

2023-2024

VOLUNTEER

**HAN  
DBO  
OK**



Chets  
STUDENTS





## **HEY THERE!**

So you want to volunteer with students, huh? Some people might think you're crazy... but we know better. Middle schoolers and high schoolers are awesome. They're hilarious (sometimes on purpose). They're dramatic. They're difficult. They're complicated. But they're also a ton of fun and joy-inspiring to watch them grow in their faith!

But most importantly, middle schoolers and high schoolers are at a stage in their lives when they desperately need someone like you to **hang out with them, love them** (and **like them** too), and show them what it looks like to **follow Jesus**.

Whatever your role is in our ministry this year, this Volunteer Handbook will show you some of the ways you can begin making a lasting impact in the lives and faith of students.

Thanks for being willing to serve. Thanks for caring about students. And thanks for letting God use you.

We can't wait to see what this year has in store.

Jeff Tapp  
Pastor of Students  
Chets Students Team Leader





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# THE BASICS

## OUR STAFF



### JEFF TAPP

**PASTOR OF STUDENTS**

**JEFFTAPP@CHETSCREEK.COM**

He's your Chets Student Pastor. He helps align Chets Student Ministry across our four of our campuses and works with the high school ministry at our Hodges campus.



### CAM BOOTHE

**ASSOCIATE PASTOR OF STUDENTS**

**(HODGES CAMPUS MIDDLE SCHOOL PASTOR)**

**CAM@CHETSCREEK.COM**

He's your contact for everything middle school ministry at Hodges and our LifeGroups and Student Discipleship Expert.



### HERBERT BECK

**NORTH CAMPUS LEAD PASTOR (INTERIM  
STUDENT MINISTRY LEAD)**

**HERBERT@CHETSCREEK.COM**

He's your contact for everything student ministry at our North campus – plus he's also the lead pastor of the North campus so he's really in the know!.



### TYLER WAUGH

**SOUTHSIDE CAMPUS MINISTER OF STUDENTS**

**TWAUGH@CHETSCREEK.COM**

He's your contact for everything student ministry at our Southside campus.



## OUR STAFF (CONT.)



**MICHELLE HICKEY**  
**CSM ADMINISTRATIVE ASSISTANT**  
**MICHELLE@CHETSCREEK.COM**

She's the glue that holds our team together and has a hand in everything. Did we say she's the Queen of organization?



**CASEY KAPLAN**  
**HODGES CAMPUS STUDENT WORSHIP & COMMUNICATIONS DIRECTOR**  
**CKAPLAN@CHETSCREEK.COM**

She directs our student worship band for Wednesday night ReFuel Worship at our Hodges campus and if you see it on your phone - online, in social media - or on one of our screens, she's probably involved with it!





## OUR MINISTRY

# WEEKLY PROGRAMS

### HODGES CAMPUS

<b>SUNDAY</b>	9:00am	MS LifeGroups   HS Serve or go to Worship
	10:30am	HS LifeGroups   MS Large Group Rally Time
<b>WEDNESDAY</b>	6:30pm	REFUEL Midweek
	7:30pm	Overtime Hangout/Dinner (Chick-fil-a)

### NORTH CAMPUS

<b>SUNDAY</b>	9:00am	LifeGroups (Middle and High School)
	10:30am	Worship
<b>WEDNESDAY</b>	6:30pm	REFUEL Midweek
	7:30pm	Overtime Hangout (pickup at 8pm)

### SOUTHSIDE CAMPUS

<b>SUNDAY</b>	9:00am	LifeGroups (Middle and High School)
	10:30am	Worship
<b>WEDNESDAY</b>	6:30pm	REFUEL Midweek
	7:30pm	Overtime Hangout (pickup at 8pm)

### PALM VALLEY CAMPUS

<b>SUNDAY</b>	10:30am	Worship <i>Lifegroups (coming Aug 13) – new campus launch!</i>
<b>WEDNESDAY</b>		<i>We will eventually have Refuel on this campus in the future!</i>



# OUR ENVIRONMENTS

Each environment is designed to strategically invite students on a journey into deeper relationships with their peers, leaders, and Jesus. Each environment is designed with every student in mind from the kid who's grown up in church to the first-time visitor.

