

Youth Pastor Handbook/ Training Manual

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Midweek/ Sunday Services:

Midweek & Sunday services are most consistent elements of your ministry. If you can imagine your youth ministry as a small church, midweek gatherings will serve as a time of corporate worship, teaching and will holistically fulfill the Biblical imperatives of worship, fellowship, equipping, discipleship and evangelism.

Therefore, it is important to devote a significant portion of your time to developing a quality weekly program. You want to make sure your midweek service is attractive but not lacking in depth. A quality midweek youth program will involve the following:

- Biblical teaching
- Activities that encourage meaningful connection (i.e. small group discussion, other group activities)
- Responsive worship
- A time devoted to community/ fellowship either around food or an activity or both
- Some fun elements that don't rob the ministry of it's substance. Short icebreaker games, board games available before and after or an outdoor sports area are some ideas to bring a fun element to your youth group
- A developed team of volunteers who can come alongside of you to engage students.
- A rotation of different adults up front so students get used to seeing everyone, not just the youth pastor.
- Defined roles for leaders
- A way of capturing the information of new students so that they can be followed up with
- Students who are invested and contributing to the group

Typical Responsibilities for a Midweek or Sunday service:

Prior:

- Confirm teachers and worship leaders 3 days in advance based off your schedule (see section 7 on "scheduling")
- Distribute an order of service at least 24-48 hours prior to the gathering. An OOS should include- the major activities planned for that night and who will be leading each one, the Bible passage being taught, important announcements, as well as any discussion questions you want the leaders to think through before they arrive.
- Ensure worship setlist, band lineup and any teaching notes are sent to tech lead

- Determine if you will want food/ refreshments and delegate to a leader. Ensure the leader will have financial support in purchase of food. (i.e. coordinate for them to use your church credit card, keep petty cash on hand, or offer reimbursement)

Day Of:

- Remind leaders of their roles and what time they need to be on campus
- Two hours before: Ensure youth room setup is being completed, tech has all they need
- One hour before: Gather leaders together and pray
- 30-45 min before: Greet students as they arrive. Make a point to say hello to every student if possible. Learn and remember new names. If a new student shows up, avoid guessing their age or grade or estimate high.

During Group:

- Ensure the safety of students. Make sure someone is at the door monitoring who is coming and going. Approach any unrecognizable adults in a friendly manner and offering to help.
- Have an adult or two regularly doing “sweeps” of the church campus to look for any unusual activity involving either students or strangers
- Encourage most leaders to sit with students and engage in the message, worship and any other group activities

After Group:

- Rally leaders and students to clean up
- Make sure all areas where students are hanging out are supervised, ideally by no less than 2 adults
- Remain on campus, with no less than one other adult, until all students are picked up
- Lock up & turn off thermostats and lights

Considerations:

- Have an active plan in place in case of emergency-type scenarios (i.e. earthquake, fire, active shooter) & communicate with leaders
- Avoid the following situations:
 - One on one situations with leaders and students, such as conversations in a separate room, unlit area or car rides
 - Leaders in restrooms with students
 - Co-mingling of adults that are not background checked

Activity: Develop a sample order of service

Events

Events are another key piece to youth ministry. Depending on your philosophy of ministry, you will want to determine how many events to hold per year and at what frequency. For events consider the following:

1. Purpose: Events should always serve a purpose. Generally, it's helpful to think of youth ministry events falling into at least one of four categories: worship, community, discipleship, or outreach/ evangelism. Events that can cross into multiple categories will be your highest leverage events.
2. Gospel-Centered- Organizing and executing events can be one of the most challenging and tiring aspects of youth ministry. It's important to remember that the purpose of the event is always to bring glory to Jesus and point people to His gospel.
3. Vision Alignment- Use your church's vision and your ministry vision to determine what events you will and will not do. Unless an event aligns and supports vision, it's probably not a good use of finance and resources.

How to Plan An Event:

Ask yourself the following questions when putting an event together:

What is the date and time of event?

What is the goal/ desired outcome for event?

(Brainstorm ideas)

(eg. time of worship, provide an event for students to invite friends, etc.)

What is the purpose/ theme of the event?

What is the budget for the event?

Food

Equipment

Other fees

Will there be a fee charged for the event?

Who will be the point person/ leader of the event?

Who will be assistant leader?

Is this a one time event or will we host event again?

How many volunteers do we need?

What roles do we need volunteers for?

Are guidelines created for volunteers?

Do we have contact info (phone and email) for all volunteers?

What is the minimum and maximum number of students and leaders needed for the event?

What type of promotion will be needed?

Sunday morning program, youth group announcements only?

How early do we need to start promoting event?

How will people sign up?

Sign-up sheets?

Online (Nexus website, facebook event page)

When is the cut-off date for sign ups?

Are we hosting a guest speaker?

Do we comp the speaker?

Will food be provided for event?

Will students bring their own food?

Will food be delivered?

Who is picking up food?

Is transportation needed for event?

Will leaders be transporting students?

Are medical waivers needed for event?

What are ALL items that are needed for event?

Do we have items already?

Can we borrow items?

Do items need to be bought?

Do reservations need to be made?

At another location

Nexus room request form

Once you have thought through this information, capture a series of action steps using an event planning matrix (see appendix B)

Philosophy of Events

At Calvary Nexus, we have found it helpful to limit the number of events to a frequency of no more than once a month, and we don't double up on months where there are other youth ministry activities such as camps, fundraisers or parent gatherings.

The reason for this is twofold, (1.) we believe parents and families are busy. We want to enable everyone to create margin for what Jesus says matters most- loving God and loving neighbors. With everything going on in most family's lives, too much church activity can violate this important space to live out the Great Commandment. (2.) Large scale, outreach type events can drain energy, money and other resources. Often these types of attraction events draw a crowd but offer little in the way of substance or discipleship. Lots of kids may show up, but few are likely to come back to youth group the following week. Instead, we focus more on activities that are relatively easy, cost effective and emphasize relationship building.

Some examples of events we have done include:

Nights of Worship

Youth Gatherings at the Beach or a Local Park

BBQs

Bonfires

Beach Days

Treasure Hunts

Progressive Dinners

Amusement Park Trips

Hikes

Paintball Days

Holiday Parties

Activities

1. *Add ten potential event ideas to the ones listed above.*
2. *Choose one of your ten ideas and create an event matrix by answering all the questions in the above section, "planning your event."*

Camps

Camps are essentially glorified events. They entail much of the same planning processes, but are significantly more complex. Like events, you should think through your philosophy on camps. What are you hoping to accomplish by taking students to a camp? How many times a year do you want to offer camp? Do you want to attend a pre-planned camp or plan your own? If you plan your own, would you include other churches or not. Below is a template for how I have approached camp in the past:

Before Camp:

1. Determine an approximate date for your camp- Look on the church calendar and perhaps local school calendars as well. Block out an ideal week or weekend when you'd like to have your camp.
2. Look into options- browse camp websites. See what is being offered at local camps. If you're unsure about a particular camp program, ask who the host church is, visit their website and look at their vision, core values and statement of faith. Listening to their sermons can also give you an idea of whether or not there will be quality teaching. *Whenever possible, it's best to engage in a camp experience with a camp facility or a church where there is a prior relationship or a Network relationship (i.e. another Calvary Chapel, a church in town that you've partnered with before, etc...)*
3. Reserve your spots- This usually involves signing a contract, issuing a deposit and providing a certificate of insurance to the host church
4. Arrange transportation
5. Obtain all release forms, type out a cover letter with important info, determine cost and assemble a registration packet. It's helpful to offer both paper registration and online.
6. Track signups in an excel spreadsheet. Call parents before the deadline to make sure there is no outstanding paperwork or payment due on the day of departure.
7. Gather with leaders the week of camp to define their roles, communicate expectations and to pray.
8. Have a plan on the day of for check in and packing luggage that doesn't require you to be primarily responsible for those things. Try and stay free to engage parents- they often have apprehension about sending their students away for the weekend and need some encouragement.

