



Operations Manual Nathan Webb

# YOUTH MINISTRY

10/16/14



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## **Pastor Nathan Webb's Story**

My life has been marked for God's service since I was born, and I thank God for the Christian heritage that has flown through my family tree for many generations. Indeed a pastoral lineage can be traced back eleven generations from me. My parents have been an incredible source of discipleship and encouragement in my walk with Christ. However, I owe a debt of gratitude as well to the spiritual mentorship I have received while in Junior and Senior High School, maturing under the discipleship of Miguel Lopez and John McCants, the two previous Youth Ministers at my home town church, Trinity Evangelical Free. During High School I fell hopelessly in love with youth ministry, I attended four different youth groups in the local area. The joys of being involved in youth ministry captivated my heart and mind. The more time I spent in contact with the various members of the multiple youth groups I attended on varying nights during the week, the closer and more challenged I felt as an individual to pursue God.

As my personal faith ignited and matured, and God's vision upon my life become clear, I have endeavored to equip myself for the work of youth ministry by the best means possible. Never before did my call to youth ministry become more real and personal to me than the year I spent abroad. Upon graduating from High School in 2004, I attended a one year Christian leadership school called Teen Mania Honor Academy in Texas. It was at this school God gave me the wisdom and discipline I needed to fully comprehend and surrender to His vision for my life. I also met my wife Jessica during that time; later in 2008 on January 10<sup>th</sup> we got married. I graduated with a clear call to reach out to the youth of America. Feeling lead by God to equip myself further, I pursued and obtained a Bachelor of Arts in Christian Ministry along with two minors: one in Psychology and the other in Biblical Studies at the New Orleans Baptist Theological Seminary. I also have obtained a Master of Arts in Christian Education Specializing in Youth Ministry.



## Youth Ministry Mission Statement

Strive to be an *Authentic* source of Christianity,  
*Capable* of continued spiritual self-growth  
and *Effective* personal evangelism.

## Youth Ministry Motto

“For Many or Few Shining True”

## Youth Ministry Purpose Statement

**Authentic.** This is evangelism. This is having a heart for the lost. This is taking the great commission seriously. The first mission of youth ministry is to make Jesus’ name famous to students everywhere. Undoubtedly, a student minister must have a passion for being an instrument of God; introducing students to the saving knowledge of God’s Grace.

**Capable.** This is teaching and discipleship. This is testing and growing in faith, so that they may be mature and complete, not lacking in anything. When a student owns their faith they will have a desire for the Word. They will have a passion for Worship.

**Effective.** This is equipping students to take up their crosses. As Christians they have responsibilities to serve and sacrifice in many ways. They need appropriate roles as a part of the church. They are also responsible to continue to spread the Gospel. They need to make His name known to the world. The nature of any evangelistic ministry has to be cyclical.

These three goals can be discussed much further in detail. But this helps to make the purpose of youth ministry much more clear. We strive for our kids to first accept Christ as the only authentic personal savior, to develop personal confidence capability in their faith, and then to live effectively daily in that faith.



## **Discipleship Philosophy of Youth Ministry**

The primary role of a youth minister is Partnership in 4 ways.

First, a youth minister partners with the Gospel. It is motivation. Without the good news of the atoning sacrifice of Christ, hanging out with students would still be fun, but it would be futile. He is our way, truth and life. It is only through the enabling of the Holy Spirit that a youth minister can speak as one who speaks the very words of God or serve with the strength God provides. That requires being completely passionate about partnering with the Gospel.

Second, the youth minister partners with Parents. There is a rising fad in some church's called Family Integrated Worship. It argues that the church should have no age-segregated worship, and discipleship of children is almost entirely the responsibility of the parents. As a youth minister, I obviously do not agree with getting rid of age segregated ministry, but I believe that this movement is in part a reaction to the failings of some past youth ministers. The youth minister's role is not to override parents. It is to come along side, or partner with parents, in discipleship of students. Ideally, the youth minister is one of five close adult relationships with Godly men and woman in a student's life. One and two are the parents. Three is the student minister. Four and Five are other members of the church who are passionate about discipleship and including students as part of the body of believers.

Third, the youth minister partners with the Church to help and accomplish its mission and ministry goals. The youth minister is a member of the church family, but he is also a leader and a teacher who should not take that position lightly.

Fourth, a youth minister partners with the Students. He must be a part of their lives, the good and the bad. He must know and love them personally. A saying that we teach the kids at camp before we go off campus to do mission work is, "people need to know that you care, before they care what you know." This is huge for youth ministry as well. You can be the best preacher in the world, but until a student sees that you want to be a part of their lives, they could care less about what you say from the podium.



## Philosophy of Youth Ministry

Youth Ministry in America is a lot like nuclear fission. The youth of any culture can either empower an entire city, state, or nation... or, destroy it. At all times youth are at critical mass; they are so eager to expel their untamed emotions and ambitions. It is my desire to see the Youth of America mature into a successful source of authentic self-replicating Christian discipleship. The Youth of America need to know that God alone is their rock and their salvation; He is their fortress, they cannot be shaken. Their salvation and their honor depend on God; He is their mighty rock, their refuge. The IBC Youth Group aims to rebuild the crumbling foundation of our culture by taking that message and provoking this generation and those to come, to passionately pursue Jesus Christ and to take His life-giving message to the ends of the earth. The IBC Youth Group desire to provide a place where anyone can feel welcomed into a time of engaging Christian fellowship during which purposed discipleship will ignite, deepen, and spread the Gospel of Jesus Christ in a manner which prompts individuals to dare to dream as big as God dreams and believe that, with God on their side, they can achieve the impossible.

The IBC Youth Ministry Mission is to provide Youth with authentic sources of Christian wisdom, vision, and discipline in order that they might point themselves and other seeking individuals in a direction that will Glorify God and help perpetuate spiritual self-growth and promote effective personal evangelism. The Youth Ministry at IBC purposes to present a clear T.A.R.G.E.T. for Youth to focus their lives upon. The Youth Minister at IBC aims to convict and disciple this generation and those to come to focus on God's *Truth* by realizing they can receive direction, provision, and motivation directly from God and His Word to take the Gospel to the world; to provoke them to be men and women of *Accountability*, always being who they say they are, and striving to always do the right thing, regardless of expediency; to be a leader who values God honoring *Relationships* as being the catalyst of any and all effective personal evangelism, being always aware to maintain a servant's attitude; to go to heroic lengths to meet the needs of others; and by doing so continually to be a visual source of God's *Glory*. They focus upon *Excellence* by demanding of themselves uncompromising quality and striving to be people who demonstrate excellence in everything they do. To continually be *Teachable*, not claiming to have arrived at infallibility but actively attend sessions, conferences, worship services, read, and observe with a teachable spirit, continually seeking to grow spiritually.



## **Philosophy of Youth Ministry**

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If you want the Gospel to impact students' lives, first you have to be the kind of youth minister that shows up to games, asks about tests, plays music with, eats cheap pizza with, and cares deeply for them.

## **Youth Ministry Core Values**

Listed below are core values of an effective youth ministry.

