



# **COLLEGE TEAM MEMBER PACKET**



## **Welcome Potential Team Member,**

We are glad you are interested in working with CCV College Team!

Our church is always looking for great team members to serve Christ and His students within our College Ministries. We believe that the best ministry is built on positive relationships between adult staff and students. The love of God is practically demonstrated and understood by college students when someone enters into a caring relationship with them, and you could be the one to share that love. Relational ministry is how we operate!

The quality of our staff team is very important. We are looking for men and women who are fully devoted followers of Jesus Christ and desire to care for college students. We encourage you to read through all the material in this packet, and with prayer and thoughtful consideration, seek whether God would have you move into this ministry. We encourage you to observe one of our services before you make your decision. Then fill out the application.

Once we have received your application, we will contact you to schedule an appointment to discuss your involvement. All personal information on these forms will be kept strictly confidential. In the meantime, please feel free to observe our ministry up close, by attending one of our services or an event.

College Ministry is one of the best ways to invest your time and serve the Lord. We are excited to meet with you and to spend time discussing your hopes and desires for ministry. If you have any questions about the process, please feel free to call the Student Ministries office at 909.592.2282.

Sincerely,

Rachel Ceballos, College Pastor  
Justin Knowles, High School Pastor  
Sean Lord, Junior High Pastor  
Helena Heredia, Student Ministries Director - Groups and Outreach  
Matthew Ferrer, Students Worship Pastor

# How to Join the Staff:

## **STEP 01: EXPRESS INTEREST**

You may have an interest in serving God by loving students but are unsure as to where you can help. We will talk this through with you. Let us know your interests and passions, and we will help you take the next step.

## **STEP 02: RECEIVE THE COLLEGE MINISTRY TEAM MEMBER APPLICATION PACKET**

This packet gives you the basic information that will help you make decisions about our ministry. We have tried to explain as much as we can, but you can get a much better understanding when you observe a service and talk with those currently on staff.

## **STEP 03: COMPLETE THE APPLICATION**

This application was developed to obtain pertinent information from you in order to enhance our ability to make a good decision about placement. It is lengthy, but we take seriously our responsibility to put together an effective team. Be sure to include a signed Code of Conduct and Standards of Behavior form.

## **STEP 04: INITIAL CONTACT BY CHURCH STAFF**

This is an opportunity for us to meet briefly with you in order to connect and hear your desire to be involved in College Ministries. We will also give you a general overview of the ministry and help you choose a time to visit and observe one of our services.

## **STEP 05: INTERVIEW WITH PASTOR**

This is an opportunity for us to get to know each other and for you to share your desire for ministry. We will discuss your application and commitment, answer any questions you have, and talk specifically about where you might fit into the ministry. Submit your application before the interview.

## **STEP 06: PRAYERFULLY CONSIDER YOUR COMMITMENT**

We want you to take time to pray and think through this commitment. We also encourage you to seek the counsel of family and/or friends regarding your commitment.

## **STEP 07: OBSERVE SERVICES**

This is a good opportunity to get a better feel for the ministry. You will have a chance to meet students and other staff members, as well as formulate questions for our future meeting.

## **STEP 08: COMMUNICATE YOUR COMMITMENT**

After you have decided you want to make a commitment, give us a call and fill us in. We will discuss the beginning date when you call with your commitment.

# What College Students Need:

For most adults, investing into the next generation can be somewhat intimidating. But when we really get down to it, it's not as hard as we make it out to be! Time and time again, we have heard the same misconceptions; unfortunately, these ideas prevent many amazing men and women from getting involved in ministry and being the difference in the life of a student.

## MISCONCEPTIONS...

- I must be young and hip.
- I must have adequate Bible training.
- I must be a perfect example of a Christian.
- I must feel secure.
- I must be able to act like one of the students.
- I must have plenty of free time.
- I must be wild, crazy, and dynamic.
- I must be liked by all students.

Being involved in college ministry makes extraordinary differences. It is normal for us to question our skills and abilities as we wonder if we will be able to relate to the students, but know this: your confidence will grow the more you are around students and you'll see how God can use normal, inadequate people (like me and you) to do great things. Here's the truth:

## STUDENTS NEED LEADERS WHO WILL...

- Remember their name
- Go into their world
- Pray for them and with them
- Laugh with them and at themselves
- Take initiative to spend a little time with them
- Believe in them
- Love Jesus authentically in front of them

Simply put, a college student needs someone who cares! When we look at this challenge through the lens of this simple truth, it does not seem so difficult. Not only that, but we do this as a team. It will be our very differences that make this leadership team successful! One person can't be all things to the students...young, old, crazy, wise, funny, sociable, quiet, etc. But you can be the person a student comes running to when they need to know they are loved. We just need to be the people God made us to be and the rest of the gaps will be filled in.