During Camp:

1. Immediately communicate expectations and boundaries for students. Kids will be excited to be at camp and are likely to be rowdy, messy and given to inappropriate behavior like wandering off, pranking and disrespecting authority. Graciously communicate boundaries and consequences. Docketing free time in increments of 15 min always seems to be effective.
2. Be relational with the kids as much as possible- camps are great opportunities for discipleship
3. Give your leaders breaks. Tag one another in and out during chapel sessions and free time for showers, power naps or even just a moment of peace and quiet. Communicate with each other to make sure everyone gets a chance to rest, but that kids remain supervised at all times.

After Camp:

1. Upon arriving back at the church, make sure kids help clean up any messes in the vehicles.
2. Delegate a leader to unload luggage in one big pile so kids can get their own bags and leave.
3. Remain onsite until the last kid is picked up with at least one other leader.
4. Top off the gas tank for any leaders who drove.
5. Gather up lost and found and place in a central location.
6. THANK volunteer leaders- either through a card, personal phone call or text.

Planning Your Own Camp

At some point, you may elect to plan your own camp. This is a much more complex process, the scope of which goes beyond this training manual. Bear in mind, you will be responsible for everything from the ground-up. This includes food, tech equipment, programming, speakers, worship, games and activities, cabin assignments, researching and insurance requirements among other things. It's a lot, but take it one step at a time, utilizing the matrix system to keep margin, plan ahead and make sure nothing slips through the cracks.

Activities:

Choose a week or weekend on the calendar, either in the upcoming winter or summer season & do some research on available youth camps in your area. Contact the camp or host church and ask what you would be responsible for if you were a youth pastor looking to bring students.

Leadership Development

Of course, the primary energy for the effectiveness of a youth ministry is the Spirit of God. However, God's plan for His church is that the leaders of His church would be intentionally developing other people (Eph 4:11-13; 2 Tim 2:2; Acts 18). Everything rises and falls on leadership, as the old adage says. Therefore it is essential to have a purposeful plan in place to develop leaders.

Identify an Assistant: Finding an assistant ministry lead, whether it is a paid position or not, will go a long way in overseeing a youth ministry. Your assistant should ideally be someone you are discipling and have a close relationship with. They learn how to lead, receive, communicate and implement vision from you. Over time, they can help collaborate on vision with you. This person should be someone who you trust to act on your behalf when you are away. Be sure to give your assistant meaningful aspects of the ministry to oversee (i.e. worship or small groups). Give them freedom with their area of oversight, and offer support without becoming too controlling. In an ideal scenario, your assistant should be someone you could see taking over the ministry when God calls you into a new season.

Weekly Follow-Up: Making a point to follow up with your leaders weekly will go a long way. Ask how you can pray for them or help them. If your leadership team is small, try and make a point to follow up with everyone at least one time a week. If you are leading a larger ministry, target a different handful of leaders each week until you cycle through everyone. Also, once you identify an assistant ministry lead, they can help with follow up so it isn't all on your shoulders. Try and avoid youth group gatherings as a time to follow up with leaders. This detracts from relationship building with the students. Lastly, if you become aware of a crisis or especially difficult season in a leader's life, adjust your rhythms within reason to be more available to that person.

Provide Resources for Your Leaders: Make a habit of regularly sharing resources with your leaders. This can come in the form of articles, books, podcasts, sermons or anything else that might help. Resources you share with leaders can cover a wide variety of content, from theology to practical ministry tips. Additionally, providing a questionnaire for leaders to assess their own development can be an invaluable tool (see appendix F).

Leadership Meetings: At least 1-2 times a year, you should gather your entire leadership team. This is to be a time to share vision, receive feedback, collaborate and to train/coach them as a group. Invite prospective leaders to these meetings so they can observe and hear about the youth ministry. Allow space for them to ask questions and encourage seasoned leaders to respond to their questions.

Onboarding Process for New Leaders: It's important to have an onboarding process for new and prospective leaders. This should consist of an application (see appendix E), a background check and a conversation with you or your assistant leader. In this conversation, make sure to discuss and confirm understanding of expectations for new leaders (it's best when you can include these in your application so that the leaders have the policies in writing).

Activity: Research some resources you would like to recommend to a youth ministry leadership team. Describe at least 3 resources and why you would recommend them.

Discipleship

Jesus has commissioned us to be disciple makers. This carries into youth ministry with our students. In an ideal world, we want to be sure every student is being spiritually developed and cared for. We want to equip adult leaders to disciple students, and as discipleship culture grows, more mature students to have a hand in discipling less mature students.

The best way to ensure discipleship in youth groups is to encourage your leaders to build relationships with students. This will most naturally happen in the context of youth group gatherings and small groups. Admonish leaders to avoid clustering and to interact with students. When they feel discouraged, remind them that building trust takes time and consistency. One of the best ways to put leaders on a fast track towards developing trusting relationships is to have them lead a small group of students. If there is a leader you aren't ready to entrust to lead a group, pair them with a more developed leader as an assistant. Make it a goal to have every leader intentionally mentoring one or two students.

There's no magic formula to discipleship, but at the very least, leaders should be encouraging a relationship in which students can be open and honest about their issues. Leaders should seek to address these issues Biblically, and must therefore possess a level of Biblical literacy. Additionally, leaders should model a life of spiritual disciplines, such as Bible learning, prayer, corporate worship, and encourage students in the same

Boundaries, Legal Issues And Discipleship:

It's incredibly important to exercise wise boundaries in working with minors. This is for the protection of the students, leaders and the church. Prayerfully create a reasonable policy to govern the interactions of students and leaders (see appendix E) and clearly communicate to leaders. If this policy is breached, have a process in place to warn or remove leaders. It's always wise to document infractions, even in dealing with volunteers. I would recommend, at the very least, avoiding one on one situations between leaders and students, such as rides alone in a vehicle.

Another area that needs to be addressed is mandatory reporting. Most states require paid professionals who work with minors to report any suspicion of child abuse or neglect. This would include you as the youth pastor. Some states, such as CA, hold the same requirement for volunteers. Do your research and communicate a policy to your leaders (see appendix G). Remember, it's your responsibility as the youth pastor to know these laws.

Finally, don't allow the fear of litigation to inhibit the discipleship of your students. Satan can use this as an effective strategy to hinder God's Kingdom work in your ministry. Remember, it is good to be wise as serpents yet gentle as doves. Take reasonable and responsible measures to protect yourself, your students and the church but ultimately trust that it is God's ministry and He will protect it.

Activity: Come up with 3-5 questions to ask student(s) in a discipleship meeting. Explain why you chose these questions.

Parents

One of the most valuable but overlooked aspects of youth ministry is the relationship between the youth pastor and the parents.

A Theology of the Parent/ Youth Ministry Relationship:

The best place to start is developing an accurate theology of parenthood. Biblical parenthood establishes parents as the primary spiritual authority and chief disciplers of their kids (Prov 22:6; Eph 6:4). Make sure to recognize and respect this in your dealings with students. Your role as a youth pastor is to partner with parents and offer support in helping them to disciple their children. You are to be a resource to them, not a replacement for their Biblical responsibility. When necessary, remind believing parents of their God-given role in the lives of their kids.