### **YOUTH MINISTRY MUST BE:**

- Bible-centered
- Driven by prayer
- Empowered by the Holy Spirit
- Seeking spiritual transformation through evangelism and discipleship
- Church-based
- Mission-focused
- Family supportive
- Relational
- Involve adults using their gifts
- Encourage youth in leadership

### **LEADERSHIP VALUES**

Honesty, Accountability, Relevancy, Challenging, Outreach

### **MINISTRY VALUES:**

Evangelism, Discipleship, Growth, Worship, Fellowship, Service, Prayer

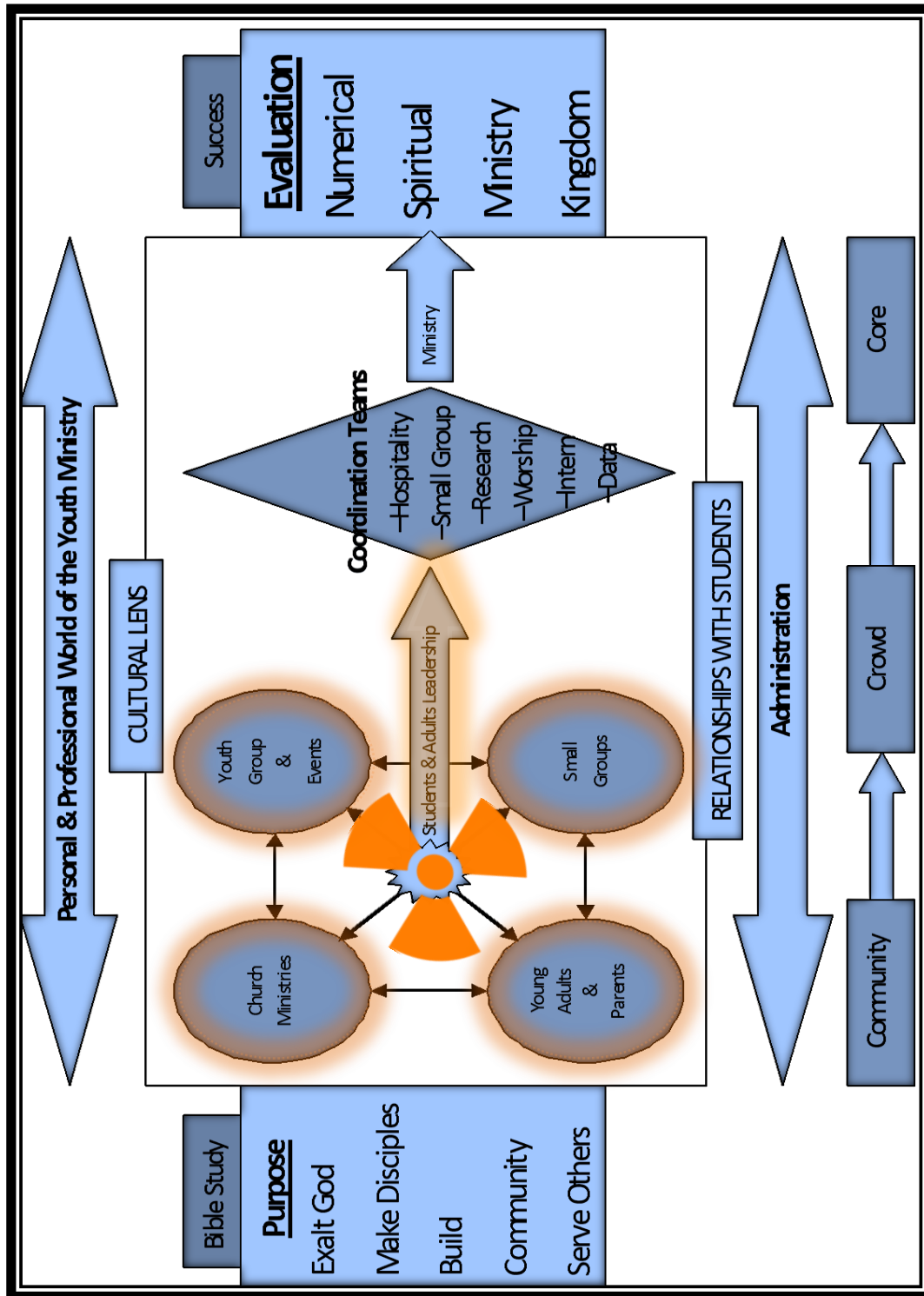


## Youth Ministry Event DNA Model and Priority Target





# Basic Youth Ministry Model



## Youth Ministry Missional Movement Map & Values



### Additional Necessities

- Playfulness
- Friendliness
- Confidentiality
- Sportsmanship
- Involvement
- Equipping
- Fun
- Loyal
- Happiness/Joyfulness
- Touching
- Peacefulness
- Kindness/Generosity
- Righteousness
- Not Ashamed
- Faithfulness
- Constructive Speech
- Determination
- Doctrinal Depth



## **Implementation**

Implementation of our purpose, philosophy, and values should be obvious through our daily actions and activities. We should check our calendar to see if it matches these principles. It is important to spend time with students without the pressure of a heavy message. It is important to be with students in order to develop relationships. However, our purpose behind our actions should never be lost or forgotten. The Gospel is always our motivation.

## **Coordinator Descriptions**

Listed below are six (6) coordination's deemed necessary for supporting a healthy youth ministry. Detailed descriptions of each position can be found on pages 22-27.