**EVENTS:** Throughout the year we'll host several big events designed to help students connect with other students and adult leaders. Events are often the first experience students have with our ministry.

**WEEKLY PROGRAMS:** These programs happen every week and are designed to help students grow in four key areas.

- **LIFEGROUPS:** LifeGroups happen every Sunday, but the relationships built in these groups extend outside of Sundays. They're designed to connect every student with a few consistent trustworthy adults and a community of their peers. WE HIGHLY RECOMMEND GETTING YOUR STUDENT PLUGGED INTO A LIFEGROUP!
- **REFUEL:** Each Wednesday REFUEL is our midweek time designed to connect students around relevant topics and circumstances happening in their lives. It's the perfect time for students to invite friends. REFUEL (on some campuses has worship), games and fun, teaching of the Bible, laughter, and is a safe space for students to learn how God's word connects with their everyday lives.
- **WORSHIP:** At our North, Southside, and Palm Valley campuses all students – middle and high school - worship along with the adults each Sunday in the main worship service. At our Hodges campus our high school students worship alongside the adults (or can serve in other ministry areas). We have a specific large group time called RALLY designed especially for our middle school students on the Hodges campus.



## OUR BIG WIN

Sometimes it's hard to know when you're winning in student ministry. Like, is anything we're teaching actually sinking in? Are students really growing in their faith? That's why we decided to define the big win for our ministry. It's what motivates and guides everything we do.

**WE WIN WHEN A STUDENT IS TAKING STEPS TO **KNOW** GOD, **GROW** IN THEIR FAITH, AND **SHOW** JESUS TO THEIR WORLD.**

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### TAKING STEPS

We say "taking steps" because there's no finish line or certificate of completion when it comes to spiritual growth. Spiritual growth is a life-long journey and no two journeys are identical. We consider it a win anytime we see a student take **any step** in their faith.

Our big win is based on **Luke 2:52**. It's one of the few verses that talks about Jesus' adolescent steps of faith.

***And Jesus grew in wisdom and stature and in favor with God and all the people. – Luke 2:52***

... *grew in favor with God* – **KNOW God**  
... *grew in wisdom and stature* – **GROW in faith**  
... *grew in favor with all the people* – **SHOW Jesus**

Our big win directly relates to our mission statement as a church:

***"To **know God** and **be changed by Him** in a way that will **change the world.**"***



## **KNOW GOD**

If a student doesn't know Christ, we want to help them know Jesus through faith in Him. We believe the student ministry years are a critical time. The percentage of students making a decision to follow Jesus decreases greatly after graduation. In fact, research shows that whatever faith/lack of faith a student has by age 13, they will most likely have the rest of their life. That's why one of our main purposes is helping students know God. We want to change that statistic!

## **GROW IN FAITH**

What exactly does it look like for a student to grow in their faith? We believe there are four things that lead to and are a result of spiritual growth. We call these things our four spiritual habits (or disciplines). Everything we learn and discuss in lifegroups centers around these habits:

1. **GROW IN COMMUNITY - Spending Time with Others**  
We want students to engage in healthy community and grow in Christlike relationships with each other.
2. **GROW SERVING OTHERS - Use Their Gifts**  
We want students to know that God made them unique and special, with specific gifts, talents, passions, and resources. And that they need to use those gifts to love God, love others, and influence the world around them.
3. **GROW IN YOUR PERSONAL FAITH - Spending Time with God** If students are going to make their faith their own, they've got to start spending time with God on their own. That means we want to help them connect with God through opening their Bible, having conversations with, and worshipping God on their own.
4. **GROW SHARING YOUR FAITH – Sharing Their Story**  
We want students to learn how to talk about God and make their faith an everyday go-to topic of conversation in their lives.



## **SHOW JESUS TO THE WORLD**

We win when a student's heart begins to break for the brokenness and lostness around them and they begin to live out their faith by showing it to the world. We win when a student takes steps to pray that friends and family would follow Jesus. We win when a student shares their faith story with a friend or volunteers their time to serve others.



To help students take steps to **KNOW** God, **GROW** in their faith, and **SHOW** Jesus to the world.