When a student joins your group from an unbelieving family, don't attempt to "replace" that role yourself, but point that student towards their perfect Heavenly Father and encourage them that despite the shortcomings of their earthly parents, His grace abounds.

Some Ideas of How to Partner with Parents:

- Distribute a Newsletter at regular intervals throughout the school year.
- Have a parent breakfast or lunch where you share a youth group vision and event calendar with parents.
- Get contact info and distribute resources to parents, much like you do with volunteers.
- Stand outside after youth group and introduce yourself/ exchange contact info with parents as they pick their kids up (make sure to follow up if you exchange contact info).
- Establish a "parent council" of spiritually strong parents who are bought-in to your church's vision. Give them a chance to give feedback on every aspect of your ministry and describe what they feel is working, isn't working and what they'd like to see change.

Activity: Brainstorm at least one additional way you can partner with parents and describe why you believe it would be effective.

Teaching/ Worship Schedules

As a youth pastor, you are a leader. One of the healthiest leadership skills to possess is an ability to delegate and develop other leaders to assume critical roles within the ministry. None of these roles are more critical than teaching/ preaching and leading worship. Even though many youth pastors possess both the ability to teach/preach and lead worship, it is never an ideal for you to be doing both week in and week out.

Before starting a youth pastor position, it's best to think through your philosophy of both teaching and worship (make sure your philosophy complements the culture of the church you are serving). Do you want to do most of the teaching or do you want to develop volunteers to teach? Do you want students involved with worship or would you prefer adults whose skills are more honed?

TEACHING:

As with most instances, balance is key. Developing volunteers to teach is critical. It helps you to multiply yourself and raise up leadership who can shoulder the load when you go on vacation, sabbatical and may even be the grounds where you can identify a replacement for yourself when God calls you into the next season in ministry. Simultaneously, chances are you are the most qualified teacher in the room, and so it's important you're teaching a regular intervals so the students are being fed quality Bible teaching. Assuming your youth group meets twice a week, midweek and Sunday mornings, it's probably in the best interest of the students that you teach at least three times a month and give other slots to volunteers so they might grow in their gift. Lastly, it's important to understand that when you're not teaching, it's NOT a night off for you. You need to be in the room and engaged in the teaching of your volunteers, offering them encouragement and helpful feedback after so that they might continue to grow in their gifts. (see appendix J for critique form)

Once you have raised up volunteers to teach, create a general monthly rotation for them to follow. In other words, have the same person teach first Sundays, second Sundays, third Sundays and fourth Sundays each month. Even with this rotation, be sure to distribute a written schedule quarterly. Schedules should include the name of the teacher, Scripture passage and sermon title. You may also include a column for relevant notes regarding that week (i.e. someone is out of town on vacation).

See appendix H for a sample teaching schedule

WORSHIP:

Musical praise is an effective and Biblical means to respond to God. We see singing depicted in Scripture in just about every description of heaven. You'll want musical worship to be a regular part of your youth services. Nonetheless, at times, it may be appropriate to respond to God through a different medium (Scripture reading, prayer, silence).

In developing your worship team, balance is key. Allowing student musicians to play will not only allow them to grow in their gifting, but will provide a greater platform for you to disciple them spiritually and hold them accountable for honoring God. Nevertheless, it's never a bad idea to have some designated services where adult musicians play bringing a sound quality and spiritual maturity that is less distracting for student worshippers.

Like the teaching schedule, have a monthly rotation but distribute a schedule quarterly. Make sure schedules go out at least a month in advance, especially if you plan to include students. Get these schedules into the hands of parents so that families can plan accordingly.

Activity: Review appendix H and choose a book of the Bible to outline. Identify a series title, passage breakdown and sermon titles.

Budgeting

Youth pastors are pretty notorious for not having an intentional approach towards budgeting. However, I would contend that taking the extra time to think strategically about a youth budget will honor God by stewarding the resources He has given you and will enhance your ministry's overall effectiveness.

Putting together a budget:

Most churches are on a fiscal yearly calendar of some sort. Figure out when the fiscal year begins for your church and start thinking about your budget about three months ahead of the first of your fiscal year. (i.e. if the new fiscal year starts Jan 1, you should be thinking about your budget in October).

Next, determine what dollar amount the youth ministries will work with. If you get an allotment from the general budget of the church, include this amount. If your budget is wholly derived from fundraising, you will have to project your numbers. Projecting numbers can be difficult, but don't be intimidated. Once you have a few fundraisers under your belt, you'll have a better idea what to expect and your projections will become more accurate.

Once you have worked through an entire fiscal year, you'll begin to work with year-over-year numbers, which makes projections even more accurate.

A budget blueprint:

One helpful tool in budgeting is a blueprint. A blueprint determines a percentage breakdown of how you will allocate your resources. This breakdown should reflect the priorities of your ministry which are shaped by Biblical values and the vision God has given you for your ministry. In other words, if the focus of your youth ministry is to serve local schools and be a presence on school campuses, it might not be worthwhile to spend a large portion of your budget hosting a conference.

Below is a sample blueprint:

- Weekly Youth Group Needs: 15%
- Campus Ministries: 10%
- Events: 25%
- Camps: 25-31% (includes scholarships and leader spots)
- Discipleship (students)- 10%
- Leadership Development- 10%
- Small Groups: 5%

A few notes regarding budgeting:

1. Make sure that your priorities in youth ministry reflect the priorities of your overall church vision

2. Prayerfully set your blueprint when your judgement isn't clouded by emotion. Ministry is an emotionally charged endeavor. Your blueprint gives you something to fall back on when you have to make financial judgments with heightened emotions.

Activity: Review appendix K. Create a budget for your first year of youth ministry.

Vision

Visionary planning is also often overlooked in youth ministry. Sadly, in many church circles being a youth pastor and a visionary leader has become an oxymoron. Learning how to receive, communicate and implement vision will exponentially enhance the effectiveness of your youth ministry.

Philosophy of Vision:

Taken from *Church Planting: Essential Lessons for Christian Leaders* by Bruce Zachary (edited to apply to youth ministry)

Failing to plan is planning to fail. Have a God-sized vision: plan for God to do exceedingly, abundantly more ... Vision provides a picture of an attractive God-inspired future that guides direction, provides motivation, encourages commitment & community, stabilizes in difficult times, & enables evaluation. There is no such thing as a visionless leader. Vision is what allows a leader to lead. It's the vision that legitimizes leaders – it is the very core of leadership. Vision will and should change over time. In essence you are moving from peak to peak. So, there will be annual review refinement and realignment as you seek to determine God's leading for the church. Once you receive God's vision for the ministry you'll need to communicate it as frequently as possible. Plan to communicate the whole vision several times to your leaders (and let the kids in on it to, via sermons, etc...)

Before beginning to craft a vision statement, consider the following:

- a) What is your church-wide vision? Has your church leadership articulated a mission statement and core values for your church? If so, these will be the guideposts for your youth ministry vision. If not, it would be best to seek to understand some of this from your lead pastor or elder board. Your youth ministry vision should always seek to implement the overall church vision and should never work against the overall vision.
- b) What obstacles does your ministry currently face? Does the leadership team have a sense of some of these obstacles? Whether issues exist re facilities, leadership development, staff, finances, growth, sin or any other imaginable issue it is good for leaders to be aware of the matters and to see how the vision plans to overcome those obstacles.
- c) What great opportunities exist? The leadership team should be aware of great opportunities that exist in the coming season(s) for the ministry. While great opportunities are to say the least challenging they are also very exciting! Great opportunities are the stuff of great vision – they mobilize people to do amazing things as led by God.

