



**STUDENTS**  
m i n i s t r y

# Volunteer

## HANDBOOK

**Everything you need  
to know to serve in the  
PBC Student Ministry!**

# Congratulations!

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You have made a decision that is going to make *your* life better. That's not an understatement. By volunteering, you have signed up to help a teenager have a better life story, but the time you spend here will also have an impact on *you*. While you volunteer, I believe you will experience . . .

a stronger personal faith.

a deeper community with other adults.

more fun than you thought was possible.

In other words, serving isn't giving your life away. It's enjoying your own life more because you're helping others and doing something you were made to do.



**Student  
Ministry  
Volunteer Job  
Descriptions**

# Small Group Leader

## DESCRIPTION

### Your Win

Invest in a group of students by creating a safe place for conversations that help them develop an authentic faith.

### What You Do:

#### **Be Present**

- **Show up Consistently**—as in every Sunday
- **Show up Mentally** — Be present for the students
- **Show up Randomly**-- even outside of the church buildings, like football games and band concerts

#### **Create a Safe Place**

- **Lead the group**—you are aware of the dynamic at play and how you can impact them.
- **Respect the process**—because students will show up at all different points in their faith journey.
- **Guard their hearts**—you may be in a unique space to hear when students are cared for and when they may not be.

#### **Partner with Parents**

- **Cue the parent**—by letting them know what you're talking about.
- **Honor the parent**—by never talking badly about them in the group.
- **Reinforce the family**—by encouraging students to love and care for their parents and siblings.

#### **Make It Personal**

- **Create Community**—because teens need their people
- **Set Priorities**— so you're valuing your own faith and relationships
- **Be Real**-- because students know when you're pretending to be someone you're not

#### **Move Them Out**

- **Move them to someone else**—like a coach, teacher, or other mentors outside of you
- **Move them out to be the church**— because serving is the best way to live their faith
- **Move them to what's next**-- as in the next grade, milestone, or life-stage

### Who You Are

You love Jesus, care about students, and are committed to investing in a few.

### Who You Go To

PASTOR E

# Check-In

## DESCRIPTION

### Your Win

Making sure all of the students are greeted and accounted for. Making sure visitors fill out a student Ministry Connect Card.

### What You Do

#### *Show Up*

- **Commit** to a monthly rhythm of volunteering
- **Arrive** at least 10 minutes early to make sure everything is in place
- **Be emotionally present** to make sure students feel welcomed and safe

### Who You Are

You love Jesus and are someone who loves making students feel safe and seen.

### Who You Go To

PASTOR E

# Game Manager

### Your Win

Making sure the students are engaged and enjoying whatever game we are playing. Prioritizing students' safety and engagement during game time.

### What You Do

#### *Show Up*

- **Commit** to a monthly rhythm of volunteering
- **Arrive** early to prepare for and understand the game.
- **Lead and organize** the games and recreation activities

### Who You Are

You love Jesus and are someone who loves having fun with students while introducing them to new things.

### Who You Go To

PASTOR E

# Host

## DESCRIPTION

### Your Win

Engage students by setting an energetic tone, building connections, and motivating students to make their small group time meaningful.

### What You Do

#### *Show Up*

- **Commit** to a monthly rhythm of volunteering
- **Be engaging** and speak to students
- **Maintain** a balance of fun connections and discipline, encouraging students to maintain our Student Ministry expectations.

### Who You Are

You love Jesus, enjoy connecting with students and students to each other, and can be energetic and engaging.

### Who You Go To

PASTOR E

# CAFE

### Your Win

Make sure the food is safe, creative, and fun. Get to know students and create memorable moments at **CAFE 4:12**- See 1 Timothy 4:12

### What You Do

#### *Show Up*

- **Commit** to a monthly rhythm of volunteering
- **Be engaging** and speak to students
- **Provide** a quick, easy, stress-free checkout for students
- **Welcome** first-time students by offering a free drink

### Who You Are

- You love Jesus and are a dependable adult with a servant's heart willing to create an enjoyable experience by assisting students in the cafe with their snacks and drink selections.

### Who You Go To

CLAIBORNE JAMES

# The One Thing Every Kid Needs the Most

In middle school, kids need you to show up so they know you know them **now**.

In middle school, life turns upside down. Similar to the toddler years, life change is happening at an expedited rate and emotions are pushed to their extremes. The best thing you can give a middle schooler is your predictable presence in the middle of their changing reality. You show up to rediscover them again (and again and again) in order to prove to them that they are worth knowing and worth showing up for.

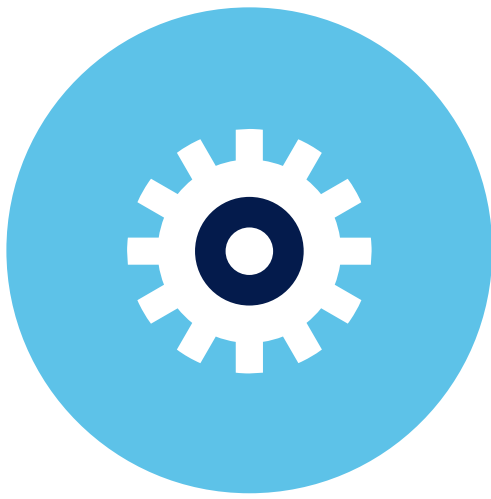
In high school, kids need you to show up so they know you will be there **when they need you**.

One of the greatest myths we could ever buy into is that high schoolers don't need or want adults. The truth is, they don't think they need adults when things seem to be going well. But inevitably there will be days when they do need someone. And the only way to be there when they need you is to prove that you care about them even when they think they don't need you. So keep proving you care. Keep showing up when they push you away so they know you will be there when they need to talk.