# Relational Ministry

The FOUNDATION of our ministry is building relationships. More specifically, we want caring leaders who go out of their way to express Christ's love to college students. Our ministry is designed around this principle. It's the CATALYST that propels students to experience and develop God's purposes in their lives.

All too often people do not remember our creative Bible studies, our extravagant camp themes, crazy events, or carefully crafted talks. What they remember is YOU! They will not forget the leader who LIKED THEM and LOVED GOD. They will remember the leader that talked to them when no one else would, who went to their graduation, who was there for them when family life got tough. You will be the practical means in which our students will experience Christ's love (John 13:34-35).

## OUR RELATIONAL VALUES

These are the 5 VALUES that every leader should hold as important and strive to embody. As relational leaders we must...

### 1. REMEMBER NAMES

By learning and remembering a student's name, you've just honored that student. Use their name in a sentence, write it on a welcome flyer or your hand, do whatever it takes, just don't forget it! And when you speak it back to them the next time you connect, they'll feel valued.

### 2. COMMUNICATE CARE

It's important to be positive and uplifting. A student should feel better about who they are after being around you. Words are powerful, but too often our students absorb put downs, ridicule, and sarcasm. We need to be the voice of encouragement! It's not enough to care. We've got to communicate that care verbally.

### 3. LOOK FOR LONERS

Be on the prowl for students who come alone or look disconnected. Find them and take them under your wing. Introduce them around. Invite them to sit with you and then stick with them the entire service. Make it your goal to meet a new student every week!

### 4. ASK GOOD QUESTIONS

Take an honest interest in them. Ask open-ended questions and then follow those up with more questions about their answers. Remember their answers so you can bring them up the next time you see them. This shows genuine concern. Sometimes the less we say in the beginning will open up bigger opportunities later down the road.

### 5. POINT OUT POTENTIAL

First, we've got to find their "diamond in the rough" potential. Students are in process but all of them have hidden gifts and talents just under the surface. Once identified, we've got to vocalize this potential. We must point out what they themselves could not see (strong leadership, a compassionate heart, etc.).

# College Ministry Leadership Roles

## CONNECT

### **CREATIVE TEAM:**

The Creative Team comes together to brainstorm and dream up different mediums through which each service's message and tone can be communicated to the students in the most impactful way.

### **EVENT PLANNING TEAM:**

The Event Planning Team organizes and coordinates activities that will help the students to connect with one another, grow in their relationship with Christ, and serve the Kingdom of God.

### **GREETING TEAM:**

The Greeting Team makes first contact with students at each College Ministry event and provides a welcoming environment for new students to get connected to the ministry.

### **WORSHIP TEAM:**

The Worship Team influences the College Ministry congregation to surrender themselves before God and respond to His revelation by praising and rejoicing through song, art, and various other creative aspects.

### **MEDIA TEAM:**

The Media Team utilizes various forms of media to maximize the ability to inform and interact with students using technology both within services as well as online as needed.

## GROW

### **ROOTED LEADER:**

A Rooted is a group of 8-12 people who come together for 10-weeks of study and accountability while doing life together. The Rooted Leader oversees and helps facilitate these groups while shepherding and encouraging their students in their walk with God on a weekly basis.

### **PRAYER AND ENCOURAGEMENT TEAM:**

The Prayer and Encouragement Team are at every College Ministry event to pray with students. The team also follows up with and encourages students who have asked for prayer, made a first-time decision, or a rededication. They will come alongside these students and point them towards growing in their relationship with God.

## SERVE

### **HOSPITALITY TEAM:**

This team takes the lead in providing a warm and inviting atmosphere for College Ministry services/events, which helps foster fellowship and community amongst the students and staff

### **SETUP/TEARDOWN TEAM:**

The Setup/Teardown Team makes sure the rooms we use for ministry on Thursday nights look as great as possible to complement college services. They also tear everything down at the end of the night to ensure the room is left as it was found.