Discipleship Coordinator

Hospitality Coordinator

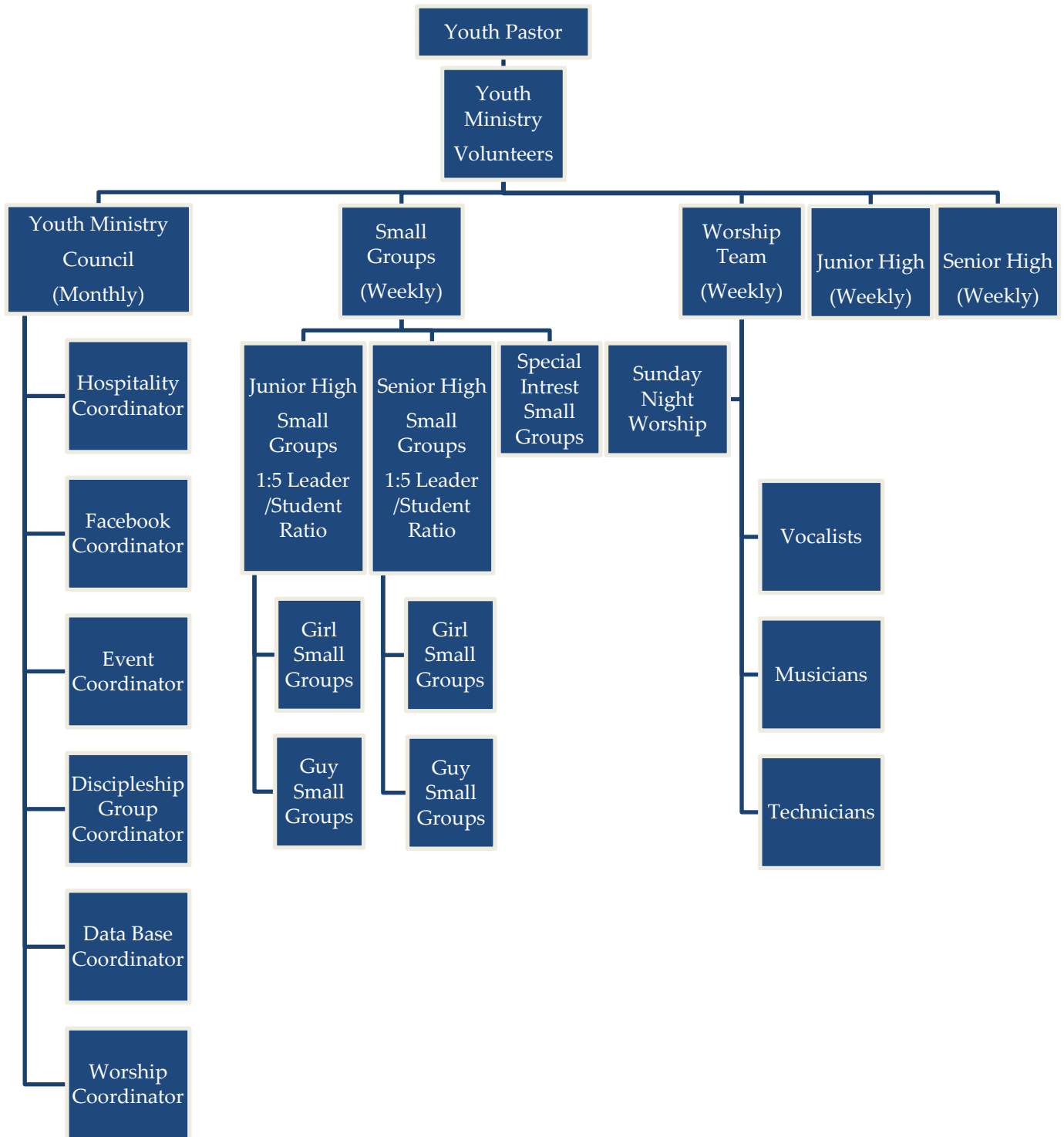
Event Coordinator

Data Base Coordinator

Facebook Coordinator

Worship Coordinator

## Youth Ministry Lead



# Leadership Expectations

## ❑ Character Expectations

- **To keep our integrity:** the motives, attitude, and actions of Student Leaders should be completely transparent to any observer. Our honesty should be testable by Luke 16:10-12.

1. *Faithfulness in little things*—being on time, keeping our word, filling requests on time, following through with Youth and other responsibilities.
2. *Faithfulness in money*—turning in receipts, being very cautious with event cash and petty cash, remembering people have sacrificially given that dollar.
3. *Faithfulness in that which belongs to another*—treating all the church equipment and property with utmost respect.

- **To be teachable:** None of us must claim to have arrived at infallibility. We must continually attend sessions, conferences, worship services, read, and observe with a teachable spirit, continually seeking to grow.

- **To develop a servant's heart:** "Let nothing be done through strife or vain glory; but in lowliness of mind let each, esteem others better than themselves. Look not every man on his own things, but every man also on the things of others. Let this mind be in you, which was also in Christ Jesus...who made Himself of no reputation and took upon Him the form of a servant...He humbled Himself, and became obedient...even the death on the cross." (Phil. 2:3-8).

## ❑ Appearance

**"People look on the outward appearance but God looks on the heart."**

The first phrase is not the heart of the verse, but it is the truth. People will base their impression of our ministry on their impression of us. For this reason we model appropriate clothing. (1 Corinthians 9:19-23).

- The activity should dictate the type of clothing worn.
- All of the clothing should be clean, communicating personal discipline and recognition of self-worth, be modest, protecting the reputation and image of the Holy Spirit (1 Timothy 2:9, 1 Corinthians 8:27, 1 Thessalonians 4:6a), and avoid masking our inner qualities (1 Peter 3:1-8).



# Leadership Expectations

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## ❑ Job Performance

Student Council Members may be disciplined, up to and including possible termination for poor job performance, as determined by the church. Some examples of poor job performance are as follows:

- *below average work quality or quantity;*
- *poor attitude, including rudeness, or lack of cooperation;*
- *excessive absenteeism, tardiness, and/ or*
- *failure to follow instructions or church policies and procedures*

## ❑ Member Misconduct

Student Council Members may also be disciplined, up to and including possible termination, for misconduct. Some examples of misconduct are as follows:

- *insubordination;*
- *abuse, misuse, theft, or the unauthorized possession or removal of church property or the personal property of others;*
- *divulging confidential youth ministry information to any unauthorized person*
- *disorderly conduct on church property, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;*
- *violation of any law adversely affecting the church, or conviction in court of any crime which may cause the student to be regarded as unsuitable for continued service;*
- *violation of the youth ministries alcohol, illegal drugs, and controlled substances standards;*
- *violation of the youth ministries policy against harassment*



# Leadership Expectations

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## ❑ General Codes of Conduct

- No possession or use of alcohol, drugs, or tobacco
- No fighting, weapons, fireworks, lighters, or explosives
- No electrical device usage during events unless otherwise instructed by leadership
- No offensive language or inappropriate joking
- No offensive or immodest clothing (Dress Code pg. 37)
- No boys in girl's sleeping quarters and no girls in boy's sleeping quarters during overnight events
- Participation within the group is expected
- Respect of church and other members' property
- Repayment/replacement of damaged property may be expected in the event of intentional breakage
- Respect one another, staff, and adult leaders
- Respect and comply with event schedules

## ❑ Event Responsibilities

- Be an active member of a Christian church.
- Be willing to arrive early and stay late to aid with set-up and clean-up of all events.
- Be willing to lead opening and closing prayer when called upon.
- Be willing to share one's personal testimony and share the Gospel when called upon.
- Proactively position oneself physically within the Youth Group during any event in order to efficiently quiet distractions and safeguard participants who might purposefully or accidentally attempt to violate the unity of the group





# Leadership Expectations

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## ❑ Event Responsibilities (continued from previous page)

- Seek private redemptive solutions to conflicts between all participants in accordance with Matthew 18:15: "If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over."

## ❑ Finances

From time to time members of the Youth Ministry may have to purchase approved budgeted items with personal funds. When a member of the Youth Ministry has to use their money, IBC will reimburse such expenditures under the following conditions:

1. The expenditure was approved prior to purchase by the Youth Pastor.
2. Original receipts are kept and submitted for reimbursement.

An expenditure form must be filled out, coded from the budget and submitted to the Youth Pastor at least one week before checks are cut on the 15<sup>th</sup> and 30<sup>th</sup> of the month. Items for reimbursement must be presented within 30 days from the date the expense was incurred.

## ❑ Participants Dating

Acknowledging that one of the most fulfilling relationships in Scripture and life is the one that a man and woman share, we recognize that Student Leaders may establish a relationship with a Youth Ministry participant of the opposite gender. We also recognize the greatest visible destroyer of ministries is moral impurity. The following policies should be understood in that light.

- Student Leaders involved in a dating relationship should model appropriate behavior. Particularly during church functions, our focus is to be on the Lord as well as Youth.
- In the case of premarital sex, extramarital sex, or a homosexual incident, immediate suspension from Student Leadership will occur.
- If you do date another member of the Youth Ministry remember that if the relationship ends that person will still be around to testify to your behavior and character.