Writing your vision statement:

i. Make the vision tangible so that it can be communicated effectively:

“Then the Lord answered me and said, Write the vision and make it plain on tablets, that he may run who reads it. For the vision is yet for an appointed time; but at the end it will speak, and it will not lie. Though it tarries, wait for it; because it will surely come, it will not tarry.” Hab.2:2-3

Creating a vision statement will simplify very complex ideas and help those you hope to lead to follow the vision. Consider the elements of a vision statement:

- a) Theme verse: Identify a theme verse that relates to the particular mission and vision of the church [ministry] at this season. The verse should reflect God’s confirmation of the vision, and should inspire the leader(s) and those who are likely to follow. Try to avoid a “generic” verse [e.g. John 3:16].
- b) The objective: The objective is a general statement of what you are trying to accomplish. It paints a brief picture of the desired end result. For example, “To utilize the arts as a means of reaching the unchurched in West Hollywood and then utilizing expository Bible teaching to develop mature committed disciples of Jesus.”
- c) Methods: Explain the proposed strategic plan describing how you intend to accomplish the objective. For example, in regard to the above stated objective, you might see the following methods:
 - 1. Begin a monthly cinema night to review landmark films and consider their impact on culture, moral, ethical and spiritual themes;
 - 2. Begin a monthly coffee house art(s) night where local artists display their works and people gather to discuss art as a reflection of life’s major issues;
 - 3. Begin a Bible study at the coffee house to discuss a biblical perspective on life’s great issues.”
- d) Goals: Use the acronym “SMART” – specific, measurable, attainable, relevant, and time specific. For example, a goal to meet with leaders, “whenever necessary” is not time specific. So, it’s not “smart.” Similarly, “to develop 20 youth small groups within the next year” may be unreasonable and therefore not attainable.

ii. Characteristics of a good vision:

- a) Compelling: good visions inspire confident hope for a better future. It inspires people to be destabilized from their status quo and attempt to reach the next peak. Most people feel comfortable at the level they have attained and only compelling vision that resonates with their soul will compel them to move beyond their comfort. Consider what do you hope the ministry will look like in five years? What if attendance, revenue, volunteers and influence increased exponentially?
- b) Communicated: good vision is communicated clearly, effectively, and repeatedly. By the time you are completely sick of repeating yourself you are probably just beginning to communicate sufficiently for the ideas to begin sink in and root with your audience.

c) Current: keep it fresh! Vision has a limited shelf life. After an appropriate season vision tends to lose the sense of inspiration. Unlike core values, which should remain very stable and rarely [or slowly] change, vision needs to be considered at least once a year [and generally more often]. Fresh vision should create and innovate consistent with core values. One of the dangers of the status quo is becoming old wine skins and then being unable to change. Change is often most difficult with longstanding leaders. So, when change is resisted or not initially accepted, you need courageous patience since change is necessary for a healthy ministry. Remember, the goal is not change per se but effectiveness.

d) Contribute: moves from consumer to contributor to community. There are various levels of response to vision. The first is consumer. Here, people believe enough in the vision to want to benefit personally from it. In essence, they consume without offering to enrich the community. The second level I describe as a contributor. Here, people believe enough in the vision to contribute as long as it is convenient. The level of commitment and sacrifice is still relatively marginal because they are only willing to give to the extent that it is comfortable. The third level of response is community. In this response people are sufficiently moved to want to contribute sacrificially. People have developed a sense of commitment to the community and desire to invest resources [time, talents, and treasure] to see the vision come to pass.

Since you're "audience" is primarily students you will have to figure out what is a reasonable expectation for them to contribute to the vision. Keep the bar high so that they will be challenged, but understand that they won't be able to contribute at the level of the adult congregation. Unrealistic expectations could burden them and frustrate you.

iii. Simplify the vision - Cutting back to move forward: Focus on what you and your leadership team do well and reflects your church's core values. Don't try to do too many things. Generally, the fewer areas the better since it allows you to stay focused. Too many objectives clouds the vision so that people are not compelled. Ask the questions, "What has God called us to do". Whenever possible, look to see if a new area can be incorporated into the silo of an existing vision to avoid fragmenting the vision. For example, if the youth ministry wants a better vision for relational discipleship, can it be incorporated into the vision for small groups? That way, your constantly promoting community groups and relational discipleship is a new facet. What needs to be removed is a critical inquiry. Vision that may have been effective in a prior season may no longer be producing fruit and may need to be pruned to keep it from sapping life giving resources from other parts of a healthy vision. Focus on promoting a few things and doing them well rather than trying to do everything that anyone suggests would be a good idea.

iv. Vision and ventures of faith - Encourage risks and mistakes: Robert F. Kennedy observed, "only those who dare to fail greatly can ever achieve greatly." Change has an inherent risk feature. Therefore, only those who are willing to take risks and make mistakes will change and grow. Encourage your leaders to take risks and make mistakes. Let them know that you not only expect mistakes but you "require" them. The key is to make new mistakes rather than repeating the same ones ... in other words to learn from the mistakes. The antidote for fear of failure is not success but small doses of failure. We discover and affirm for our team that mistakes are inevitable and not the end of the world. The process can be described as follows: try, fail, learn [debrief], adjust and try again. Instill an attitude of

taking ventures of faith as God leads and not to be afraid of making mistakes. Encourage people to ask, “If God was leading what would we attempt if we knew it couldn’t fail?” Remember, a venture of faith and vision is not presumption or simply “big ideas.” Leaders should have a sense that God is leading and then take the risk to follow [like Peter walking on water or Jonathan and his armor bearer attacking the Philistine garrison].

vii. Vision and team: Seek to inspire a sense of doing Christian life together. Encourage a sense of community between your volunteers. Teamwork allows common people to do uncommon things. Help the team to see the big picture and avoid infighting by keeping focuses on the vision and God’s mission for them. Learn to have fun together as a team – as long as it doesn’t bring reproach to God it is good to have things to laugh about. Be vulnerable with others on the team and be willing to share your struggles so that the team does not feel they have to be perfect. Share what God is doing in your life and celebrate victories together. Be committed to team - people are either in or out there is no in between. When conflicts arise, and inevitably they will, commit to dialogue re disagreements. Learn not to react but to respond to difficulties as a team.

Miscellaneous Items to Remember

Weekly:

Tuesdays:

- *Attend staff meetings and youth staff meetings
- *Spend time determining priorities, setting reminders and scheduling meetings into your calendar for the week
- *Touch base with Drew re. Bible club and complete any necessary prep
- *Check Journey worship schedule and communicate to scheduled students or their parents re. setlist and practice times

Wednesdays:

- *Determine leader responsibilities and communicate to them
- *Send out Wednesday OOS (before noon if possible)
- *Attend and/or teach Bible club
- *Make a plan to get food/ refreshments for Journey (delegate if possible)
- *Develop a discussion for guys group (2nd and 4th Wednesdays)
- *Touch base with Lynn to make sure she is supported for girls group (2nd and 4th...)
- *Make sure there are enough prayer request cards, note-taking papers, pens, and any relevant flyers/ camp packets in youth room
- *Delegate youth room setup to a volunteers or students
- *Make sure Yvette has worship setlist and any teaching notes
- *Open "restroom" classrooms and put up signs (girls in 207, guys in 208)
- *Be sure leaders are supervising any areas where the students are hanging out (i.e. out back, hanging out downstairs after service...)
- *Clean up as much as possible and ask students and leaders to assist

Thursdays:

- *Attend prayer meeting 8:30am
- *Clean up anything leftover from Wed. night
- *Catch up on email responses
- *Check Sunday morning teaching schedule and remind teacher they are up (send them Bruce's notes)
- *Devote remaining time to prayer, study, discipleship & vision

Friday:

- *Determine roles for Sunday leaders and communicate to them
- *Check Journey worship schedule and communicate to any necessary students or parents (song selections, practice times, etc...)
- *Send out Sunday OOS
- *Intentionally check in on leaders and ask how you can help/ pray for them
- *Review your ministry evaluation (ministry goals and personal goals) and assess yourself
- *Review your ministry vision statement and assess yourself

*Devote remaining time to prayer, study, discipleship & vision

Sunday:

- Show up at 7:30 and set up
- Be @prayer meeting at 8:15
- Ensure you or another leader is in youth room by 8:45
- Check out walkie talkie no. 9 from tech room downstairs and make sure you or another leader has it on throughout the morning (pass along to David in between services)
- Be available to help with clean-up in cafe after second service
- Check out with Pastor Roger before leaving for the day

Other Recurring Items:

- Every 2 weeks- complete timesheet and get it to your overseer to sign
- Monthly- Check event schedule and make sure they are in your personal calendar
- Monthly- Check youth room tech equipment to make sure it's all there and working properly
- Quarterly- write teaching and worship schedules:
 - Q1: Jan, Feb, Mar
 - Q2: Apr, May, Jun
 - Q3: Jul, Aug, Sep
 - Q4: Oct, Nov, Dec

I always write the schedule for the upcoming quarter by the first day of the last month of the present quarter (i.e. by March 1st, I have Q2 schedules written, by Jun 1st, I have Q3 schedules written, by Sep 1st, Q4, and by Dec 1st, Q1 of the new year).

Google Docs seems to work best for scheduling.

- Quarterly- Check budget quarterly w/ finance office
- Yearly- create an event calendar, submit to Mindy and make sure dates are recorded on church master calendar

****You may find it helpful to base your calendar off the previous year's calendar, subtracting, adding and changing events as you feel necessary****

Appendix

A. Sample order of service:



Order of Service: 1.21.18

Time	Activity	Lead Person
9:00am-9:10am	Hang-Out/ Fellowship	All Leaders
9:10am-9:20am	Announcements	Leader Name (First, Last)
9:20am-9:30am	Icebreaker Game	Leader Name (First, Last)
9:30am-10:00am	Message: Eph 5:21-33 "Reflecting Jesus in Marriage"	Youth Pastor Name (or other teacher)
10:00am-10:15am	Discussion Groups	All Leaders

Announcements:

- Fill out info card/ prayer request
- WINTER CAMP- Feb 2nd-4th- Cost: \$165- Packets in the back or signup online at www.calvarynexus.org/journey- space is limited!!!
- Las Colinas Christian Club- Wednesdays!

Discussion Questions:

1. How does understanding God's intentions for marriage help you as a middle schooler?
2. What have you learned about God's character through His design for marriage?
3. Why should you be careful with dating?
4. How can you begin spiritually preparing yourself, today, to become a godly husband or wife someday?

B. Sample Event Matrix:

C. Sample Release Form



2019 Calvary Nexus Student Activities

Medical and Liability Release Form

(805) 384-1182

Name of Student: _____ Grade _____
 Student's Primary Ministry (check one): ____ Journey Middle School ____ Haven High School
 Date of Birth: _____ Age: _____ School: _____
 Street Address _____ City/Zip _____
 Parent Best Phone #: (____) _____ Parent's Email _____
 Medical Insurance _____ Group/ Policy Number _____
 In emergency, notify: _____ Phone(____) _____
 Activity Restrictions ____yes ____no. If yes, please describe: _____

Allergies: _____

**My student may ride in the vehicle of an approve adult student ministry volunteer ____yes____no

**I would like to be added to the Youth Newsletter Distribution list ____yes____no

Medical and Liability Release Agreement:

Every activity sponsored by this church is carefully planned and adequately supervised by Calvary Nexus approved adults. However, even with the best of planning and precaution, unforeseen events can occur.

Please carefully read the agreement of liability and medical release. IN CONSIDERATION of being permitted to participate in any way in Calvary Nexus sponsored activities, I, the parent or legal guardian, acknowledge, appreciate, and agree that:

- 1. I, the parent or legal guardian, knowingly and freely assume all risks and hazards inherent to any church-related activities, both known and unknown, and assume full responsibility for my child's participation and;*
- 2. I, for myself on behalf of my heirs, assigns, executors, administrators, legal representatives and next of kin, HEREBY RELEASE ALL LIABILITY AND HOLD HARMLESS CALVARY NEXUS, or it's employees or volunteer assistants for: a) any personal injury caused by a1) my child, a2) any conduct of church's representative or other students, b) disability or illness, c) death, d) loss or damage to person or property, whether caused solely or partly by the negligence, intentional acts, or willful conduct of the activity provider, and;*
- 3. By this Agreement, I authorize Calvary Nexus staff or volunteer to administer First Aid to my child (including over-the-counter-medicines) required to treat illness or injury. The signature of the parent or guardian below is intended to serve as a medical release, and;*
- 4. Either parent, if both parents have legal custody, or the parent or person having legal custody or the legal guardian of a minor may authorize in writing any adult person into whose care the minor had been entrusted to consent to any X-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician and surgeon licensed under the provisions of the Medicine Practice Act or to consent to a X-ray examination, anesthetic, dental of surgical diagnosis or treatment and hospital care to be rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act. (California Civil Code Section 25.8: Added Stats. 1965, c.1524, p. 3616, s1), and;*
- 5. I certify that my child is able to physically, mentally, emotionally participate in church-related activities*

unless otherwise listed in the "Activity Restrictions" written above, and;

6. I certify that my student may be featured in pictures/videos/recordings for church-related promotions (i.e. social media, flyers, etc.), and;

7. I HAVE CAREFULLY READ THIS AGREEMENTS AND FULLY UNDERSTAND ITS CONTENTS. I am aware that this form is both a release of liability and medical release. I am signing it of my own free will and voluntarily without any inducement. This authorization shall remain effective until terminated in writing and delivered to a staff person at Calvary Nexus. Any incidents that occur prior to written termination of liability will remain under the release terms of this signed agreement.

Parent / Guardian Signature: _____ Date: _____

Parent/Guardian Name (Printer): _____

Relation to student: _____



D. Sample Camp Guidelines

leader expectations:

1. A counselor's primary responsibility is to lead the students throughout the camp. Do this by building relationships with students, fostering spiritual conversation and pointing them towards Jesus.
2. SAFETY is a number one priority. Do not leave students unattended, allow them to leave the group or engage in dangerous behaviors.
3. Be an example in all you do. Be where you are supposed to be when you are supposed to be there. Do not engage in pranks or other inappropriate behavior. Remember you are a leader, not a student.
4. Respect lights out time. If students do not settle down after the lights are out, begin taking away free time in increments of 15 minutes.
5. Students must remain in their assigned beds during the night. No students in other students' beds, no leaders in students' beds or students in leaders' beds.
6. If a student becomes sick, please notify your youth pastor immediately. Also notify cabin staff and other relevant adults.
7. Enforce rules consistently and impartially. Do not be overly harsh or severe. If a student is consistently breaking rules and failing to respect you or others, please notify your youth pastor immediately.
9. No male counselors on girls floor or female counselors on boys floor. Never allow yourself to be alone with a student of the opposite sex, or even an unmarried adult of the opposite sex. Keep a minimum of 3 people in gender-mixed groups.
10. Do not leave the group unless you notify your youth pastor. If you need anything that should require you to leave, please check with youth pastor first. Remember, we are counting on you to be there with the kids.
11. Use free time as an opportunity to minister to the students. Please take breaks as needed so that you don't burnout, but make sure to communicate with the other counselors and your youth pastor before taking a break so that we can be sure there is adequate supervision and adult support for our kids.