# CCV Belief Statement

## **ABOUT GOD:**

There is one God who is creator and maker of the universe. He exists eternally in three persons: The Father, The Son, and The Holy Spirit, who are one in essence and equal in power and glory. *Deuteronomy 6:4-5; John 17:21; Ephesians 4:6*

## **ABOUT JESUS CHRIST:**

God has revealed Himself to man in the person of Jesus Christ. He is fully God and fully man, the eternal and only begotten Son of God, conceived of the Holy Spirit, born of a virgin, sinless in His life, making atonement for our sins by His death on the cross and vindicated by God in His bodily resurrection, ascended to heaven to sit at God's right hand as our Intercessor and as our Advocate. *Hebrews 1:8; 1 Timothy 2:5-6*

## **ABOUT THE HOLY SPIRIT:**

God is present in the world today in the person of the Holy Spirit who draws us to faith in Jesus and who bears witness with our spirit that we are children of God. He indwells the believer which empowers him to manifest the likeness and character of Christ. He gives spiritual gifts to the church for our mutual edification. *John 16:7-15; Romans 8:16; Ephesians 4:7; 1 Corinthians 12:7*

## **ABOUT THE BIBLE:**

The Bible is the inspired Word of God, His revealed truth and is the infallible guide for our lives. *2 Peter 1:20-21; 2 Timothy 3:16-17*

## **ABOUT MANKIND:**

Man was created by God in His image, free as to choice and responsible to his Creator. Tempted by Satan, he separated himself from God by voluntary disobedience. As a consequence all men are born with a sinful nature and have need of reconciliation with God. *Genesis 1:26-27; Romans 3:10, 23*

## **ABOUT SALVATION:**

Man can be saved from the consequence of sin, which is eternal death, by the grace of God through faith in Jesus Christ and in repentance of sin. Man cannot earn nor work for his salvation. When one is saved he is said to be "born again" by the indwelling presence of the Holy Spirit. *John 1:11-12; Ephesians 2:8-9; 2 Peter 3:9*

## **ABOUT BAPTISM:**

Water baptism is by immersion only and an act of obedient faith. Immersion is a picture of the death, burial, and resurrection of Christ as well as a picture of the new birth. *1 Peter 3:21; Romans 6:1-5; Acts 2:38*

## **ABOUT THE CHURCH:**

Man is baptized by the Holy Spirit into the body of Christ which is the church. The church has the mission of carrying on the work of Christ on earth. *1 Corinthians 12:13; Ephesians 2:11-21; Matthew 16:18; Acts 1:8*

## **ABOUT THE LORD'S SUPPER:**

The Lord's Supper should be observed to remember Christ and His death for our sins, as well as His coming again for our glorification. *1 Corinthians 11:23-34*

## **ABOUT CHRIST'S SECOND COMING:**

The Lord will come again for both salvation and judgment. *Acts 1:9-11; Matthew 24:30*

## **ABOUT ETERNITY:**

People were created to live forever. One will either exist eternally separated from God in a place called hell, or through faith in Christ, will be eternally united with Him in heaven. *Revelation 20:11-15; John 3:16; Matthew 25:41-46*



# CCV College Team Member Expectations

## WEEKLY...

- Attend College Ministry weekly (unless otherwise arranged with pastor).
- Show up on time and ready to serve.
- Make sure your area of ministry is ready, setup and prepared by 10 minutes to service time.
- You are an active participant in Thursday services (sitting with congregation, greeting people, inviting people, promoting on social media, etc.).
- You are actively engaging with new people and creating an atmosphere of inclusion.
- If you will be absent or late, you are texting Helena to let her know.
- If you will be absent, it is your responsibility to get your position covered and let Helena know.
- You are willing and able to help out any leader, whether it's your designated area or not.
- You are willing and able to take direction/changes from College Staff, whether it's your designated area or not.

## All Hands on Deck...

- If you are able to ever help pre-event with building, creating, errands, etc. we will always put a call out and ask for those who are available.
- We ask that as many of you are who are able to do so, show up early to help set up.
- No matter your designated area of ministry, you may be asked to do other things in addition.
- No matter your designated area of ministry, you help with cleanup.