# Leadership Expectations

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## □ Participants Group Relationships

Discretion in Student Leaders personal lives is fundamental to both spiritual integrity and continued spiritual ministry among Youths and their families (Ephesians 5:1-12, 15-16). To live wisely and without any hint of sexual misconduct we keep the following standards:

- Any disciplinary actions taken by Student Leaders will under no circumstance involve physical touch.
- Physical touch by a Student Leader of a "Non-affectionate" manner will only involve the restraining or separation of fighting individuals.
- Discretion must be used during any physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or affectionate kissing raises questions. Any verbal or non-verbal sexual interaction with any Youth Ministry participants is inappropriate.
- Sexual gestures or overtures to a Student Leader by a participating Youth should be reported to the Youth Ministry Director so that gossip can be avoided and discussions can be held with the individual.
- One-on-one counseling with a participating Youth should always occur in a public place, never alone in a car or a private place. As a general rule when counseling a member of the opposite gender, invite a member of the same gender as the gender being counseled in order to safeguard the reputations of all participating individual.
- When a situation arises where you are alone with a Youth of the opposite gender, take into account the appearance of the meeting. If necessary, quickly move the situation to a public setting. Driving alone with a Youth of the opposite gender should be avoided but is not prohibited, merely a safeguard against false appearances.
- Any knowledge or suspicion of any Student Leader having an inappropriate relationship with another Youth must be reported promptly to the Youth Ministry Director. If the person in question is the Group Coordinator, the report should be made to the Senior Pastor of the church.



## Leadership Expectations

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### ❑ Safety

It is the intention of Immanuel Youth Ministry to provide all of its participants a safe and hazard free environment in which to work. Everyone should be alert for the present or potential hazards to leaders, other participants, the congregation, visitors, and church property. Steps should be taken to remove or fix the hazard immediately.

Members of the Youth Ministry Student Council are expected to follow all standard safety precautions in the completion of their duties. Care should be taken when working on ladders, with electrical wiring, wet floors, sharp objects, handling chemicals, as well as any other activities which could become harmful or injurious.

### ❑ Alcohol, Drug and Controlled Substances

The possession or use of alcohol, tobacco and/or illegal drugs on the Immanuel Baptist Church campus or at any Immanuel Baptist Church-sponsored event by a Student Council Member is strictly prohibited. It is an absolute violation of Immanuel Baptist Church's policies for any student or leader of any level:

- To be involved in the illegal use, possession, manufacture, distribution, dispensation, sale, exchange or attempted exchange of drugs or drug paraphernalia on Immanuel Baptist Church's property or while on Youth Ministry business, in an Immanuel Baptist Church-supplied vehicle.
- To be involved in the illegal use, possession, manufacture, distribution, dispensation, sale, exchange or attempted exchange of drugs or drug paraphernalia off Immanuel Baptist Church's premises that Immanuel Baptist Church determines may affect the student's work performance, his or other's workplace safety while working, or otherwise adversely affect the church.
- To be involved in the use or possession of tobacco or alcohol, or have the odor of such on breath or person while on Immanuel Baptist Church property, in Immanuel Baptist Church-supplied vehicles.

"Illegal use of drugs," for purposes of this policy, includes the use of all drugs or other like substances whose possession, sale, or misuse violates applicable local, state, or federal law, or where use affects the ability to perform essential functions of the job, including the safe performance of the job.



# Leadership Expectations

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## ❑ Tardiness and Absences

It is important that member of the Youth Ministry Student Council work with their assigned schedules as consistently as possible. However, the Youth Ministry understands that from time to time, members will find it necessary to be absent from volunteering due to illness or emergency.

If you are unable to come to volunteering for any reason, you must notify the church office or your immediate supervisor. It will then be reported to the Director of Student Ministries. It is your responsibility to keep the Youth Ministry informed on a daily basis during a short-term absence and to provide verification when asked to.

Such time as vacations, scheduled medical appointments, conferences, seminars, etc. should be planned head of time, and notice sent to the Director of Student Ministries. The member is responsible for making arrangements to cover their assigned activities while away from the Youth Ministry Student Council

A tardy or absence is “excused” only when you call ahead of time and the tardy or absence is for a compelling reason. The church reserves the right, at its sole discretion, to determine what constitutes a compelling reason. A tardy or absence for a non-compelling reason, and failing to call the Church Office in accordance with Youth Ministry policy, will be considered “unexcused”.

The Youth Ministry considers “unexcused” tardiness and absence to be a serious problem. Therefore, members who are tardy or absent excessively or show a consistent pattern of absence, whether “excused” or “unexcused”, will be subject to disciplinary action up to and including possible removal from the Student Council.

## ❑ Terminations

- **Voluntary Termination:** a voluntary termination is a termination that is initiated by the volunteer. The Director of Student Ministries should give at least four (4) weeks written notice before leaving the job. Written notice should include the reason for leaving.
- **Involuntary Termination:** an involuntary termination is a termination that is initiated by the church after having violated a term of this Leadership Expectation guide.

## ❑ Evaluations and Reviews

An annual Youth Ministry Student Council evaluation and review shall be conducted of each volunteer. Each job evaluation shall be held with the Director of Student Ministry. Areas of consideration will include:

- Knowledge of Job
- Relationship Development
- Adaptability



## Leadership Expectations

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### ☐ Evaluations and Reviews (continued from previous page)

- Initiative
- Growth in the Job
- Contribution to the Team Effort

Each student evaluated will subsequently be advised about the result of the evaluation and be given an opportunity to respond.

#### Exit Interview

- Every student leaving the Student Council of Immanuel will schedule an Exit Interview with the Youth Pastor, prior to his or her last day of service. The purpose of the Exit Interview is for clear communication between the Church and the student; to determine the status of such things as church materials, etc.

## **Hospitality Coordinator Ministry Description:**

The Hospitality Coordinator serves the church and community as the Youth Ministry Host or Hostess. They are to maintain and policing the social atmosphere during regular and special Youth Ministry events. Upon appointment the Hospitality Coordinator with assemble a team of their choosing who will be expected to provide all the Youth Ministry food catering need for regular and special events. The Hospitality Team should be ready with open arms and friendly smiles to greet new members and visitors whenever they attend special or weekly events and meetings. The Hospitality team members are the "Flight Attendants", or "Butlers and Maids" of the Youth Ministry. You act on behalf of the ministry to make all people at all times feel welcomed and informed.

### **Weekly and Constant Responsibilities:**

General maintenance

- Maintain a rotating voluntary list of parents who are willing to serve and provide snacks to the youth during regularly scheduled meetings.
- Maintain the Youth Ministry snack cabinet inventory for use during weekly meetings.
- Clean up all trash and wipe down counter tops after Youth Ministry meetings and special events.
- If supplies are necessary attempt to solicit donations or submit an expenditure authorization request to the Youth Pastor.

### **Immanuel Youth Group Weekly Meetings:**

- Actively seek out and welcome visitors and repeat guests.
- Offer visitors and repeat guests a refreshment.
- Provide visitors and repeat guests a welcome packet or information card.

### **Immanuel Youth Group Special Events**

- The Hospitality Coordinator is responsible to assemble the materials and skilled individuals necessary to facilitate the provision of quality professional delivery of all foods relating to special events outside of regular meetings
- If supplies are necessary attempt to solicit donations or submit an expenditure authorization request to the Youth Pastor.