**Church Mission Statement:**

- “To know God”

**KNOW** – to know God (*WORSHIP*)

STEPS UPWARD

- Jesus “increased in favor with God” – Luke 2:52



**Church Mission Statement:**

- “To be changed by Him in a way”

**GROW** – to grow their faith (*DISCIPLESHIP/FELLOWSHIP*)

STEPS INWARD

- Jesus “increased in wisdom and stature” – Luke 2:52



**Church Mission Statement:**

- “That will change the world.”

**SHOW** – to show Jesus to the world  
(*MINISTRY / EVANGELISM / FELLOWSHIP*)

STEPS OUTWARD

- Jesus “increased in favor with people” – Luke 2:52





## DISCIPLING STUDENTS

What do we believe about discipleship and our students? Glad you asked!

### **WE BELIEVE DISCIPLESHIP IS ABOUT LIVING OUT FAITH, NOT JUST LEARNING ABOUT FAITH**

Rather than asking, "What can we teach a student about God?" we ask, "**How can we help a student live out their faith?**" That's why we encourage our groups to spend time together outside of church. **Discipleship isn't taught in a classroom it's modeled in everyday life.**

### **WE BELIEVE DISCIPLESHIP HAPPENS IN COMMUNITY**

**It's why we focus so much energy on getting students plugged into consistent lifegroups EVERY SUNDAY!** It's also why your role as a parent is so important to your student and family. It's why we try to surround students with as many Jesus-followers as we can.

### **WE BELIEVE DISCIPLESHIP IS A PROCESS**





Discipleship is never really complete because learning to live out our faith is a life-long process. We know it takes time, so we connect students with adults who are in it for the long-haul. That's why our volunteers don't bail on their students after a few months, they stick with them because it's a process.



## DISCIPLESHIP IS A PROCESS

Jesus spent three years discipling his small group of followers. They ate together, travelled together, prayed together... they did life together. But even after all that time, their discipleship process wasn't complete. Below is the "process" or steps we believe most students take in their discipleship. Some take these steps quicker than others, but the goal is for students to grow into becoming a disciple maker.



				
Visual	Coffin	Crib	Table	Stove
Key Passage	Ephesians 2:1	2 Corinthians 5:17	1 Peter 4:7-11	1 Thessalonians 2:1-12
Spiritual Condition	Dead in sins	A new creation in Christ	A committed member of th body of Christ	A disciple maker
Relationship with others	Others blind	Others dependent	Others aware	Others first
The Need	To be born again	To become established as a child of God	To share in the life and work of the family	To multiply disciples
Key Steps	<ul style="list-style-type: none"> <li>• Admit your sin</li> <li>• Believe in Christ</li> <li>• Ask for forgiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Baptism</li> <li>• Basic Christianity</li> <li>• Connect with other believers</li> </ul>	<ul style="list-style-type: none"> <li>• Commit to membership</li> <li>• Consistent growth environment</li> <li>• Discover and employ spiritual gifts</li> <li>• Share your faith with others</li> </ul>	<ul style="list-style-type: none"> <li>• Discipleship programs</li> <li>• Maintain connection with other mature believers</li> </ul>





## ENGAGING WITH PARENTS

As a volunteer, you are making a huge impact in the lives of the students in our ministry. But do you know who's making an even bigger impact in the lives of those students? **Their parents.**

Before we explain any more about what our ministry is all about, we want to make sure one thing is super clear. (We even drew a picture to help you remember it.) We believe that, in every teenager's life, this is true: **the influence of a family is always greater than the influence of a church.**



Jim Burns, author of *Partnering with Parents in Youth Ministry*, says it this way: **“Long after students stop attending youth groups, they are still connected to their families.”**

No matter what, a student's family (not their church) will always be the biggest influence in their lives. So, doesn't it make sense for us to partner with the most powerful, influential people in a student's life in order to influence their faith?

That's why our ministry is committed to serving, supporting, partnering with, and engaging the parents of the students in our ministry.



As a volunteer, **caring for students isn't your only responsibility**. Engaging with parents is part of your job, too.

We also have a ton of parent resources that you can use yourself or recommend to students' parents at ...