## Morally...

- Your relationship with God is first and foremost.
- You are leading by example in all areas of life: spiritually, physically, relationally and morally.
- You are reading your Bible, attending and participating in church, have a One Life and are intentionally trying to grow daily in your relationship with God.
- You are abstaining from drunkenness, drugs, sexual activities outside of marriage, and illegal activities.
- You are abstaining from gossip, slander, inappropriate relationships, and inappropriate jokes.
- You are being wise and discreet with what you are projecting on your social media.
- You have a growth group and/or accountability partner to share your struggles with and receive wise counsel and encouragement.

# Policies

## LIFESTYLE

- The college team is called to set an example for our students of what it means to be godly men and women. We are asked to do so by living above reproach according to a Biblical standard and by lifting up the name of God, lifting up others, and lifting up the ministry/church leadership.

## REPORTING RESPONSIBILITIES

- College team members are required to report to their appropriate College Pastor on the same day they have reasonable suspicion or knowledge that a student has been the victim of abuse, that a student is thinking of or talking seriously about suicide, or that a person poses a serious danger of violence to another person.
- If the student is in imminent danger, the team members should act immediately to protect the life of the student, and this may include contacting the police. The staff person should also include a report to their appropriate College Pastor that same day. The College Pastor will report and seek recommendation for action.





# **COLLEGE TEAM MEMBER APPLICATION**



## Application:

The College Ministry at Christ's Church of the Valley understands and takes seriously our commitment to shepherd and instruct the students entrusted to our care. We are sensitive to the length and personal nature of this application, yet we believe the trust of college students is of paramount importance, and therefore must require that all reasonable information possible be gathered in order to accurately evaluate all candidates and, with God's wisdom and insight, select those best suited for a position.

Your time spent in providing complete and accurate information as requested in this application will be greatly appreciated.

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### GENERAL INFORMATION

Date: \_\_\_\_\_ [ ☐ ] Male [ ☐ ] Female

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (    ) \_\_\_\_\_ Work Phone: (    ) \_\_\_\_\_

Cell Phone: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

Marital Status: [ ☐ ] Single [ ☐ ] Married [ ☐ ] Engaged [ ☐ ] Divorced [ ☐ ] Other: \_\_\_\_\_

Spouse / fiancé's full name: \_\_\_\_\_ Any children? [ ☐ ] Yes [ ☐ ] No

Names and ages of children (if applicable):

\_\_\_\_\_

### EDUCATION

High School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

College: \_\_\_\_\_ Years Attended: \_\_\_\_\_

College: \_\_\_\_\_ Years Attended: \_\_\_\_\_

Graduation Year: \_\_\_\_\_ Major: \_\_\_\_\_

Degree(s) Earned: \_\_\_\_\_

Graduate School: \_\_\_\_\_ Focus of Study: \_\_\_\_\_

Other School(s) Attended: \_\_\_\_\_

### EMPLOYMENT

Present occupation: \_\_\_\_\_

Place of employment: \_\_\_\_\_

Employer's phone: (    ) \_\_\_\_\_ Years at current job: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Brief job description: \_\_\_\_\_

## CHURCH AFFILIATION

Do you regularly attend CCV? ☐ Yes ☐ No

Do you attend any other church(es)? ☐ Yes ☐ No

If so, where? \_\_\_\_\_

Which worship service do you normally attend?

☐ Sat. 5pm ☐ Sun. 8am ☐ 10am ☐ 12pm ☐ 5pm ☐ Lone Hill 10am

☐ Etiwanda Gardens 9am ☐ Etiwanda Gardens 11am

What other ministries/classes are you currently involved in? \_\_\_\_\_

\_\_\_\_\_

Please read CCV's Belief Statement on page 7 of the Team Member Packet.

Are you supportive of this Belief Statement? ☐ Yes ☐ No

List any significant disagreements you might have with the beliefs of CCV.

## SPIRITUAL HISTORY

When and how did you become a Christian?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your spiritual journey now. In what ways have you grown spiritually over the last six months?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What personal gifts, abilities, and passions do you possess that you feel could be used in a positive way within College Ministry?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who presently holds you accountable in your spiritual walk?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you currently do to strengthen your spiritual walk and character?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PERSONAL

Why do you want to serve as a team member in College Ministry?

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List three things you enjoy doing in your leisure time:

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Have you ever been arrested?      ☐ Yes   ☐ No

If yes, please explain the circumstances: \_\_\_\_\_

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Do you currently use illegal narcotics or drugs?      ☐ Yes   ☐ No

If yes, please explain: \_\_\_\_\_

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Do you currently drink alcoholic beverages?   ☐ Yes   ☐ No

If yes, how frequently and in what context? \_\_\_\_\_

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Do you view pornographic material through movies, bookstores, magazines,  
the internet, or other means?