## Facebook Coordinator Ministry Description:

The Facebook Coordinator serves the church and community as Youth Ministry Public Relation. They maintain and police the social network atmospheres utilized by the Youth Ministry. All online promotions and announcements along with regular and special events advertisements displayed within the Immanuel Youth 'Group' and 'Page' will be under their care and responsibility.

### Facebook "Use as" Feature:

Before editing or uploading any information make sure to click on the down arrow next to the "Home" link in the top right corner of the main page. After clicking on the arrow, if multiple 'Pages' are available choose which Facebook interface you are planning to work as. This will allow all editions and uploads to be done as the 'page' itself and not as your personal profile. This will instill a sense of identity to the Youth Ministry logo and show professionalism to visitors and new members. Eventually the Facebook Coordinator's position will need to be passed on to another member of the ministry; facilitating the "Use As" feature will allow for continuity between Coordinators.

### Weekly and Constant Responsibilities:

General Maintenance

- Maintain the Christian atmosphere of professionalism and maturity by policing regularly Immanuel Youth 'Group' & 'Page' for content or materials that do not line up with the Christian ethics of the Youth Ministry and deleting them.
- Actively promote publicly and privately involvement in the Immanuel Youth's 'Group' & 'Page' Facebook network.



the

### Immanuel Youth Group – 'Group' Link:

- The 'Group' interface does not allow the user to switch between profiles (the "Use as" feature previously mentioned). That being the case, all additions will be posted using your personal profile on Facebook.
- Announce weekly whether or not Youth Group will be meeting during its regularly scheduled time.
- The weekly announcement must be done no later than 24hrs prior to Youth Group.
- Ideally the weekly announcement should be done either Monday or Wednesday.
- Do not create any "Events" under this interface.

### Immanuel Youth Group – Page Link:

- The creation of all "Events" should be done exclusively under this interface.
- The creation of "Event" announcements for the Youth Ministry should be done in a professional and timely manner.
- Post "Event" photos no later than one week after the event involved, unless circumstances hinder such time frame.



## **Data Base Coordinator Ministry Description:**

The Data Base Coordinator serves the church and community as the Youth Ministry's central nervous system. All information collected by Data Base Coordinator is to be filed in a prompt and easily accessible location and manner. The continual maintenance and frequent update of the Youth Ministry Data Base (no comma needed) will directly impact how effectively the Youth Ministry can communicate and mobilize its heart and hands into actions.



### **Weekly and Constant Responsibilities:**

#### **General Maintenance**

- Maintain the Contact Data Base.
- Maintain Calendar.
- Maintain the Photo Releases.
- Actively seek to eliminate blank data.
- Submit purchase order request to the Youth Pastor when necessary.

### **Immanuel Youth Group Weekly Meetings**

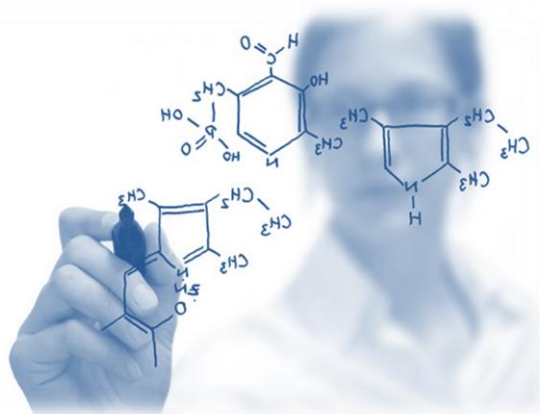
- Actively seek out visitors and repeat guests to obtain updated and new contact information.
- Coordinate with the Hospitality Team to obtain new or updated contact cards they have received.
- Suggest small group options if an individual's profile connects with a currently available group.

### **Immanuel Youth Group Special Events**

- Properly and frequently maintain the Data Base in order to facilitate smooth and accurate professional delivery of promotional materials.
- Provide the necessary registration personnel and equipment to properly organize and catalog event participation and payment plans.
- If supplies are necessary an expenditure authorization request must be presented to the Youth Pastor.

## Event Coordinator Ministry Description:

The Event Coordinator upon his or her appointment will assemble a team designed to survey and research the church and community for potential ministry opportunities. The Event Coordinator and their assembled team will in essence serve as the Youth Ministries Research and Development department.



### Constant Responsibilities:

The responsibilities of the Event Coordinator (no “s” needed) along with his or her team are slightly modified in competition to other Coordinators and teams. The purpose of the “Event Coordination Team” is to...

Dream, Design, and Deliver

- Conduct Surveys
- Research Venue Options
- Research Curriculum/Topics for Studies

### Immanuel Youth Group Special Events

- For any “Event” to receive approval from the Youth Ministry Director it must agree with the Theological Doctrines of Immanuel Baptist Church and cater to one of the Youth Ministry Core Values.
- Once an event has been approved the Event Coordinator along with his or her team will need to communicate to the other Coordinators “the plan” they have developed to accomplish the event.
- Part of the design phase, after approval has been given, will involve other Coordinator's assistance and input as the Event Coordinator deems necessary.
- The most frequent interaction will most likely be with Hospitality Team once a potential event has been given approval to create.
- “Design and Delivery” Means determining how to best publicize, decorate/theme, physically arrange a venue, determine refreshments and food for an event, and have adequate staff and security as needed.
- If supplies are necessary attempt to solicit donations or submit a purchase order request to the Youth Pastor.
- Permission slip retrieval and similar registration data will be the responsibility of the Event Coordinator's Team in conjunction with the Data Base Coordinator.

## **Discipleship Coordinator Ministry Description:**

The Discipleship Group Coordinator serves the church and community in the Youth Ministries by intentionally seeking to disciple each member of their discipleship group to become authentic Christian disciples capable of sustaining and continually developing self-growth and effective personal evangelism. The Discipleship Coordinator will actively seek out personal ways to challenge the students under their care to lay hold of their uniquely personal callings, to make personal their covenant with God by obtaining the necessary competency through the leading of the Holy Spirit to fulfill God's unique journey toward fulfilling the Great Commission.

### **Weekly and Constant Responsibilities:**

Personal Commitment

- Commit to regular scripture memory.
- Commit to regular Bible reading.
- A typed outline of his or her intended weekly lessons.
- Outlines are to be turned in ideally Monday or Wednesday.
- Lesson outlines may not be taught without prior approval from the Director of Student Ministries.
- Annual Evaluations.



### **Discipleship Group Approval: Youth Pastor**

### **Leadership Regulations:**

- One year grade level minimum between Small Groups Leaders and group participants
- 1/5 Group Ratio
- Same Gender

### **Discipleship Leader Choices:**

- Choose Time
  - Choose Grade
  - Location
  - Choose Group Name
  - Leader staying with original group as they graduate upward
- \*Must add new members if necessary

## **Worship Coordinator Ministry Description:**

The Worship Coordinator serves the Youth Ministries by intentionally seeking to disciple and recruit musically gifted members in the youth ministry. Discipleship of musicians is unique in that it simultaneously takes place on two levels. The first level is personal spiritual growth, followed closely by personal technique. It is the responsibility of the Worship Coordinator to champion the personal improvement of musical techniques in relation to each musician and their instrument of choice.

