



## **Welcome Potential Volunteer Leader,**

We are excited about your interest in serving with the Students ministry!

Our church is always looking for great volunteer leaders to serve Jesus and His students within our Student Ministries. We believe the best way to do ministry is building positive relationships between adult staff, students, and parents. The best way to display the love of God is practically demonstrated and understood by students when an adult enters into a caring relationship with them, and you could be the one to share that relationship. Jesus shows us that it is all about relationship, and so 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 (defined as: spending time with God daily, living in Godly community, practicing generosity, serves in area of giftedness & invests in their One Life) and passionately care about students. We encourage you to read through all the material in this packet, with prayer and thoughtful consideration.

Once we have received your application, we will schedule an appointment to discuss your involvement. All personal information on these forms will be kept strictly confidential.

We believe Student Ministries is one of the best ways to invest your time and serve the Lord, as you will have an impact on the next generation of students who will be the future of the church. We are excited to meet with you and spend time discussing your hopes and desires for serving. If you have any questions about the process, please feel free to call the Student Ministries office at 909.592.2282.

Sincerely,

Justin Knowles, Lead Students/High School Pastor

Sean Lord, Junior High Pastor

Matthew Ferrer, Worship Pastor

Helena Heredia, Students Director-Growth Groups & Outreach

## **HOW TO JOIN THE TEAM:**

### **STEP 1: EXPRESS INTEREST**

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

### **STEP 2: FILL OUT THE STUDENT MINISTRY LEADER APPLICATION PACKET**

This is the packet you are reading right now. It gives an overview of our ministry and highlights the expectations we have of leaders. This application was developed to gain information from you in order to enhance our ability to set you up for success in serving. It is lengthy, but we take seriously our responsibility to put together an effective team. Be sure to turn in a signed application, Student Ministry Code of Conduct and Standards of Behavior form, as well as a signed Background Check Authorization form (We will need a new one if you have already signed one from a previous serving opportunity at CCV in the past). Please turn this all in to any of our Student Ministry staff members.

### **STEP 3: CONTACT BY STUDENTS STAFF**

Once we have your application turned in we will set up a time to meet with you. This is an opportunity for us to meet with you in order to connect and hear your story and desire to be involved in Student Ministries. It is also a time for you to ask questions about this packet, about the ministry, and anything you want to know about Students. We will also give you a more detailed overview of the ministry and help you choose a time to visit and observe one of our services.

### **STEP 4: THE "STARTER KIT"**

This is a kit we created just for you. It will help you get started in your journey of serving students. This kit will give a better understanding of our expectations for leaders and some great training to help you become a better leader. Please review all the information on this flash drive.

### **STEP 5: 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 friends regarding your serving commitment.

## **STEP 6: OBSERVE SERVICES**

This is a good opportunity to get a better feel for the ministry. You will shadow one of our core volunteers on your first couple of visits. This will give you the chance to meet students and other leaders, see our services, as well as formulate questions for future meetings.

## **STEP 7: COMMUNICATE YOUR COMMITMENT**

After you have decided you want to make a commitment, give us a call, text or email and we will meet with you again to talk about your commitment. We are excited to hear what God has shown you through this process. Now is the exciting part as we get to serve alongside you as we reach our vision for Students ministry.

## **ADDITIONAL INFORMATION TO THINK ABOUT**

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 and, unfortunately, these misconceptions prevent amazing men and women from getting involved in ministry and being the difference in the life of a student. Students need adults who care about them, have time for them and will point them to Jesus.

## **COMMON MISCONCEPTIONS...**

Here are a few:

- I must be young and hip
- I must have adequate Bible training
- I must be a perfect example of a Christian
- I must be able to act like one of the students
- I must have plenty of free time
- I must know everything about the latest youth culture
- I must be wild, crazy, and dynamic
- I must be liked by all students

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. We do not want you to miss out on this incredible opportunity to invest in the next generation as a result of a

common misconception.

## **WHAT STUDENTS NEED**

Adults 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 time with them outside of church, believe in them and love Jesus authentically in front of them. Simply put, students need adults who care about them, have time for them and will point them to Jesus. One person can't be all things to all the students...young, old, crazy, wise, funny, sociable, quiet, etc. But you can be the one person to help a student take a step forward in their faith journey.

## **PROGRAMS AND VALUES**

### **OUR VISION:**

To be a place where students are challenged to become fully devoted followers of Jesus. Leading them to share his love in their home, school and beyond.