student expectations:

1. No drugs, alcohol, tobacco, weapons, fireworks or any other controlled substances. Possession of any of these items will subject student to parent contact and immediate dismissal from the camp.
2. Absolutely no inappropriate contact between boys and girls. No boys on the girls floor and no girls on the boys floor. The only time and boys and girls will be permitted on the same floor is during meals and sessions. Violation of this rule will subject students to parent contact and immediate dismissal from the camp.
3. All students must be accompanied by an adult leader at all times. Stay with the group and do not wander off.
4. Respect all adult leaders and adult cabin staff
5. Respect one another and one another's property. No pranking, fighting, bullying, gossip or any other malicious behavior.
6. Honor the Lord with your tongue. No cussing, vulgar language, crude jokes or inappropriate gestures towards anyone at any time.
7. Respect cabin property and all cabin regulations. You will be charged for any damage to the cabin.
8. Respect all p-camps guidelines while in transit. No standing, yelling, switching seats or other inappropriate behavior on the bus.
9. Be at meals and sessions on time and remain there for the duration
10. Be respectful of quiet hours. Failure to quiet down at designated times may result in loss of privileges during free time.
11. Be respectful of leaders and other students during worship and teaching sessions. Don't create a distraction.
12. No electronic devices except on the bus and during free time. Must be turned in to leaders at all other times

****Violation of any of the above policies could result in parent contact and dismissal from camp. If you experience a student breaking any of the above rules, please contact the youth pastor immediately****

E. Sample Volunteer Application:

Student Ministry Leader Questionnaire :

Thank you for your interest in serving in student ministries at Calvary Nexus! To help us get to know you better, please complete this questionnaire.

Name: _____ **E-Mail:** _____
 _____ **Phone Number:** _____
 _____ **Age:** _____ **Date of Birth:** ____/____/____
Where do you want to serve?: ____ **Journey** ____ **Haven** **Do you attend Calvary Nexus?:** ____ **How long?** _____

1) Describe the Gospel: _____

2) Briefly describe your salvation experience: _____

3) Describe your relationship with Jesus: _____

4) Why do you want to be involved at Journey or Haven?: _____

5) List any gifts, passions, training, education or any other strengths that have prepared you to serve in student ministry: _____

6) List any areas of weakness you may have regarding serving in youth? (i.e. public speaking, harder time connecting w/ specific age groups, etc.): _____

7) Are there any teachings in Calvary Nexus that you disagree with or have questions about? If you are not familiar, please visit <http://calvarynexus.org/vision-beliefs>. If yes, please describe, and we can discuss these in your interview: _____

 _____ 8)
 Describe your ability to lead others: _____

 _____ 9)
 Describe your ability to follow leadership and receive correction: _____

 _____ 10)
 Are there any restrictions that prohibit you from serving with minors? (e.g. felonies, registered sex offender, ever been asked to step down from serving in youth, etc.) If yes, please describe: _____

 Please list 2 references (non-family members & at least 1 outside of Calvary Nexus):
 Reference #1

Name: _____ Best phone contact: _____ #
 Years known _____ Relationship to you: _____

Reference # 2

Name: _____ Best phone contact: _____ #
 Years known _____ Relationship to you: _____

Please sign below if you have truthfully answered all the questions above to the best of your knowledge and you agree to uphold the expectations of a student ministry leader (listed on the next page). Please keep the expectations list for your records.

Signature: _____ Name (Printed): _____



_____ Signed and Approved by Youth Pastor

Expectations of Student Ministry Leaders:

****Please initial on each expectation that you agree to uphold****

___ Live a life of worship to Jesus; having a personal and thriving relationship with Jesus! All we do is for Jesus ultimately, so we want to encourage the most important part of serving is Who we serve!

___ A huge emphasis in youth group is Bible-teaching. We expect you to have a proficient, working knowledge of the Bible and regularly study it as we all collectively strive to learn more about Jesus together.

___ Be student-focused during youth group gatherings. (i.e. sit with students, primarily interact with students before, during, and after youth services)

___ Communicate in advance of any upcoming absences (at least 2 days ahead for any planned absences).

___ As an adult presence, you will have authority to lovingly correct and steer students. We rely on your supervision as there are many students to care for.

___ If students express any form of self-harm, harm to others, abuse, neglect, illegal substance/weapon possession, or anything that is a cause for serious concern, you are expected to inform your youth pastor. (see child maltreatment guidelines for more details)

___ Consistency in serving! Instability of leaders have shown to negatively affect student's understanding of love, leadership, and sometimes of God. Your presence (or lack of) is very influential on a young student's life.

___ Live a life above reproach (Not privately or openly endorsing sin via lifestyle, conduct, social media, etc.) This includes refraining from using social media or any public platform in a manner that could damage the reputation of you as a church leader, the church or student ministry. See 1 Timothy 3 and Titus 1.

___ Actively deal with personal sin. Part of following Jesus is daily repenting from sin and choosing to value God's Word above our fleshly desires. If you find yourself struggling with sin, please seek help from your youth pastor or other spiritual mentors.

___ Should you have issues with leaders (staff or volunteers), we expect you to follow the model of Matthew 18:15-20 to effectively address issues and seek restoration.

___Please look over the weekly Order of Service (OOS) and come prepared to serve in your assigned role.

___You will be required to complete a background check. This scan will be repeated every 2 years.

Your Name: _____

— [Volunteer Leader's Copy - *Please detach and keep this copy*] —

What You Can Expect From Your Youth Pastor:

- Pastoral Care. We care for your own personal soul as well as students. If you are need spiritual guidance, you are can receive care and counsel from us. We will strive to help guide you as you continue in following Jesus.
- You are not required to pay for youth costs out of your pocket. Any events requiring fees or admission will typically be paid for unless you choose to pay out of your own volition.
- An Order of Service (OOS) will be sent weekly so you can be prepared for each youth service. Your weekly role will be clearly stated on these.
- Youth pastors will send resources and reading material periodically to help enrich your spiritual life as well as how to better effectively serve the youth.

Expectations of Student Ministry Leaders:

[Same as expectations you initialed on previous page]

- Live a life of worship to Jesus; having a personal and thriving relationship with Jesus! All we do is for Jesus ultimately, so we want to encourage the most important part of serving is Who we serve!
- A huge emphasis in youth group is bible-teaching. We expect you to have a proficient, working knowledge of the Bible and regularly study it as we all collectively strive to learn more about Jesus together.
- Be student-focused during youth group gatherings.
- Communicate in advance of any upcoming absences (at least 1 day ahead).

- As an adult presence, you will have authority to lovingly correct and steer students. We rely on your supervision as there are many students to care for.
- If students express any form of self-harm, harm to others, abuse, neglect, illegal substance/weapon possession, or anything that is a cause for serious concern, you are mandated to inform your youth pastor.
- Consistency in serving! Flakey-ness of leaders have shown to negatively affect student's understanding of love, leadership, and sometimes of God. Your presence (or lack of) is very influential on a young student's life.
- Live a life above reproach (Not privately or openly endorsing sin via lifestyle, conduct, social media, etc.) Living a Christian life can be challenging, so if you find yourself struggling with sin, please seek help from your youth pastor or other spiritual mentors. See 1 Timothy 3 and Titus 1.
- Should you have issues with leaders (staff or volunteers), we expect you to follow the model of Matthew 18:15-20 to effectively address issues and seek restoration.
- Please look over the weekly Order of Service (OOS) and come prepared to serve in your assigned role.
- You will be required to complete a background check. This scan will be repeated every 2 years.