### **Weekly and Constant Responsibilities:**

- Choose a time during the week to practice as a team.
- Create a rotational play list of songs.
- Provide musicians with a sheet music binder for personal collection of songs individually learned.
- Create a rotational list of musicians to guard against burn out and give musicians time for personal improvement during off stage weeks.
- Challenge musicians to seek to learn and continually add to the list of song available for worship service needs.
- Have the worship team ready to perform at least 2-3 songs every Wednesday night as the opener to service.



### **Immanuel Youth Group Special Events Performances**

Occasionally events outside of the regular Wednesday youth ministry gathering will require the use of the youth ministry worship team. Examples include weekend retreats, summer camps, or other specialty events like “The 30 Hour Famine” or “See You At The Pole”. As special events arise requiring musical accompaniment the Worship Coordinator will be alerted and informed as to what will be required of the time.



## General Flagship Event Calendar/Cost Per Student (1 year)

	Dates	Event	Organization	Location	Speaker	Worship	Total Cost
Jan	24rd	Bonfire	IBC	Gary Noel	Nathan Webb		Free
Feb	4th	Not Another Purity Talk (Panel Discussion/Q&A)	IBC	IBC	Adult Panel		Free
	14th	Six Flag: Magic Mountain (True Love Waits Rally)	CSBC	Six Flag: Magic Mountain	True Love Waits	True Love Waits	\$45
Mar	21th	God’s NOT Dead Movie Night	IBC	IBC	Nathan Webb		Free
Apr	17th	Gauges: Life Skills	IBC	IBC	Nathan Webb, Rob Ostrum, ATA Martial Arts		Free
	24	30Hr Famine	ICS/IBC	ICS/IBC	Sarah Hoekman & Nathan Webb		Free
May	16th	Sr. High Graduate Brunch	IBC	IBC Dinning Hall	Graduate Alumni		Free
	17 <sup>th</sup>	Baccalaureate Service	TBA	TBA			Free
June	6th	End of the School Year Luau	IBC	Gary Noels			Free
	26th	Summer Fun Lock-In	IBC	IBC	Nathan Webb		\$25.00
Jul	July 6 - July 11th	Centrifuge "Alive & Free"	IBC	Jenness Park Conference Center	Will Snipes	Craig White	\$225.00
Aug	1st	Jet Hawks Faith Night	IBC	Jet Hawk Stadium			\$8
Aug	16th	Back to School Year Party	IBC	Freedom Park/Gary Noel's House			Free
Sep	24th	See You At The Pole	IBC/ICS	Local Schools	ICS Students	ICS Students	Free
Oct	31st	Harvest Festival	IBC/ICS	IBC			Free
Nov	14th	True Love Waits Film & Commitment Banquet	IBC	IBC			Nathan Webb
Dec	12-14	Mexico Mission Trip	IBC	IBC			\$50
	29-31st	State Youth Conference	CSBC	TBA			TBA
						1 Year Per Student	\$463

All events and dates are subject to change and/or cancelation

The itemized event costs do not take into account any fundraising support or scholarship subsidies. In reality most of the larger ticket events prices will be reduced significantly because of various group fundraisers, private donations, and church scholarships that will be acquired overtime.



The (\$750) as shown above indicates the total financial obligation the youth ministry will expect from each student wishing to participate in all of the calendared events.

## DRESS CODE AND CONDUCT

pg. 1

We are all part of an environment where we are trying to remove distractions so that we can concentrate on GOD. We do not want any student or adult to distract others by the way they dress, or to be distracted by the way others dress. Should you choose to draw attention to yourself by dressing inappropriately, *you will be asked to change your clothes.*

**Dress should be representative of who we are as Christian students and adults.**

(Please note: This dress code applies mainly to our youth who are church members and those that attend often. We want them to set the example. However, we will be sensitive to visitors and will address dress code violations with much more grace.)

### THE CODE:

- ❖ No visible underwear
- ❖ Hemlines and necklines should be modest. NO low cut tops. *(Place all of your fingers on one of your hands together. Put your thumb in the "hole" between your collarbones. If your shirt is lower than the bottom of your hand, your shirt is too low cut. No cleavage please!)*
- ❖ Let your skin breathe! NO super tight clothes. Your outfit shouldn't look like you've painted it on!
- ❖ No Spandex
- ❖ No sagging! Make sure your pants are not hanging low. We don't want to see your undergarments.
- ❖ Leggings and tights do not count as pants. Please wear appropriate fingertip length shorts, skirts, or dresses over your leggings. Guys... Don't wear them.
- ❖ Shorts are good- but NO "Short" shorts or skirts. All shorts must be mid-thigh or longer when you're standing up. Also, if there are holes in your pants, shorts or shirt, the holes must be below fingertips as well.
- ❖ Speak for yourself! "Message shorts" are not allowed.
- ❖ Don't advertise for the wrong people! Clothing promoting tobacco, alcohol, cigarettes, sex, questionable sayings, slogans, etc. is not allowed.
- ❖ No bare midriffs- shirts should be long enough that no skin is visible. If your midriff shows, find a longer shirt to wear or add a longer layer underneath! Reach to the sky; touch your toes, if anything shows, IT GOES!



# DRESS CODE AND CONDUCT

pg. 2

## THE SWIMSUIT RULES:

- ❖ Cover up!
- ❖ **Girl Swimsuit Rules:** If you wear a bikini, a long dark t-shirt must be worn over it at all times. Tankinis are allowed as long as your midriff never shows. If midriff shows, then the dark t-shirt must be worn. One-piece swimsuits are preferred. However, if the one piece is super low cut (cleavage) or any midriff is shown, you need a dark t-shirt as well.
- ❖ **Guy's Swimsuit Rules:** No speedo or any style of similar skin tight clothing. Long board shorts style swim trucks are ideal.

## CONDUCT:

- ❖ No possession or use of alcohol, drugs, or tobacco.
- ❖ No fighting, weapons, fireworks, lighters, or explosives.
- ❖ No electronic devices are allowed during the main event or group activities, only during designated free times.
- ❖ No inappropriate language or slang.
- ❖ Under no circumstance will members of the opposite sex be allowed entry into each other's hotel rooms or sleep in the same room without adult supervision.
- ❖ Participate with the group.
- ❖ Respect property of the church and others.
- ❖ Emotional and physical respect of all students, staff, and adult leaders.
- ❖ Respect and comply with all commands given by staff and volunteer adult leader.
- ❖ Repayment/replacement of damaged property will be expected in the event of intentional breakage.
- ❖ Student Leaders involved in a dating relationship should model appropriate behavior. Particularly during church functions, our focus is to be on the Lord as well as Youth.
- ❖ If you do date another member of the Youth Ministry remember that if the relationship ends that person will still be around to testify to your behavior and character.
- ❖ Please be respectful of those around you in your displays of affection (no snuggling, kissing, etc.).





## **Youth Ministry Programs**

A healthy youth ministry has all the components of a healthy church; worship, discipleship, ministry, prayer, evangelism, and fellowship. The programming/ components of our ministry will involve at least one, if not all of these concepts.

### **Wednesday at IBC Youth Group**

The Gathering is designed to contain many of these components in one evening. The evening will start with a few games intended to provide opportunities for fellowship and discipleship. Next, the youth will lead and be led through worship by the praise band. Finally, the message presented by the youth minister or other adult volunteer should contain biblical teaching and an evangelistic message.