### **CORE VERSE:**

As for me, I would seek God, and to God I would commit my cause. 9 He does great things and unsearchable, marvelous things without number. (Job 5: 8-9 NRSV)

### **PROGRAMS:**

- Wednesday nights: 7<sup>th</sup> – 12<sup>th</sup> come together for one big night of worship, teaching and community.
- Sunday mornings: JR High program at 10am in room 205. This is a place for our 7<sup>th</sup>-8<sup>th</sup> graders to get connected to our ministry so we can invite them to Wednesday nights.
- Growth Group: This is everything in our ministry. We start with a ROOTED group and then become a growth group. This is a group of 8-12 students, same age and gender who come together each week to find accountability and encouragement while doing life together.
- Safety team: This team helps out at Student Ministry worship services on Wednesday nights. Safety is a top priority for Students and we want to ensure parents and students that our services are a safe place.

## OUR RELATIONAL VALUES

These are the 6 VALUES that every leader should hold as important and strive to embody. As relational leaders we must...

### **1. Be a Spiritual Leader**

- FULLY DEVOTED FOLLOWER: Spends time with God daily, lives in community with other believers, practices generosity, serves in their area of giftedness and invests in their one life
- PURSUE HEALTHY RELATIONSHIPS: Actively seeks Godly friendships & relationships
- FAITHFUL: Attend a weekend service at CCV
- MODEL: Actively pursuing accountability in your life

### **2. Take Ownership**

- Know WHO your students are: their name, school, family, hobbies, etc.
- Know WHERE they are struggling: spend more time listening than talking
- Know WHAT truth they need to hear: discern and pray for God's leading
- Know WHEN they need to be challenged: knowing them will help you discern opportunities to influence and point them to Jesus
- Know WHY someone missed Wednesday night: this is huge because it shows students you care and that you noticed
- Know THEM: follow up, come through with what you said you would do. After a big night of prayer or a step forward in faith find time to follow up with them before the next service

### **3. Member of the SHIFT Team**

- Committed to SHIFT values & vision
- Supportive of SHIFT leadership
- Marketing SHIFT events and programs
- Represent our ministry to parents
- Protect our ministry: If you see an adult you do not recognize on Wednesday, please engage them in conversation and make sure they are part of the team. If they are not, direct them to talk to a pastor to get involved

### **4. Be Administrative**

- Good communication is key with parents & students
- Check-in with SHIFT staff through Facebook leader page, email or phone
- Create tools such as calendar reminders to keep in touch with your students
- Develop detailed plans to spend time with students outside of Wednesdays
- Read and engage in SHIFT weekly Facebook post & emails. Please comment & email back. Let the staff know how you can help

## **5. The Facilitator and Teacher (growth & ROOTED group leaders)**

- Prepare and teach the study in your small group
- Provide opportunities for students to dive into God's Word
- Challenge students to take the next spiritual step
- Allow students to talk, share and lead discussions

## **6. Relationally-Minded**

- Be an encourager
- Be involved in student's lives. Spend time with them outside of church

## **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



## **APPLICATION:**

The Students Ministry team at Christ's Church of the Valley understands and takes seriously our commitment to shepherd and disciple the students entrusted, by God and parents, to our church. We are sensitive to the length and personal nature of this application, yet we believe the trust of students and parents is of paramount importance. Therefore we 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.

### **GENERAL INFORMATION**

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

Name:

\_\_\_\_\_

Address:

\_\_\_\_\_

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

Phone: (    ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Instagram name: \_\_\_\_\_

Facebook (direct link): \_\_\_\_\_

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):

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## EDUCATION

High School: \_\_\_\_\_ Grad year: \_\_\_\_\_

College: \_\_\_\_\_

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

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

Graduate School: \_\_\_\_\_

Focus of Study: \_\_\_\_\_

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

## EMPLOYMENT

Present occupation:

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

Years at current job: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job description: \_\_\_\_\_

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## CHURCH AFFILIATION

Do you regularly attend CCV? [ ] Yes [ ] No / Do you attend any other church(es)? [ ] Yes [ ] No / If so, where?

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Which worship service do you normally attend? San Dimas: Saturday 5pm  
[ ] Sunday 8am [ ] 10am [ ] 12pm [ ] 5pm [ ] / Lone Hill: 10am [ ]  
Etiwanda Gardens: 9am [ ] 11am [ ]

How long have you attended CCV: \_\_\_\_\_

What other ministries are you currently involved in?

\_\_\_\_\_

What other ministries, groups, mission trips or programs have you been involved in at CCV in the past?

\_\_\_\_\_

\_\_\_\_\_

Please refer back to the CCV belief statement. Are you supportive of this Belief Statement? [ ] Yes [ ] No / Please list any significant disagreements you might have with the beliefs of CCV:

\_\_\_\_\_

When and how did you become a Christian?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your spiritual journey. In what ways have you grown spiritually over the last six months? What is something God is currently teaching you?

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Who presently holds you accountable in your spiritual walk?

\_\_\_\_\_

\_\_\_\_\_

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

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**PERSONAL**

Why do you want to serve as a volunteer in Students Ministries?

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List three things you enjoy doing in your free time:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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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As an adult, have you ever engaged in sexual activity with a minor?