F. Leader Development Tool

1. What are you reading or listening to that is helping you grow in Christ? *

2. Who is mentoring you, and what are some of the matters that you are working on? **

3. Who are you mentoring and what are some of the matters that you are working on? How are they being helped to lead better [2Tim. 2:2, Eph. 4:11-16]? Are the people that you are mentoring also mentoring others?

4. What do you believe are your best gifts [Rom.12, 1Cor. 12, 1Pet.5:1-4]? How are you using those gifts in ministry?

5. What are you seeking to delegate to others [Ac. 6]?

6. **Reflection + development steps:** Review your answers above, and develop a few action items to help you grow in the coming season(s):

* **Growth in Christ:** results in increased love for God and neighbors, and Christ-like character [Gal. 5:22-23]. Spiritual growth can be accelerated by spiritual disciplines including, but not limited to: Bible learning, prayer, contemplating God, service in a local church, loving neighbors in tangible ways, sharing your faith, and giving to advance God's kingdom.

** **Mentoring**, in this context, is a relationship where training is taking place to make disciples of Jesus, and apprentice for task. Ideally the relationship is characterized by healthy communication with clear goals, standards, and desired outcomes.



G. Mandated Reporting Policy (Sample)

Youth Ministry: Child Maltreatment

Note: These policies fall in line with laws in the State of California. Please check your local and state jurisdictions and adjust as necessary

While 48 out of 50 states have passed laws which require *professionals* who work with children to report instances of suspected child maltreatment, California is one of only 12 states in which *volunteers* who work with minors are also mandated reporters. As a volunteer within (*name of church*) Youth Ministry, it is important that you acknowledge and understand that you are required by law to report any suspicion of child maltreatment within 36 hours of identifying a potential incident.

Reporting Procedure:

1. If a student approaches you expressing indications of maltreatment, please direct him/her to an appropriate setting to have a conversation. (Remember, no private conversations between opposite sex).
2. Listen carefully, respectfully and lovingly and treat this information seriously and confidentially.
3. Notify youth pastor **immediately** after the conversation and inform him/her of all signs and behaviors of suspected maltreatment.

note: all instances of suspected maltreatment **must** be reported to the youth pastor, regardless of whether the student has given permission to share the information or not.

4. The youth pastor will then decide how to proceed. Be prepared to have subsequent meetings with the student, the students parents, or to possibly assist in filing a report to Child Protective Services.

note: If you make a report to CPS, please notify your youth pastor immediately so that he/she is aware a report has been filed.

Reportable Suspicions:

Instances of child maltreatment typically fall into two categories; abuse and neglect. Examples of situations that need to be reported to the youth director immediately;

1. sexual, physical or emotional abuse
2. suicidal ideation and/or attempted suicide (parents notified first, additional steps taken if neglect is suspected)
3. self-injurious behavior (i.e. cutting, burning, punching hard objects- parents notified first, additional steps taken if neglect is suspected)
4. drug use, smoking, and alcohol use (parents notified first, additional steps taken if neglect is suspected)
5. criminal activity (theft, serious vandalism, etc... parents notified first, additional steps taken if neglect is suspected)

Please notify youth pastor *immediately* if you become aware of any of the above behaviors. If you run into a situation in which you aren't sure whether to report or not, it is always wise to err on the side of caution and notify the youth pastor anyway.

A Note About Confidentiality

Remember, we want to build relationships in which students trust us and are willing to be transparent about the issues they are facing. We want to minister to students needs from a Biblical, Christ-centered perspective. **Please exercise discernment in your conversations with students, and maintain confidentiality as students share personal and sensitive information.** Please do not share about a students' personal struggles with another leader or student. The only exceptions to this would be maltreatment which you are reporting to the youth pastor, or if you are seeking the wisdom / council of a ministry staff member on how to best minister to a certain situation.

H. Sample Teaching Schedule

jr. high teaching schedule- Wednesday nights 2015

Date	Passage	Topic	Teacher
1.7.15	Share Your Story (Part 1)	N/A	
1.14.15	Share Your Story (Part 2)	N/A	
1.21.15	Philippians 1:1-11	joy in praying for others	
1.28.15	Philippians 1:12-18	joy in preaching the gospel	
2.4.15	Philippians 1:19-26	joy in life or death	
2.11.15	Philippians 1:27-30	joy in suffering for Christ	
2.18.15	Philippians 2:1-4	joy in unity	
2.25.15	Philippians 2:5-11	joy in imitating Christ	
3.4.15	Philippians 2:12-18	joy in obedience	
3.11.15	Night of Worship	N/A	
3.18.15	Philippians 2:19-30	joy in the examples of Timothy and Epaphroditus	
3.25.15	Philippians 3:1-11	joy in knowing Christ	
4.1.15	Passover Seder (Mobil Campus)	N/A	

Date	Passage	Topic	Teacher
4.8.15	Philippians 3:12-21	joy in the hope of eternity	
4.15.15	Philippians 4:1-9	joy in the peace of God	
4.22.15	Philippians 4:10-13	joy in all circumstances	
4.29.15	Philippians 4:14-23	joy in generosity (ours and God's)	
5.6.15	ask anything (part 1)	N/A	
5.13.15	ask anything (part 2)	N/A	
5.20.15	Night of Prayer@ Mobil Campus	N/A	
5.27.15	One Youth Night of Worship@ Constitution Park	N/A	
6.3.15	ask anything (part 3)	N/A	
6.10.15	ask anything (part 4)	N/A	
6.17.15	Ruth 1:1-5	A Divine Love Story: Intro	
6.24.15	Ruth 1:6-22	A Divine Love Story: Singleness & Jesus First	
7.1.15	Movie Night/ PJ Party	N/A	
7.8.15	Ruth 2:1-23	A Divine Love Story: Friendship	
7.15.15	Ruth 3:1-18	A Divine Love Story: Patience	

Date	Passage	Topic	Teacher
7.22.15	Ruth 4:1-12	A Divine Love Story: Pursuit	
7.29.15	Ruth 4:13-22	A Divine Love Story: Consumation	
8.5.15	Night of Worship	N/A	
8.12.15	Ruth 1-4	A Divine Love Story: Gospel	
8.19.15	Costume Party/ 8th Grade Promo	N/A	
8.26.15	Hebrews 1:1-14	Jesus is better than angels	
9.2.15	Hebrews 2:1-18	Jesus is better than creation	
9.9.15	Hebrews 3:1-19	Jesus is better than the prophets	
9.16.15	Hebrews 4:1-13	Jesus provides a better rest	
9.23.15	Hebrews 4:14-5:10	Jesus is better because He has been qualified by God	
9.30.15	One Youth Night of Worship@ Constitution Park	N/A	
10.7.15	Hebrews 5:11-6:20	Jesus is a better hope	
10.14.15	Hebrews 7:1-28	Jesus is better than the Law	
10.21.15	Hebrews 8:1-13	Jesus is better than the priesthood	

Date	Passage	Topic	Teacher
10.28.15	Hebrews 9:1-28	Jesus is a better sacrifice	
11.4.15	Hebrews 10:1-18	Jesus is better than religion (part 1)	
11.11.15	Hebrews 10:19-39	Jesus is better than religion (part 2)	
11.18.15	Treasure Hunt		
11.25.15	No Youth Group		
12.2.15	Hebrews 11:1-7	Faith in Jesus is Better (Part 1)	
12.9.15	Hebrews 11:8-40	Faith in Jesus is Better (Part 2)	
12.16.15	Christmas Party (N/A)	N/A	
12.23.15	No Youth Group	N/A	
12.30.15	New Year's Party	N/A	