### **Camp**

Summer camp is an incredible opportunity for students to participate in worship and fellowship outside of their average setting. To see other students and young people passionate about their relationship with Christ can be a big growing point for youth. Camp is a fantastic place for this development. This is also a great time for students to have ministry opportunities.

### **Retreats**

Retreats are designed to be simple, a time for students to get away from the noise of everyday life. They won't be big, loud, or flashy like a summer camp can be. The students will have time to enjoy God's creation. There will be simple times of worship and teaching. Primarily, this will be a time to listen for the still voice of God.



## Youth Ministry Volunteer Application Form

Thank you for your interest in joining the team. Please complete the following information so we can get to know you better. The information you share will be confidential and only given to appropriate pastoral staff. Once you have completed the application, return it to the office; we will call to schedule an interview. We look forward to speaking with you.

Please check the boxes below to let us know in which age group you prefer to volunteer.

☐ High School (9-12)    ☐ Middle School (6-8)    ☐ Both

### General Information

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

Alias or Maiden Name: \_\_\_\_\_

Email: \_\_\_\_\_

Date and City of Birth: \_\_\_\_\_ - \_\_\_\_\_

Phone: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Status:    ☐ part time    ☐ full time    ☐ student

Marital Status:    ☐ single    ☐ married    ☐ divorced

Spouse's Name: \_\_\_\_\_ # of children: \_\_\_\_\_

Are Your Children Involved with our Youth Group? \_\_\_\_\_

**Education:** High school: \_\_\_\_\_ College / Trade school: \_\_\_\_\_

Degree: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Other Education: \_\_\_\_\_



## Youth Ministry Volunteer Application Form

**pg. 2**

### Lifestyle and Important Legal Concerns

Are you a member of our church? \_\_\_\_\_

How long have you attended? \_\_\_\_\_

Do you tithe on a regular basis? \_\_\_\_\_

Have you ever been involved in another ministry? \_\_\_\_\_

If yes, what ministry? \_\_\_\_\_

Have you ever worked with youth before? \_\_\_\_\_

If yes, where at? \_\_\_\_\_

Is your lifestyle a model of consistent Christian life? \_\_\_\_\_

Are there any special issues or concerns in your life presently that could have an impact in your commitment and involvement with our Youth? (e.g. relationships, other commitments, etc.) [ ] yes [ ] no

If yes, please explain:

In caring for our students, we feel it is our responsibility to seek adult staff members who will provide healthy, safe, and nurturing relationships. Please answer the following questions honestly. Any specific concerns can be discussed individually with the pastoral staff.

Are you using illegal drugs? [ ] yes [ ] no

Have you ever been treated for alcohol or drug abuse? [ ] yes [ ] no

If yes, please describe:



## Youth Ministry Volunteer Application Form

**pg. 3**

### Lifestyle and Important Legal Concerns

Have you ever been arrested and/or convicted of a crime? ☐ yes ☐ no

If Yes, please describe:

Have you ever been accused of and/or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? ☐ yes ☐ no

If yes, please describe:

Have you been involved in homosexual activity within the last 5 years?  
☐ yes ☐ no

Have you been involved in any sexual activity, outside of marriage, within the last 5 years?  
☐ yes ☐ no

Are you willing to submit necessary information to complete a background check?  
☐ yes ☐ no

Applicants that do not allow a background check, you will not be able to be considered to work with our youth. **No exceptions.**



## **Youth Ministry Volunteer Application Form**

**pg. 4**

Briefly describe your salvation experience:

Do you feel comfortable leading someone to Christ?

Why do you have an interest in youth ministry?

What other major time consuming activities are you involved in?

Why have you decided to apply for the Leadership Team?

In what ways would you like to lead?

What is your favorite thing about youth group?



## Youth Ministry Volunteer Application Form

**pg. 5**

### Personal References:

Name

Relationship

Phone #

1.

2.

3.

\*Family members do not count as acceptable references.



## Youth Ministry Volunteer Application Form

**Pg. 6**

### Spiritual & Support Contract

After spending time in prayer, observing the youth ministry of our church, and discussing the necessary commitment with my family, I agree to commit to the following:

1. Pursuing a growing and maturing relationship with Christ.
2. Committing to a consistent time of personal Bible study and prayer.
3. Committing to active attendance and participation with the whole church, even if that means sacrificing other important parts of my life.
4. Having integrity by modeling a "Christ-like" lifestyle, with or without students being present.
5. Supporting the vision and purpose of the entire Youth Ministry.
6. Understanding the importance of my example, I agree to be on time and consistent when attending assigned events/activities.
7. Providing as much advance notice as possible, if I am unable to keep my activity/event commitment.
8. To attend all scheduled training and leadership meetings.

The information contained in this application is correct to the best of my knowledge. I, undersigned, give my authorization to IBC or its representatives to release any and all records or information relating to working with minors. IBC may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a youth worker. I understand that the personal information in this application will be held confidential by the professional Church staff.

Signature: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ (If Applicant is under 18)





# MEDICAL, PHOTO RELEASE, PARTICIPATION FORM

Name: \_\_\_\_\_ Age \_\_\_\_\_ Birthday \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: M / F  
Last First Middle

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

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

Parent/Guardian: \_\_\_\_\_

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

Secondary Contact in Case of emergency: \_\_\_\_\_

Relation: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Please supply ALL of the following information. Attach a copy of your insurance card.

Medical Insurance Co.: \_\_\_\_\_ Group #: \_\_\_\_\_ Policy #: \_\_\_\_\_

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

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

Family Physician's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Preferred Hospital in Case of Emergency: \_\_\_\_\_

Allergies/Physical Limitations/Special Instructions (asthma, diabetes, wears glasses, etc.)

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List ALL medication taken and dosage amount on a regular basis and/or brought with you (Prescription MUST have a pharmacy label and name of doctor):

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List all operations/serious injuries and dates within the past five (5) years:

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# MEDICAL, PHOTO RELEASE, PARTICIPATION FORM

pg. 2

## Medical Release

**Emergency Authorization** - I/We the undersigned have legal custody of the student named above, a minor, and have given our consent for him/her to attend events being organized by Immanuel Baptist Church, Ridgecrest, CA. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release the Church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the student named above. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member. I/We allow any youth leader to give any medical treatment deemed necessary (including giving ibuprofen, Pepto-Bismol, etc.).

## Photo Release

I hereby grant to the Immanuel Baptist Church (IBC) and to its employees, agents and assigns the right to photograph me or my dependent and use the photo and or other digital reproduction of him/her or other reproduction of his/her physical likeness for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

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

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



# MEDICAL, PHOTO RELEASE, PARTICIPATION FORM

**Pg. 3**

## Youth Ministry Permission Form

I, \_\_\_\_\_, the legal guardian of \_\_\_\_\_, on the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_ give my permission for him/her to regularly participate in Immanuel Baptist Church Youth Ministry weekly gatherings. I acknowledge that these outings may or may not involve church provided transportation. This statement of permission will be valid from January 1, 20\_\_ through December 31, 20\_\_. In addition to this permission form, I have completed the Medical Release Form for my child and will update the Medical Release Form as necessary.

