 hour in preparation, prayer and planning for Sunday school meetings
- Attendance at leadership training opportunities

Responsibilities:
1. When possible, attend youth events in order to build relationships through activity.
2. Keep records of attendance at Sunday school meetings.
3. Be in regular contact with class members. This includes those who have not been in regular attendance and newcomers.
4. Make it a priority to attend leadership training times.
5. Let Rick know when you need a substitute.

Goals:
1. Know every teen in your group by name.
2. Systematically pray for your group, and let them know you are doing so.
3. Be a part of their lives by attending their activities; games, concerts, plays, etc.

I understand the mission of this youth group and the expectations of this ministry opportunity and covenant with God and my fellow youth workers to give myself wholly to this mission.
**Bible Quizzing**

**Ministry Description:**
A Bible Quiz Coach should endeavor to build positive relationships with quizzers and co-workers. Help quizzers memorize and retain scripture within the structure of the quizzing program.

**Time Commitment:**
- 2 Hours weekly; Practice held on Wednesdays from 5:30-6:45pm
- 1 Saturday a month at quiz tournament

**Responsibilities:**
1) Attend weekly quiz practice.
2) Be creative in your approach to Bible memorization.
3) Prepare and gather necessary materials well in advance of practice.
4) Know the current quizzing rules.
5) Strive to develop in-depth relationships with quizzers and co-workers.
6) Attend monthly quiz meet.
7) Inform Pastor Rick if you are going to be absent.
8) Maintain your spiritual walk with the Lord.
9) Regularly pray for the quiz program and the individuals involved.
10) Strive to make our quiz program better by making suggestions for improvement.

**Goals:**
1) That your relationship with others in the quizzing program will reflect your love for Christ.
2) To use quizzing as a vehicle to get to know teens intimately, so that you can minister to individual’s needs.
3) Encourage quizzers to be Christ-like in speech and action.
4) To help quizzers desire to apply God’s word to every aspect of their lives.
5) Teach rules and techniques of quizzing, so that teams can quiz effectively.
6) Emphasize good sportsmanship and modesty.
7) De-emphasize winning.

I understand the mission of this youth group and the expectations of this ministry opportunity and covenant with God and my fellow youth workers to give myself wholly to this mission.

__________________________________________

**Going Deep with Christ...Going Wide with the Word** 18
**Small Group Leader**

**Ministry Description:**
A person committed to building relationships with a group of teens in a small group format in order to help the process of making fully devoted followers of Christ.

**Time Commitment:**
- 1 hour in small group a week
- 1 hour in contacting outside of group meetings
- 1 hour in preparation, prayer, and planning for small group meetings
- Attendance at leadership training opportunities (once a quarter)

**Responsibilities:**
1) When possible, attend youth events in order to build relationships through activity.
2) Keep records of attendance at small group meetings.
3) Be in regular contact with small group members. This includes those who have not been in regular attendance and newcomers.
4) Plan a pace changer with your group at least once a quarter. This could be as little as a change of location or as big as a trip to Ft. Wayne.
5) Make it a priority to attend leadership training times.
6) Always be on the watch for someone you can train to start a small group of their own.

**Goals:**
8) Know every teen in your group by name.
9) Systematically pray for your group, and let them know you are doing so.
10) Be a part of their lives by attending their activities; games, plays, concerts, etc.
11) Train an apprentice so that when your group grows too big for an effective small group, you will be able to divide into two small groups.

I understand the mission of this youth group and the expectations of this ministry opportunity and covenant with God and my fellow youth workers to give myself wholly to this mission.

___________________________________________________________________

For further information, see the Youth Ministry Small Group Handbook.
Staff Behavior Standards