Yes [ ] No [ ] / if yes, please explain: \_\_\_\_\_

Do you view pornographic material through movies, bookstores, magazines, the internet, or other means? (Any specific concerns can be discussed individually with the pastoral staff.) Yes [ ] No [ ]

## SELF-DESCRIPTION

On a scale of 1 to 10 (with 10 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
- \_\_\_\_\_ Communicator

## 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 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 (    ) \_\_\_\_\_ Email: \_\_\_\_\_

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

## APPLICANT'S STATEMENT

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
- The Students Ministries Volunteer Staff Expectations
- The Students Ministries Policies
- Students Ministries Code of Conduct and Standards of Behavior

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

## **STUDENT MINISTRIES CODE OF CONDUCT AND STANDARDS OF BEHAVIOR**

We desire for Student Ministries services and events to not only be incredibly fun, but safe as well. For your own personal journey, safety, and the safety of others, we ask that all leaders abide by this Code of Conduct and Standards of Behavior while participating in ministry events. Leaders who violate the Code of Conduct or Standards of Behavior will be subject to a process of restoration and taking a season off from serving.

### **LEADERSHIP POLICIES / EXPECTATIONS:**

#### **LIFESTYLE**

- The Student volunteer staff 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**

- Student leaders are required to report to their appropriate Student Pastor on the same day they have reasonable suspicion or knowledge that a student has been the victim of child 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 Student staff person will act immediately to protect the life of the student, and this may include contacting parents, police or child protective services.

#### **EXPECTATIONS (with students of opposite sex)**

We expect appropriate behavior of pastors and volunteer leaders in ministering to students of the opposite sex. It is extremely important that the ministry to students at CCV be above reproach. The following policies are mandatory for being a part of Students Ministry:

- Leaders will not engage in an ongoing helping relationship with a student of the opposite sex. This includes engaging in conversation over social media, text, phone or any form of communication. Students who have needs will be directed to staff and volunteers of the same sex of the student. Furthermore, staff and

volunteers leaders will not meet one on one with a student of the opposite sex.

- Leaders will not provide transportation for an individual student of the opposite sex. Case in point: if a male volunteer is required to take home a female student and two male students, he will take the female student home first or second, not last.

## **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 Next Gen Ministries event will not be tolerated and parents will be informed and appropriate authorities will be notified].

2. Alcohol policy for volunteer leaders is this: we ask all volunteers leaders who are 21 or over be mindful while drinking in public within a 15 mile radius of the church. We do not tolerate drinking of anyone under 21 and according to Ephesians 5:18 we will not tolerate any volunteer leader getting drunk.

3. Participation with students is expected. Wednesday nights is designed for students, do not be outside on the patio during service time. From 6:40-9:15pm you are expected to be with students and not hanging out with other adults.

4. Dating policy for Volunteer leaders is: We expect any volunteer leader to understand they are on leadership and with leadership comes a higher expectation in your relationships. Therefore, we follow 2 Corinthians 6:14 and expect that any non-married volunteer leader would date someone who is a Christian and of "equal yoking." Furthermore, we expect a high level of purity in non-married dating relationships as addressed in Hebrews 13:4. Non-married leaders are not engaging in sexual activity outside of marriage.

5. Respect for other volunteers and staff. You will be a raving fan of the Student Ministry and its team publically. Any concern or question you have will be brought to one of the staff members privately.

6. Respect for property of CCV. You will hold the CCV campus in high regard and do your part to keep it looking its best.

7. Be on time to leader meetings, events and any Student event.

8. No fighting, weapons, fireworks, explosives, or lighters on Wednesday nights. If a student brings these items or engages in these activities they are to be pulled aside and the parent contacted.

9. Be aware of what you post or have posted on social media. This is a great way to connect with students, but we ask that you understand students will find you, follow you and emulate you based on social media. Before you start serving it is a good idea to look through your social media profiles and clean up any content that would go against Colossians 3:16-17. Also do not have private conversations with students of opposite sex on social media.

10. Volunteer leaders should in no manner initiate, promote, encourage, or participate in any activity that would lead to or expose nudity.

11. Volunteer leaders 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 (i.e., "atomic sit-ups", "wedgies", "swirlies," etc.).

12. Volunteer leaders need to be cautious with physical touch with students and how it might: a) be construed by the individual, and b) be viewed as inappropriate by others surrounding them.

## RED FLAGS

The Red Flag policy was created in an effort to catch behavior before it places someone at risk. Our Student Ministries considers any sort of behavior by students, volunteer leaders or staff 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 a Pastor.

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

- Driving excessively fast, recklessly or illegally.
- Spending excessive time with one student, while excluding others.
- Spending time in a student's room, or other private place, with the door locked or blinds closed.
- 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.
- 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 any illegal substances.
- Being deceitful or resistant in communication with parents and/or disregarding parental authority.
- 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.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_