**[chetsstudents.com/parents](https://chetsstudents.com/parents)**

**or scan this!**





# ***VOLUNTEER ROLES***

**LIFEGROUP LEADERS**

**REFUEL LEADERS**

**GREETERS**

**A/V MEDIA LEADERS**

**CAFÉ LEADERS**

**BAND LEADERS**



# LIFEGROUP LEADERS

## THE WIN

We already talked about the big win for our ministry - seeing students take steps toward knowing God, growing in their faith, and showing Jesus to the world. But not every member of our team has the same role in trying to see that goal accomplished.

LifeGroup leaders, though, have a very crucial part to play in seeing that goal accomplished. Here's what we think the win looks like for LifeGroup leaders...

**LIFEGROUP LEADERS WIN WHEN  
THEY BUILD RELATIONSHIPS WITH  
STUDENTS AND HELP THEM BUILD  
RELATIONSHIPS WITH EACH OTHER.**

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## RELATIONSHIPS WITH STUDENTS

**Without a relationship, it's impossible to influence a student's faith in a significant way.** That's why it's so important for lifegroup leaders to build strong relationships with the students they lead.

You can't make a student own their faith, but you can build a relationship with that student that allows you to love them and influence their faith.



So a lifegroup leader wins when they choose to love and embrace the students God has entrusted to them. They win when they **leverage their relationship to lead students**, rather than relying on their position. They win when a student sees their lifegroup leader not as an authority figure they have to obey, but as **someone they trust and want to follow**.

## RELATIONSHIPS WITH EACH OTHER

As important as a student's relationship with a lifegroup leader is, it's not the only relationship that matters. LifeGroup leaders win when they help students build relationships with each other because (remember) **discipleship happens best in community**. A lifegroup leader isn't the only person a student needs to influence their faith. They need each other, too!

### THE EXPECTATIONS

#### QUALIFICATIONS

- Love Jesus.
- Love students.
- Stick to our Code of Conduct. (*a few pages later*)
- Commit to lead the same lifegroup if possible.
- Live a life of integrity.
- Practice safe boundaries with students at all times.
- Submit to a background check.

#### THE SPECIFICS

- Show up to our weekly program **every week**. **(ON TIME)**
- Connect with students regularly outside of church.
- Engage with the parents of your students.
- Attend special events for students.
- Attend events, meetings, and gatherings for volunteers.



## THE EXPECTATIONS (CONT.)

### THE SPECIFICS (CONT.)

- Pray for your lifegroup.
- **Reach out and contact students regularly** (preferably at least once every week or two) and especially those who have missed three weeks or more in a row in LGs.
- **Plan a LG hangout at least once a semester.**
- Make efforts to connect and **know the names** of students and student's parents.

## TYPICAL LIFEGROUP STRUCTURE

### PART 1: Welcome – **SHOW UP ON TIME!**

#### First 5-10 Minutes

These are some ideas to help develop a meaningful connection with students.

- Greet everyone
- Create an atmosphere of community/family
- Bring Snacks (optional)
- Discuss the previous or future week
- If you have new faces, you may want to play an Ice Breaker to loosen up. A list of suggested games may be provided for you upon request.

**LifeGroup Rolls: Please take your roll at this time and add any late comers as they come in.** After LifeGroup, please return the entire LG packet to your campus ministry leader or folder box.

**MAKE SURE ALL NEW GUESTS (OR ANYONE NOT ON LG ROLL) FILL OUT A CONNECTION CARD OR SCAN THE GUEST QR CODE.**



## TYPICAL LIFEGROUP STRUCTURE (CONT.)

### Part 2: Bible Study Discussion

30 Minutes

Don't miss the opportunity to do Bible Study Discussion with your students. Journey with them through the Bible and help them focus and grow through the study.

#### Prepare to Lead Bible Study Discussion

- Read through the lesson and the scripture prior to your group meeting.
- Study the Bible and make personal applications: learn the passages, discern the important truths.
- Use object lessons, video clips, articles, and personal stories to enhance your lesson.
- **Plan out your morning (teach with an end in mind)**
- When you arrive: Create an atmosphere where students can focus – **SHOW UP ON TIME!**
- Refrain from using cell phones for bibles.