1. Any verbal or nonverbal sexual behavior with any student is inappropriate.
2. Dating or going out with any student is forbidden.
3. Discretion must be used in dealing with all students, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body hug, stroking, massaging, or an affectionate kiss raises questions. Any overt display of affection should be made in a public setting in front of other group members.
4. Sexual gestures or overtures a student makes to a staff member should be reported to Pastor Rick so that discussion can be held with the student.
5. “Buddy systems” should be used by staff whenever possible, but especially when working with students of the opposite sex.
6. One-to-one counseling with a student should always occur in a public place—never alone in a car or a private place.
7. Driving alone with a student of the opposite sex should be avoided at all times, especially when working with troubled teens.
8. If it is necessary to ride or drive alone with a teen, special care should be taken with a student of the opposite sex.
   - Do not sit close to one another in the car.
   - Do not come into physical contact with one another.
   - Do not stop the car to talk.
   - If you must stop, turn on the inside light of the car.
   - Avoid physical contact (hugs and kisses) when saying goodbye.
   - Be aware of the time you depart and arrive. Mark those times in your diary or record.
9. Romantic or sexual attraction for a student by an adult leader should be brought up and discussed with Pastor Rick for prayer and guidance.
10. All suspicions of child or sexual abuse must be reported to Pastor Rick, who is a mandated reporter in this ministry. He will report it to the abuse hot line.

Any knowledge or suspicion of any youth ministry staff having an inappropriate relationship with a student must be reported promptly to Pastor Rick.
Youth Ministry Web-Sites

**Youth Group Ideas**
- youthpastor.com
- thesourcefym.com
- egadideas.com (free ideas on all things youth related)
- beyondbelief.com (the Cross Culture Revolution)
- youthspecialties.com

**Articles, i.e. culture, youth, stats**
- cpyu.org
- relevantmagazine.com
- neoscosmos.com
- barna.org
- gospelcom.net

**Curriculum / Resources**
- teenlifeministries.com
- christianbook.com
- simplyyouthministry.com
- groupmag.com (using this code -05058461 will get you to back issues and all their resources)

**Free Methodist Sites**
- fmyouth.org (National Student Ministry Team site...lots of helpful links)
- fmusa.org
- fmquizzing.org (Bible Quizzing)

**Parent Sites**
- parentministry.org (Various articles,etc.)
- cpyu.org (Center for Parent / Youth Understanding)
YOUTH MINISTRY DIRECTORY

Mary Helen Gench  Quiz Coach
Rick Gensch  Sunday School Leader
Erin Hayes  Connection Group Leader
Mary Lampkin  Fundraising Coordinator
Justin Leighty  Senior High Leader
Deb Morrison  Sunday School Leader
Jennifer Nier  Youth Pastor’s Right Hand
Sean Smith  Connection Group Leader

YOUTH MINISTRY WEEKLY SCHEDULE

Sunday
Growing Deeper Bible Study  9:15am  Youth Room
Dose of Reality  6pm  Youth Room

Wednesday
Bible Quizzing  5:30pm  Tower Room / Parlor
Middle School Church  6:30pm  Youth Room

Thursday
Connection Groups  6:30pm  Church / Youth Room
Staff Behavior Standards

11. Any verbal or nonverbal sexual behavior with any student is inappropriate.

12. Dating or going out with any student is forbidden.

13. Discretion must be used in dealing with all students, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body hug, stroking, massaging, or an affectionate kiss raises questions. Any overt display of affection should be made in a public setting in front of other group members.

14. Sexual gestures or overtures a student makes to a staff member should be reported to Pastor Rick so that discussion can be held with the student.

15. “Buddy systems” should be used by staff whenever possible, but especially when working with students of the opposite sex.

16. One-to-one counseling with a student should always occur in a public place - never alone in a car or a private place.

17. Driving alone with a student of the opposite sex should be avoided at all times, especially when working with troubled children.

18. If it is necessary to ride or drive alone with a teen, special care should be taken with a student of the opposite sex.
   - Do not sit close to one another in the car.
   - Do not come into physical contact with one another.
   - Do not stop the car to talk.
   - If you must stop, turn on the inside light of the car.
   - Avoid physical contact (hugs and kisses) when saying goodbye.
   - Be aware of the time you depart and arrive. Mark those times in your diary or record.

19. Romantic or sexual attraction for a student by an adult leader should be brought up and discussed with Pastor Rick for prayer and guidance.

20. All suspicions of child or sexual abuse must be reported to Pastor Rick, who is a mandated reporter in this ministry. He will report it to the abuse hot line.

Any knowledge or suspicion of any children’s ministry staff having an inappropriate relationship with a student must be reported promptly to Pastor Rick.
In an effort to ensure the safety of our children and youth, the Winona Lake Free Methodist Church abides by the following policies as regards their volunteer children and youth workers.

- All volunteers will be asked to fill out a worker screening form before they begin volunteering.