It's easy to get lost in the long—sometimes confusing, conflicting, and controversial—list of needs. But while grapes are being carefully quartered, little leagues signed up for, and AP tests taken all around us, maybe we can all find a little solace (and sanity) in **knowing we are doing our best work when we simply show up**.

**For People Who  
Lead Teenagers**





## The Middle School Phase

**MIDDLE SCHOOLERS THINK LIKE AN ENGINEER.**

Engineers solve problems by connecting concepts so they work together. Middle schoolers personalize abstract concepts by connecting ideas.

Like their physical bodies, there is a “growth spurt” in the brain of a middle schooler. The brain overproduces neurons and synapses similar to the growing brain of a toddler. This period of rapid growth accounts for a middle schooler’s ability to think more abstractly, to understand multiple perspectives, and to think critically about themselves and others. It also means that instructions need to be simple and clear if you hope to be heard. Like an engineer, they learn best when they personalize an idea by connecting pieces of information. That’s why puzzles, patterns, and codes can be helpful for learning in this phase.



## The High School Phase

**HIGH SCHOOLERS THINK LIKE A PHILOSOPHER.**

Philosophers seek to understand what is unseen and what cannot be measured. High schoolers want to discover meaning and learn best by processing out loud.

A high schooler loses approximately one percent of the grey matter of their brain every year through a process called “pruning.” Pruning allows the brain to prioritize information to become flexible and efficient. With this new efficiency comes an increase in analytical thinking. But, the limbic system (risk-taking) is developing at a faster rate than the prefrontal cortex (regulating behavior). So risk and personal experience still govern behavior. Like a philosopher, they learn best through open debate, multiple perspectives, and applied reasoning. That’s why self-expression and community are essential for learning in this phase.

## Policies and Procedures

### Check-In & Dismissal

Make sure each student in your group has gone through the official check-in process as they enter the Loft. If a student needs to leave early, they will need to communicate with an adult before exiting the Loft.

### Allergies

Be aware of the allergies of your students—especially peanut allergies. During group times when you are giving out food, double check with students to make sure they aren't allergic to anything you're giving.

### Discipline

If you have a student who is not following the guidelines that have been put in place, try redirecting the behavior and/or have a conversation after group. If that doesn't work, have a plan in place to contact Pastor Eric so that he can handle the situation with you.

### Fun for Everyone

It's important that our environments are a safe place for every kid. That's why, while we prioritize fun, we never compromise safety for the sake of a good laugh. In our space, you can joke about sports. You can joke about music. You can joke about school. But we do not make jokes at the expense of others—whether we think they're in the room or not. That means no jokes related to race, ethnicity, ability, economic status, sexuality, gender, or family situation will ever be okay. Fun is best when it is fun for everyone.

### Confidentiality

In order to create a safe place, groups members need to know that what is said in group stays in group. So it's important to create an expectation that group conversations are not shared as part of gossip or outside conversation. NOTE: This is an expectation but not a rule. There are some situations where information cannot be kept confidential.

### One-On-One Time with Students

While it can be helpful for students to speak with leaders in confidence, there is never a good reason for volunteers and students to be totally alone together. Encourage meetings in public spaces, visible to others and/or in the presence of other adults.

### Driving

Please do not drive students on errands or anything concerning the Student Ministry events.

### Events

When it comes to relational connection, nothing is quite like a group outing, weekend retreat, or summer camp. Any leader's day can feel long but the influence is multiplied for the rest of the year. That's why it is important for every leader to plan to attend key student events each year.

# W E D N E S D A Y N I G H T

## Timeline

|                |                        |
|----------------|------------------------|
| <b>5:30 PM</b> | <b>HANGOUT</b>         |
| <b>6:05 PM</b> | <b>ANNOUNCEMENTS</b>   |
| <b>6:10 PM</b> | <b>PRAYER TIME</b>     |
| <b>6:15 PM</b> | <b>GAME OR WORSHIP</b> |
| <b>6:30 PM</b> | <b>SERMON TIME</b>     |
| <b>7:00 PM</b> | <b>GROUP TIME</b>      |
| <b>7:15 PM</b> | <b>DISMISSAL</b>       |



**W E D N E S D A Y**  
**N I G H T**

# **RULES**

**Respect the Church of God**

**Respect the Ministry Volunteer**

**Respect Every Student**

**Worship During Worship**



# August

- ④ Back to School Breakfast
- ②⑧ Ultimate Frisbee

# September

- ④ Worship Night
- ②⑤ Flag Football

# October

- ⑨ Prayer Night
- ②③ Laser Tag
- ③⑦ Students Pumpkin Carving

# November

- ⑥ Flannel and Flapjacks
- ②⑦ Bonfire and Hot Chocolate

# December

- ①④ Ice Skating
- ①⑧ Disco Christmas Party

# FAQs for people who lead teenagers

## **Where can I find my small group materials?**

- I will purchase or create a book for each upcoming study. For digital materials, I will send you an email and provide hard copies ahead of each teaching series.

## **When do we meet as volunteers?**

- We will meet periodically for volunteer training and will celebrate all of our work at the end of the year Volunteer Party

## **May I call or text students?**

- Please utilize a method for group communication to maintain student safety. You can speak to a student in the church during small group time. If they need to confess or need time for counseling please invite another trusted adult into the conversation.

## **Do I have to go to camp?**

- Summer Camp sets the tone for the rest of the year! I know it's a big ask, but it pays off in dividends. We hope you'll make every effort to be there.