#### Curriculum Overview

- **The goal is to get the students to talk...**about the lesson, not what they wore yesterday
- Silence is not a bad thing; it can actually be a good thing. It usually signifies thought ... be patient and wait for answers.
- **You may be tempted to do your own thing and not use the curriculum. Please understand that while we try our best to be flexible in this ministry, this is NOT negotiable.** This curriculum has been prayed over and carefully selected. *Leaders who decide not to teach the given lessons each week will be asked to step down from volunteering.*

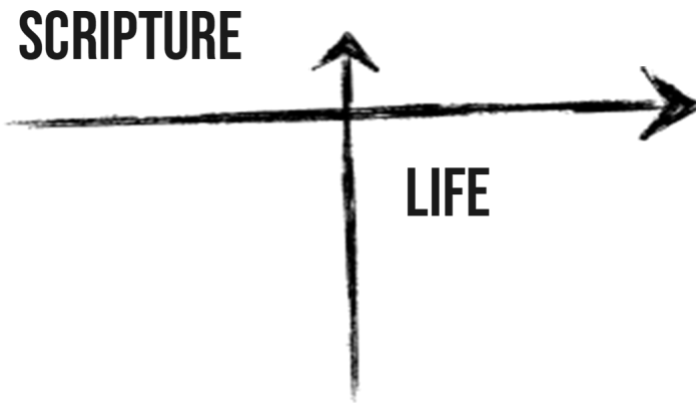


## TYPICAL LIFEGROUP STRUCTURE (CONT.)

If you get off topic from the curriculum because it provoked a real-life question, it's ok. Take your time so that the students know that they are more important than making it through the lesson. **We want LifeGroups to promote authentic community. However, we must always be prepared to bring it all back to spiritual truth before all is said and done.**

**Think of it like this:**

Discipleship takes place where scripture **intersects** life.







## TYPICAL LIFEGROUP STRUCTURE (CONT.)

### Part 3: Take Away

10 Minutes

Each student is different and each of them needs to be treated as such. Recognize there are students that are **more mature in their faith as well as the ones that aren't**. Being able to identify them at their current discipleship level (see Discipleship is a Process Chart) will help you to challenge them and encourage spiritual growth.

Some may never have heard who Jesus is while others have been going to church since they were a baby. They all need to be challenged to take that next step in their faith, so be on the lookout for ways you can challenge them.

- **Make it personal**
- **Take home thought from the lesson – “What’s your end take-a-way?”**
- **Prayer requests**
- **Accountability time**



# REFUEL LEADERS

## THE WIN

We already talked about the big win for our ministry - seeing students take steps toward knowing God, growing in their faith, and showing Jesus to the world. But not every member of our team has the same role in trying to see that goal accomplished.

ReFuel leaders, though, have a very crucial part to play in seeing that goal accomplished. Here's what we think the win looks like for ReFuel leaders...

**REFUEL LEADERS WIN WHEN  
THEY BUILD RELATIONSHIPS  
WITH STUDENTS TO HELP  
ENCOURAGE GREAT CONVERSATIONS  
BEFORE AND AFTER REFUEL.**

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## RELATIONSHIPS WITH STUDENTS

**Without a relationship, it's impossible to influence a student's faith in a significant way.** That's why it's so important for ReFuel leaders to build relationships with students. ReFuel is our large group time and can be intimidating for some students (especially guests). That's where you come in! Most students struggle with engaging other students they don't know well. We need outgoing adults who can connect with current and new students simply to build relationships and foster community and safety in our large group time.



## THE EXPECTATIONS

### QUALIFICATIONS

- Love Jesus.
- Love students.
- Be outgoing & willing to talk to students & parents.
- Stick to our Code of Conduct. (*a few pages later*)
- Commit to sitting among the students during the program time.
- Life a life of integrity.
- Practice safe boundaries with students at all times.
- Submit to a background check.

### THE SPECIFICS

- Show up to our weekly program **every week. (ON TIME)**
- Pray for our students.
- Connect with students as they arrive.
- Attend special ReFuel events for students.
- Attend events, meetings, and gatherings for volunteers.