☐ Yes   ☐ No

(Any specific concerns can be discussed individually with the pastoral staff.)

## SELF-DESCRIPTION

On a scale of 1 to 5 (with 5 being highest) please rate yourself in the following:

Committed	_____
Flexible	_____
Laid-back	_____
Strong-willed	_____
Team player	_____
Thorough	_____
Honest	_____
Compassionate	_____
Teachable	_____
Servant	_____
Sensitive	_____
Patient	_____
Energetic	_____
Risk taker	_____
Trusting	_____
Friendly	_____
Good communicator	_____



# College Ministries Code of Conduct and Standards of Behavior

We desire for College Ministries programming and events to not only be incredibly fun, but safe as well. For your own safety, and the safety of others, we ask that all staff abide by this Code of Conduct and Standards of Behavior while participating in ministry events. Staff who violate the Code of Conduct or Standards of Behavior will be subject to discipline.

- College team members and students should in no manner initiate, promote, encourage, or participate in any activity that would lead to nudity.
- College team members and students should in no manner initiate, promote, encourage, or allow students or themselves to engage in any horseplay, jokes, hazing, or ridicule, which contains sexual/homosexual connotations. In the same way, they should not engage in any jokes or ridicule that is degrading or causing harm to another.

## CODE OF CONDUCT AND STANDARDS OF BEHAVIOR

1. No alcohol, drugs, or tobacco permitted [Any possession, using, buying, or distributing of an illegal or controlled substance or alcohol on church property or during a College Ministries event will not be tolerated and appropriate authorities will be notified]. 2. Participation with the group is expected. 3. Unless married, no guys in girls' sleeping quarters (and vice versa). 4. Respect for others. 5. Respect for property. 6. Respect for and compliance with event schedules. 7. No fighting, weapons, fireworks, explosives, or lighters. 8. Be aware of what you post on social media.

## RED FLAGS

The Red Flag policy was created in an effort to catch behavior before it places someone at risk. Our College Ministries considers any sort of behavior by students or team members that puts others at risk physically, emotionally, or spiritually to be a "Red Flag." Red Flags are not tolerated within our ministries, and concerns should be communicated to CCV paid staff

**It is a red flag if a student, team member, adult, or some older person who has authority or power in one's life behaves in the following way:**

- Driving excessively fast or recklessly.
- Any participation in activity that requires you or students to take their clothes off. (i.e. skinny-dipping, strip poker, streaking, photography)
- Initiating any physical touching that makes someone feel uncomfortable, especially if you persist after they express their discomfort.
- Any horseplay or joking in a homosexual or sexual way.
- Extravagant and excessive gift giving.
- Using your physical power to control someone in such a way that they feel threatened or in pain.
- Using, purchasing, or encouraging the use or purchase of an illegal substance.
- Using ridicule, put downs, or hazing tactics that diminish, embarrass, or demoralize someone as a person.
- Encouraging someone to break the law. (i.e. trespassing, vandalism, theft)

I have read and will support and uphold the Code of Conduct and Standards of Behavior of Christ's Church of the Valley. I acknowledge that violation of the Code of Conduct and Standards of Behavior will result in discipline from the ministry, including being sent home from an event and restriction from further activities.

\_\_\_\_\_  
Team Member Name [print]

\_\_\_\_\_  
Team Member Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## OTHER INFORMATION

Is there any other information that you would like us to know about you? Is there anything that could come to light later in your ministry with college students at CCV that might reflect negatively on the name of Christ and His church?

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## REFERENCES

Please list references that have seen you up close and in ministry that we can contact. (Please include a pastor and a close friend if possible).

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

## APPLICANT'S STATEMENT

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I declare by my signature below that the information contained in this application is true and accurate to the best of my recollection and knowledge. I further authorize CCV to contact all references listed here, and to verify all information through background checks, DMV checks, fingerprinting, and drug tests if requested.

My signature below also indicates I have read through the following documents and not only understand them, but commit myself to follow these expectations, guidelines, and policies as presented by Christ's Church of the Valley.

- The CCV Belief Statement
- CCV College Team Member Expectations
- The College Ministries Policies
- College Ministries Code of Conduct and Standards of Behavior

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_





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