### Policies to Reduce the Risk of Harm to Children and Youth

- The church shall hold regular training sessions for workers in the area of sexual abuse prevention.
- There shall be designated monitors to patrol the building during church functions.
- There shall be two adults in classrooms with children. Mature college or high-school students may be used if deemed appropriate by pastoral staff; decided on individual basis.
- There shall be two adults in the van when picking up and dropping off children. Mature college or high-school students may be used as long as they are not related to the adult driver.
- Children remain the responsibility of their parents during activities where there is no programming specifically designed for them (e.g. potlucks); they should remain in areas of the church where adult supervision is available. The sponsoring group is responsible to provide adequate supervision.
- Annually parents will register their children, nursery through sixth grade, for midweek programming and Sunday School (1 form).
- Children, nursery through kindergarten, will not be released from their departments except to parents or other persons designated in writing by parents. Children in the nurseries will only be released to the parent with the photo ID card.
- Bathroom Policy: (1) No child goes without an adult. (2) Open the door and do a quick glance to see if anyone is in the bathroom. (3) Adult waits outside door. (4) If wait seems long, open door, but deal with student from the hallway. (5) If young child needs help, leave the bathroom door open, the stall door open, and stay in view.
- Children involved in kidZone activities must have signed parental permission form.
- There shall be adult escort for the children from the sanctuary to Children’s Church.
- All workers with children shall undergo personnel screening procedure, described below.
- Adult volunteers will immediately report any behaviors which seem abusive or inappropriate to their supervisor.

### Personnel Screening Procedures

- All workers with children/youth are required to attend the church’s training programs on abuse prevention.
- All personnel, both volunteer and paid employees working with children shall fill out the Screening form for Children Workers. The Christian Education pastor shall be the only person to review forms. They will conduct an interview with workers if there are areas on the completed forms which indicate potential for risk. All forms will be kept secure and confidential. The Senior Pastor and Christian Education board will be approached where further action is needed.
- All department heads and teachers of children should be members and/or have been attendees for at least six months. Exception may be made for college students who are members in good standing of another church.
- Anyone with a history of being an abuser will sensitively be encouraged to find an area of ministry not involving children. THEY ARE NOT PERMITTED TO BE WORKERS WITH CHILDREN IN CHURCH
This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee are required to complete an employment application in addition to this screening form. This form is used to help the church provide a safe and secure environment for children and youth who participate in our programs and use our facilities. The information provided will be kept confidential.

Personal

Today’s Date: mo/day/yr date of birth Social Security #

Name: Last First Middle

Present Address: City, State, Zip:

Home Phone: ( ) _____________________________

Personal History

Please indicate the type of youth or children’s work you prefer: ________________________________

Do you have a current driver’s license? ___ Yes ___ No

If yes, please list your license number: ____________________________________________

Have you attended the church training session on sexual abuse prevention? ___ Yes ___ No

Note: We appreciate the sensitivity of the following questions and your answers to them will be held in strict confidence. You may answer them here or, if you prefer, you may discuss them in confidence with a pastor or counselor. An affirmative answer to any of these questions will not, in itself, disqualify you from ministering to our children or youth. Further, please know that we are fully committed to providing gracious and loving care and nurture for you and for the entire Winona Lake Family.

Have you ever been convicted of or pleaded guilty to a crime? ___ Yes ___ No

To your knowledge, have you ever had a positive test for HIV, AIDS, or Hepatitis B? ___ Yes ___ No

Church History and Prior Work with Children or Youth

List one previous church work involving children and youth (list church, type of work, dates).

Church: ____________________________________________

Type of work: _______________________________________

Dates: _____________________________________________
Personal Testimony

Please write a brief testimony on how Christ came to be Lord of your life, and your relationship with Him now.
Please write your Personal Testimony here:

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give any information that they may have regarding my character and fitness to work with children or youth. I will hold anyone harmless who in good faith provides you with information about me.

I understand that the decision whether or not to allow me to serve in the capacity that I have applied for is completely within the discretion of the WLFMC pastoral staff.

Should my application be accepted, I agree to be bound by the policies of the Winona Lake Free Methodist Church, and to refrain from any unscriptural conduct in the performance of my services on behalf of the church.

Signed: _________________________________________

Date: _____________________________

__________________________________________