# **GREETERS**

## *THE WIN*

We already talked about the big win for our ministry - seeing students take steps toward knowing God, growing in their faith, and showing Jesus to the world. But not every member of our team has the same role in trying to see that goal accomplished. Here's what we think the win looks like for our greeters...

### **GREETERS WIN WHEN THEY MAKE A STUDENT FEEL WELCOME AND LIKED.**

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Our greeters are the first people students meet when they arrive and the last people they see before they leave, so they've got a pretty big responsibility!

Our greeters have the ability to set the tone for the kind of day students are going to have when they walk through our doors. It's not just about signing them in. It's about making them feel seen, cared for, and liked. An awesome greeter has the opportunity to begin breaking down walls so that, for the rest of our program, students are more open to connect with others, to connect with their lifegroup leaders/ReFuel leaders, to connect with our staff, and to connect with God.



## THE EXPECTATIONS

### THE QUALIFICATIONS

- Love Jesus.
- Love students.
- Love smiling.
- Be outgoing & willing to talk to students & parents.
- Stick to our Code of Conduct. (*a few pages later*)
- Live a life of integrity.
- Practice safe boundaries with students at all times.
- Submit to a background check.

### THE SPECIFICS

- Show up to our programs. **(EARLY!)**
- Make sure every student is greeted with a smile.
- Identify first-time guests and introduce them to a lifegroup leader for their grade and the campus ministry staff.
- Attend events, meetings, and gatherings for volunteers.



# **A/V MEDIA LEADERS**

## *THE WIN*

We already talked about the big win for our ministry - seeing students take steps toward knowing God, growing in their faith, and showing Jesus to the world. But not every member of our team has the same role in trying to see that goal accomplished. Here's what we think the win looks like for our A/V Media leaders ...

### **A/V MEDIA LEADERS WIN WHEN THEY HELP TO CREATE AN ENVIRONMENT WHERE STUDENTS CAN CONNECT WITH GOD AND OTHERS.**

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In the student ministry world, environment is everything. And so are first impressions! The A/V Media leaders help to create the right kind of environment that students both feel comfortable connecting with God and comfortable inviting their friends to in order to connect with them at church. We need leaders who are skilled in sound tech, video tech, multimedia design, and stage design.

A/V Media leaders have the ability to set the tone for the environment either through lighting, video, or music ... all of which can drastically change how students engage in our weekly programs.



## THE EXPECTATIONS

### THE QUALIFICATIONS

- Love Jesus.
- Love students.
- Have a working knowledge of A/V equipment (sound board, video, microphones, etc.) or at least be willing to learn.
- Have working knowledge of Planning Center (or at least be willing to learn).
- Have a working knowledge of ProPresenter presentation software (or at least be willing to learn).
- Stick to our Code of Conduct. (*a few pages later*)
- Live a life of integrity.
- Practice safe boundaries with students at all times.
- Submit to a background check.

### THE SPECIFICS

- Show up to our **weekly** programs & REHEARSALS. (**ON TIME**)
- Lead student volunteer leaders on their shift and hold them accountable for their service. (Accountability must be done in the context of developing a strong relationship first!)
- Pray for A/V student volunteers.
- Attend events, meetings, and gatherings for volunteers.



# CAFÉ LEADERS

## THE WIN

We already talked about the big win for our ministry - seeing students take steps toward knowing God, growing in their faith, and showing Jesus to the world. But not every member of our team has the same role in trying to see that goal accomplished. Here's what we think the win looks like for our cafe team members...

### **THE CAFE LEADER WINS WHEN THEY CAN MAKE A STUDENT OR VOLUNTEER FEEL HAPPY AND SERVED.**

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Food is a pretty powerful thing. (And for students, candy is even more powerful!) Seriously, think about the memories, the conversations, and the friendships you've built around food! A meal, a cup of coffee, or a fun treat can bring people together and make them smile. That's what our cafe team gets to do every single week.

Whether they're handing a seventh-grade boy a bag of Doritos, making ice cream sundaes during an event, or handing another Mountain Dew to that hyper sixth grader, our cafe team does work that matters. It's not just about the food. It's about the experience of kindness, generosity, and service they're creating for students each and every week.