I. Sample Worship Schedule

Journey Jr. High Worship Schedule > October 2012

Date	Band
Wednesday 10.3.12	Worship Leader Name (Bold) , Band Members Names
Sunday 10.7.12	Worship Leader Name (Bold) , Band Members Names
Wednesday 10.10.12	Worship Leader Name (Bold) , Band Members Names
Sunday 10.14.12	Worship Leader Name (Bold) , Band Members Names
Wednesday 10.17.12	Worship Leader Name (Bold) , Band Members Names
Sunday 10.21.12	Worship Leader Name (Bold) , Band Members Names
Wednesday 10.24.12	Worship Leader Name (Bold) , Band Members Names
Sunday 10.28.12	Worship Leader Name (Bold) , Band Members Names
Wednesday 10.31.12	Worship Leader Name (Bold) , Band Members Names

J. Preaching Critique Form (Sample)

Calvary Nexus – Teacher Training Critique Form

Speaker: _____

Evaluator: _____

Text: _____

Subject: _____

Object: _____

Thesis(purpose): _____

Introduction:

a. Number of references to the text: _____

b. Did the intro have a hook?: _____

c. Does the intro orient the audience to the subject: _____

d. Was it too long? _____

Development: if narrative, is the story told well? [scale 1-5] _____

Context: Was there a summary of the context of the passage? [scale 1-5] _____

The main points were:

1.

2.

3.

a. Do the points come from the text? _____

b. Do the sub-points come from the text? _____

Transition

a. Are the transitions adequate? _____

b. Were the transitions clear? _____

c. Did they review? _____

Observation:

a. Were key words, actions, locations, characters noted? _____

b. Were words/terms defined? _____

What overall rating would give for observation? [scale 1-5] _____

Interpretation:

a. Is the meaning of the text conveyed? _____

b. Did the message go on too many tangents? _____

Application:

- a. Is the text interpreted, before the application is made? _____
- b. Is there adequate application? _____
- c. Does the application meet needs? _____

Conclusion:

- a. Did the message build to a climax? _____
- b. Was there an adequate summary of ideas? _____
- c. Was there effective closing appeals or suggestions? _____

What grade would you give the content? [1-10, 1F, 2:D, 3-5C, 6-8B, 9-10A] _____

Oral presentation:

- a. What did you notice re the voice?

- b. Does he speak with conviction? [Scale 1-5]

- c. Was there variation in rate and pitch?

- d. Were pauses used effectively?

- e. Does speaker look at his notes too much?

What grade would you give the delivery? [1-10, 1F, 2D, 3-5C, 6-8B, 9-10A] _____

Was the message Christ-centric and/or gospel-centric? [Scale 1-5] _____

Comments:

K. Sample Budget

Journey Jr High Budget 2016

Total Budget: \$6,500
Fundraising Goal: \$1,500
Total Projected: \$8,000

I. Weekly Activities: \$2000

- a. Bible Clubs: \$500
- b. Youth Group Snacks/ Meals: \$1000
- c. Games & Other Materials: \$500

IV. Events: \$2500

- a. Parent Breakfast: \$100
- b. Night That Never Ends: \$400
- c. Rescue Mission/ Rain Project: \$50
- d. Magic Mountain: \$200
- e. Move Up Sunday BBQ: \$300
- f. Halloween Alternative: \$400
- g. Paintball Day: \$100
- h. Treasure Hunt: \$50
- i. Christmas Party: \$200
- j. Printing and Design Fees: \$500
- k. Misc. Events: \$200

II. Camps: \$2,000

- a. Winter Camp: \$800
- b. Summer Camp: \$1,200

III. Miscellaneous: \$1,500

- c. Leader Meetings: \$200
- d. Lunch Meetings (Leaders + Students): \$500
- e. Community Groups: \$500
- f. Margin: \$300

L. Sample Vision Statement

2019 Journey Middle School

Leader: Vince Nardi

Assistant Leader(s): David Ramirez, Joe Stoop, Jess Aleman [admin]

Theme Verse: "That Christ may dwell in your hearts through faith; that you, being rooted and grounded in love, may be able to comprehend with all the saints what is the width and length and depth and height— to know the love of Christ which passes knowledge; that you may be filled with all the fullness of God." Ephesians 3:17-19

Objective: To bring about the spiritual growth of students in this community, teaching and equipping them to have a deep love for God and neighbors, both inside the church and outside the church.

Methods:

2. Weekly gatherings- Journey middle school gathers twice a week on Wednesday nights and Sunday mornings. During these gatherings emphasis is on loving God through expository Bible teaching and corporate worship and loving one another through fellowship and community.
3. Neighborhood Groups- A girls and guys group of 4-6 students will meet weekly with a qualified leader and assistant leader to grow together and experience neighborly as a group.
4. Discipleship- All adult youth volunteers will be encouraged to develop discipling relationships with 1-2 students, either through weekly gatherings or neighborhood groups.
5. Leadership Development- All (paid) youth staff will identify 1-2 adult volunteers to mentor/ train up for ministry. Additionally, assimilated volunteers will be encouraged to recruit, disciple, train-up and assimilate additional volunteers in their respective areas of responsibility.
6. Campus Ministries- On campus ministries will be established at as many public school campuses as possible. These ministries will be designed as weekly Bible clubs that will provide inroads into the students "neighborhood" (the school) and reach unsaved/ unchurched students. Whenever possible, this will be done in partnership with other CMA churches.
7. Events & activities- Journey has at least one activity per month. Activities are specifically designed and targeted to encourage to love for God, one another and neighbors outside the church (unsaved & unchurched). Large scale events will be limited to create margin for students, families and youth staff.

Goals:

1. Create event/ activity calendar for entire year by with all events and distribute to parents (1.1.19)
2. Determine a conference/ training to attend with entire paid staff team and put on calendar by (1.1.19)
3. Recruit and bring on 2 male leaders for Journey Wednesday nights (1.15.19)
4. Identify, train-up a guys group leader and launch guys' neighborhood group (1.31.19)
5. Execute winter camp (2.1-3.19)
6. Determine a plan for youth bus (2.15.18)
7. Identify and begin developing a leader to oversee middle school worship (2.15.18) & transition them to oversight of worship team (2.28.18)
8. Implement a strategy to get resources into the hands of volunteers to enhance their leadership and/or personal spiritual growth (2.28.19)
9. Identify new middle school youth director (3.15.19)
10. Recruit 5-6 local youth pastors to support campus ministry (3.31.19)
11. Develop and implement a plan, along with Kids Ministry, High School ministry and college ministry to change "move-up" to June. Plan developed (3.31.19) & implemented (6.30.19)
12. Allow new director to revise ministry goals/ add 2-3 of his/her own (4.15.19)
13. Have new middle school director plan and execute a spring break event on his/ her own (4.15-19.19)
14. Have new director lead the ministry for 2 weeks while I am on paternity leave (5.1-15.19 based on due date)
15. Summer camp fundraiser in conjunction with high school ministry (TBD 5.15.19)
16. Determine, with new director, whether or not Journey will participate in Mexico missions trip (5.31.19)
17. Full takeover of new middle school director (6.1.19)
18. Attend graduations for as many students as possible (6.13.19)
19. Develop and implement strategy to welcome incoming students and families (6.30.18)
20. Execute summer camp (7.15-20.19)
21. Re-launch Bible club at Las Colinas and possibly Monte Vista (9.30.19)
22. Fall themed event/ halloween alternative party (plan: 9.15.19, executed on or before 10.31.19)
23. End of year Christmas/ New Year themed party (plan: 11.15.19, executed: on or before 12.20.19)
24. Hold 1-2 leader meetings throughout the course of 2019