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Parent(s)/Guardian(s) Signature(s)

In case of emergency contact me by phone at:

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If I am unavailable for any reason please contact:

	Name	Relation to Student	Phone #
1.			
2.			
3.			



## DRESS CODE AND CONDUCT FORM

I understand the dress code and will abide by all of the rules. I desire to glorify God by the way that I dress. I desire to point others towards Christ by dressing differently than the world. If I do choose to dress inappropriately, I understand that I will be asked to change into appropriate clothes... and I will change into appropriate clothes at that time. I also understand the rules of conduct and will abide by them. I desire to glorify God in my actions and words. I understand that if I do not comply with the listed rules that I may be sent home at my parent/guardian's expense.

In the event the expectations and/or rules of conduct are violated by a participating student he or she will by a chaperoning staff member be immediately removed from the event. The parents or guardians of the guilty student will be contacted and regardless of the hour be held responsible to immediately retrieve their student from the event.

**Students who fail to comply with these rules of conduct may be sent home at their parents' expense.**

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

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parents/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Driver's Application

**pg. 1**

Driver's Name \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Issuing State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

License Type: Civilian (\_\_\_) Commercial/CDL (\_\_\_)

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

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

Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Auto Insurance Company: \_\_\_\_\_ Policy # \_\_\_\_\_

Date of Last Physical: \_\_\_\_\_

Describe any medical conditions that could affect your ability to safely transport students or adults:

Have you been convicted of any moving violations in the last five years?

If yes, please describe each conviction:



## **Driver's Application**

**pg. 2**

Do you have any restrictions or endorsements on your driver's license?

If yes, please list the restrictions or endorsements:

Have you been involved in any motor vehicle accidents in the past five years?

If yes, briefly describe each accident:

Have you been convicted of a DUI, or had your license suspended or revoked in the past five years?

If Yes, please provide complete details:

Does our church have any reason to be concerned about your ability to be a responsible and careful driver?

If yes, please briefly describe:



## Driver's Application

**pg. 3**

My signature bears witness that the information and statements provided are true and complete. I agree to notify the church within 14 days of any changes in the above information. I authorize the church to verify all information with the Department of Motor Vehicles.

By signing, I agree to abide by all safety procedures established by the church and to obey all traffic laws.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Please attach a photocopy of both sides of your current driver's license to this form.**

**If you hold a CDL, please attach a copy of your current health form.**

**Please attach a photocopy of both sides of your current auto-insurance card.**

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Office Use Only:

DMV Check: Date \_\_\_\_\_ Contact \_\_\_\_\_

Approved by Insurance Company: Date \_\_\_\_\_ Contact \_\_\_\_\_

Approved to Drive: Date \_\_\_\_\_ By \_\_\_\_\_

## **Disciplinary Policy**

**pg. 1**

While it is important to have fun and build relationship in the youth group, it is also critical to create a safe environment where all students feel welcome. The following policies have been created to give a general outline. This is not an exhaustive list, and the youth leaders have the right to alter how they deal with discipline on a case-to-case basis. These guidelines are intended to foster the appropriate behavior and atmosphere for youth group.

### **1. Disruptions During Meetings**

It is important to have a good time, to joke around and to have fun, but occasionally a student becomes disruptive during meetings. It is important not to distract from students who are engaged. The following steps generally can be followed in this case.

- Disruptive students will be separated from their friends. Volunteers will move the disruptive students to another seat, away from their friends.
- After a second offense, the student will be asked to stay after the meeting in order to have a conversation about their misconduct.
- If the issue still persists, the youth minister will meet with the student's parents.

If the student continues to cause issues then the student will receive a two-week suspension from youth activities.

### **2. Students Under the Influence of or in Possession of Illegal Drugs, Alcohol, Weapons or Tobacco**

If a student comes to any youth ministry activity and is under the influence of drugs or alcohol or has possession of illegal drugs, alcohol or weapons, the student's parents will be immediately notified and the student will be sent home. The student will be subject to a suspension period, length determined depending on the severity of the situation. All incidents reports will be reported to the church leadership. If recommended by the church leadership and/or required by law, the police and/or other authorities will also be contacted.



## **Disciplinary Policy**

**pg. 2**

### **3. Physical Bullying or Fighting**

Because safety and security are of the utmost importance, fighting and bullying of any kind will not be tolerated.

Students who engage in physical bullying or fighting will be separated from the group, their parents will be notified and they will leave the event early. A time of suspension may be deemed appropriate. If this is a reoccurring issue the student maybe suspended indefinitely.

### **4. Physical Displays of Affection, Sexual Harassment, and Sexual Misconduct**

Tickling, wrestling, piggyback rides or inappropriate touching is not permitted. In addition, physical displays of affection such as kissing, full body hugs, sitting on laps, and lying or sleeping next to each other are inappropriate. Being isolated or alone with another student is not allowed.

Students, depending on the severity of the issue will be first reprimanded, and then talked to one-on-one. Next, the students' parents will be notified of their inappropriate behavior. If the inappropriate behavior continues, the students will be suspended from youth activities for a period of time.

### **5. Inappropriate Clothing**

Students are not permitted to wear clothing that is sexually suggestive or spiritually degrading. Clothing with evil, vulgar, illegal, or inappropriate content will not be permitted. In addition there should be: no midriffs, no low-cut tops, no spaghetti straps, no see through clothing, and no sagging pants (no boxers or underwear showing). Shorts must be past fingertip length, with no rolling allowed. Ladies are required to wear modest one-piece bathing suits or modest tankinis. Guys cannot wear Speedos.

Students wearing inappropriate clothing will be asked to leave the event and not return until properly dressed.

### **6. Adults will confiscate electronic devices that are being used inappropriately.**



## Damage Report Form

Date of Damage: \_\_\_\_\_

Date Report Filed: \_\_\_\_\_

Person Filing Report: \_\_\_\_\_

### INSTRUCTIONS:

A Damage Report should be completed as soon as practical by the individual in charge of the event/activity. One copy must be turned into the assigned staff member or Church Office.

What was damaged?

How did the damage occur?

Who, if anyone, was involved with the damage?

Names of all witnesses:

What action was taken?



## Incident Report Form

Date of Incident: \_\_\_\_\_

Date Report Filed: \_\_\_\_\_

Person Filing Report: \_\_\_\_\_

### INSTRUCTIONS:

Incident report should be completed as soon as practical by the individual in charge of the event/activity. One copy must be turned into the assigned staff member or Church Office. Additional witnesses are encouraged to complete reports as needed.

Please describe the incident including your involvement in the incident, where the incident occurred, individual(s) injured and description of injuries, and actions taken on behalf of injured:

Names of all witnesses:

Additional comments:



## Youth Scholarship Application

Event for consideration: \_\_\_\_\_

Student Name: \_\_\_\_\_ Phone: \_\_\_\_\_

As long as funds are available scholarships are given on the basis of how active a student's participation has been in youth ministry as well as need. You will be responsible to pay the scholarship fund back if you cancel after the scholarship has been given. In most cases you are responsible to pay the deposit for the trip. Scholarships are for tuition only, not for spending money that may be needed.

Amount need (no more than %50 of trip cost) \_\_\_\_\_

Explanation of need:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your Name \_\_\_\_\_ if you are filling this form out for another person

Phone Number (\_\_\_\_) \_\_\_\_\_ Signature: \_\_\_\_\_