## *THE EXPECTATIONS*

### **THE QUALIFICATIONS**

- Love Jesus.
- Love students.
- Love smiling.
- Love making and serving awesome snacks.

### **THE SPECIFICS**

- Show up to your shifts.
- Greet every person with a smile.
- Help with food-prep and serving during special events.
- Keep the café area clean.
- Attend events, meetings, and gatherings for volunteers.



# ***BAND LEADERS***

## *THE WIN*

We already talked about the big win for our ministry - seeing students take steps toward knowing God, growing in their faith, and showing Jesus to the world. But not every member of our team has the same role in trying to see that goal accomplished. Here's what we think the win looks like for our band leaders...

### **THE BAND LEADER WINS WHEN THEY HELP OUR STUDENT WORSHIP LEADERS ENGAGE STUDENTS IN AUTHENTIC WORSHIP.**

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No matter what song the band is playing, they win when a student actively engages with them and with the music. While we can't expect every middle school and high school student to have a profound worship experience every week, we can at least provide music that they enjoy hearing and singing - music that helps them connect with God and inspires them to better live out their faith. We rely on talented adult leaders to help guide and mentor students in their craft (instrumentally or vocally) to pursue excellence in worship performance.



## *THE EXPECTATIONS*

### **THE QUALIFICATIONS**

- Love Jesus.
- Love students.
- Have some musical talent. (vocally or instrument)

### **THE SPECIFICS**

- Connect with band students before and after rehearsal
- Come to band rehearsal.
- Respond to Planning Center requests.
- Help mentor and guide students in their musical craft.
- Attend events, meetings, and gatherings for volunteers.



# THE FINE PRINT

## SAFETY GUIDELINES & CODE OF CONDUCT

As a member of our student ministry team, **it is absolutely essential that you practice healthy boundaries with students at all times**, for their safety and yours. These guidelines exist to protect students from harm and to protect you from false allegations.

Keep in mind, while these guidelines apply to your interactions with all students, **they are absolutely indisputable when dealing with students not of your biological gender.**

### **NEVER BE ALONE WITH A STUDENT!**

If you need to have a private conversation with a student, have the conversation in a public place - **not behind closed doors** or in a room or vehicle alone. Here are some tips to help you navigate through this particular guideline...

- Do not set up one-on-one meetings with students **without the knowledge and consent of their parents.**
- Altogether avoid initiating one-on-one meetings with students. Allow the student or their parents to be the initiators.
- **Never transport a student anywhere alone.** If a student needs a ride, arrange to have another adult or student ride with you if absolutely necessary. If they are of the opposite gender, both of them must exit the vehicle at the same time. If that's not possible, say no.



## ***MAINTAIN PHYSICAL BOUNDARIES***

Be wise. Maintain healthy and safe physical boundaries with students at all times. This means setting boundaries for yourself, but it may also mean setting and enforcing boundaries with any students who push physical limits. If you have any questions about what is or is not appropriate, talk to our staff, and always err on the side of caution.

## ***LOG ELECTRONIC CONVERSATIONS***

If you find yourself in the midst of a sensitive conversation with a student, keep in mind that words and intentions can be misconstrued - intentionally or unintentionally. **Any time you are engaged in a serious conversation with a student, log your conversations (take screen shots, save text messages and emails). This may seem excessive, but if you're ever falsely accused of misconduct from a student or parent, you'll be glad you did it.**

## ***REPORT DANGEROUS SITUATIONS***

As a member of our ministry team, you are a mandated reporter. That means **you are legally required to report any dangerous or potentially dangerous situations to our staff immediately.** Including...

- If a student is being harmed, neglected, or abused.
- If a student is harming or abusing someone else.
- If a student is harming or at risk of harming themselves.
- If a minor student is engaging in any type of sexual activity (even with another minor).

***PLEASE DO NOT REPORT THESE SITUATIONS INDIVIDUALLY BUT MAKE SURE OUR STAFF IS INCLUDED FIRST IN THESE CONVERSATIONS AS THERE MAY ALREADY BE "BACKSTORY" OR OTHER INFORMATION YOU MAY NOT BE AWARE OF THAT OUR STAFF HAS PRIVILEGE TO.***



## SAFETY GUIDELINES & CODE OF CONDUCT

As a student ministry team, there are a few things we'd like everyone to abide by. Here they are!

### **ALL VOLUNTEERS**

**BE CONSISTENT:** You are so important to our ministry! We need you! So **PLEASE, SHOW UP ON TIME**, give it your all, and be faithful with the responsibilities entrusted to you.

*"Do your best... Keep in mind always that the ultimate Master you're serving is Christ." (Colossians 3:23)*

**BE KIND:** Ministry is all about people, so to be effective in ministry, you'll need to reflect God's heart for people. With students, parents, other volunteers, and our staff, treat people with gentleness, forgiveness, patience, kindness, and love.

*"Get along amongst yourselves... And be careful that when you get on each other's nerves you don't snap at each other. Look for the best in each other, and always do your best to bring it out."  
(1 Thessalonians 5:13-15)*

**BE LIKE JESUS:** Your words, choices, and relationship with God will be carefully observed and replicated by the students that you influence. While we don't expect anyone to be perfect, we do expect every volunteer leader to be striving to make wise decisions, to glorify God with their lives, and to strive to look more like Jesus every day - especially in key areas like their treatment of other students, other adults on our team, **social media presence**, drug or alcohol use, and sexual behavior.

*"Watch what God does, and then do it." (Ephesians 5:1)*



## SAFETY GUIDELINES & CODE OF CONDUCT

- **SEXUAL PURITY.** All Leaders must abstain from all forms and degrees of extramarital sex, pornography, and any kind of sexual impurity. (1 Corinthians 6:18-20).
- **ALCOHOL + DRUG USE.** We expect adult leaders to exercise wisdom and restraint (Titus 1:7, Romans 14, 1 Timothy 3:3). No volunteer may consume alcohol on our church campus, at any ministry event, or in the presence of a student. Drug and underage alcohol use, of course, is never acceptable.
- **ONLINE ACTIVITY.** When online, student ministry volunteers must separate themselves from all questionable photos, language, or content (Ephesians 4:29, 5:3-4), **maintaining an online presence that is above reproach. Please avoid overly political speech, offensive OR divisive language and postings, and “vague-bookings/sub-tweeting” types of posts. Please do not post pictures containing alcoholic beverages as the focal point of the post.** Here’s a tip: if the parent of a 3rd grader wouldn’t want their child to see something that you’ve posted, it’s probably not appropriate for students in our ministry either.
- **BE ALL IN.** Follow the leadership of the church. Often volunteers have their own motives for serving or their own passions about student ministry. Even though we want to encourage volunteers to use these passions to help disciple students, we want to make sure that these align with our leadership vision, purpose, and plans for our student ministry discipleship process. This falls under the areas of teaching the curriculum as is (get creative and make proper edits for your group context, but don’t steer away from its original purpose and teaching points), following the ministry staff leadership decisions in regards to programming and events, and not undermining ministry leadership decisions in front of other students, parents, or volunteers.



## CSM VOLUNTEER APPLICATION

THANKS FOR GOING THROUGH THIS WHOLE BOOKLET! WE HOPE IT DIDN'T SCARE YOU AWAY! WE'RE LOOKING FOR ADULTS WHO ARE ALL-IN WITH STUDENTS AND DESIRE TO SEE THEM KNOW JESUS, TAKE STEPS TO GROW IN THEIR FAITH, AND GO OUTSIDE TO SHOW JESUS TO THEIR FRIENDS AND FAMILY! WE HOPE YOU WANT TO JOIN OUR TEAM!

You can fill out the  
Chets Students Ministry  
Volunteer Application at:

**[chetsstudents.com/volunteerapp](https://chetsstudents.com/volunteerapp)**

*Password: Chets1234*

**or scan this!**













Chets Student Ministry  
Chets Creek Church  
4420 Hodges Blvd.  
Jacksonville, FL 32224  
904.223.5954  
[chetscreek.com](http://chetscreek.com)  
[chetsstudents.com](http://chetsstudents.com)