



**SOURCE**  
STUDENT MINISTRIES

# VOLUNTEER HANDBOOK

**2012-2013**



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STUDENT MINISTRIES

student Ministry of the springs

[www.sourcesm.com](http://www.sourcesm.com)

# HEY THERE!

Thanks for being interested in Source! If you're reading this because you want to get involved as a volunteer... well, we can't tell you how EXCITED we are! As a staff, we think serving with students is pretty much the coolest thing ever. But before we get into the details of what it's like to volunteer in Student Ministry, we want to introduce ourselves...

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## JOSH ROBINSON

SPRINGS STUDENT PASTOR

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Josh is the pastor, decision-maker, vision-caster for everything involving Source Student Ministry.

## JARED SYLVIA

ASSOCIATE STUDENT PASTOR

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## CHRISTINE CRAMER

ADMINISTRATIVE ASSISTANT

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Christine has been here longer than any of us and knows all things administration

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## for more information

[sourcesm.com](http://sourcesm.com)

Text list: text 'join sourcesm' to 40650

[facebook.com/sourcesm](https://facebook.com/sourcesm)

[twitter.com/sourcesm](https://twitter.com/sourcesm)

[vimeo.com/sourcesm](https://vimeo.com/sourcesm)

talk to an actual **HUMAN**

call Christine at 624-0545 ext. 114



THE SPRINGS  
5424 SE 58 AVENUE  
Ocala, FL 34480

Source meets every Wednesday  
night in the VENUE at 6:15pm

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### ONE-YEAR COMMITMENT

# PARTNERING WITH PARENTS

Before we explain any more about what Source is all about, we want to make sure one thing is clear. We believe that in any student's life, and especially where their spiritual development is concerned, this is true...



Here's another way to phrase it...

## WHAT HAPPENS AT HOME IS MORE IMPORTANT THAN WHAT HAPPENS AT CHURCH

Parents are the main spiritual influencers in their student's life! We believe that the church and the parents must partner together to raise students who follow Christ. We desire to help encourage and equip parents to be effective in leading their students in the home. We look forward to partnering with you and your family to see students become strong followers of Christ.

Here are a few ways we connect with parents:

**1. ParentLink** - A monthly newsletter that helps inform and encourage parents. We include a one-page calendar with upcoming events, relevant articles and information on the message series. To be added to the list, please email Christine ([christine@thesprings.net](mailto:christine@thesprings.net)) or sign up on the website.

**2. Drive it home cards** - We have created "drive it home" cards as a resource for the home. We want to drive home the teaching from Source each week and give parents the help to drive it home. It is three questions they ask each other and one challenge to do together that week.

**3. Texting** - Stay connected by signing up for Source text message updates! If you haven't done so already, take a moment to text 'join sourcesm' to 40650!

# VISION AND STRATEGY

## VISION



Leading students to **imitate Christ** and **influence** the world

## STRATEGY



Source student ministry exists to **lead** students to Jesus, **connect** them to the Church @ The Springs, help them **grow** in their faith, and challenge them to **influence** the world.

## STRUCTURE



### weekly gatherings

- \\ **Source** (6:15-8:30pm) Wednesdays in The Venue for 6-12th grade students
- \\ **ABS (Area Bible Study)** (7:00-9:00pm) high school students meet in host homes
- \\ **Middle School Habitudes** (9:30-10:45am) Sunday mornings in The Venue

# STRUCTURE



## Source Wednesdays

We invite middle and high school students (6-12th grade) to attend our weekly gathering called "Source" on Wednesday nights from 6:15-8:30pm. On Wednesday nights, you will find high-energy worship, relevant biblical teaching, and breakout groups. People matter to God. That's why we have a big group experience for all students to feel accepted and closer to God.

## MIDDLE SCHOOL EXPERIENCE

### Middle School Groups: Sundays @ 9:30am

Group experience includes exciting team games and small groups

HABITUDES is a breakthrough way to teach leadership principles to students. It covers character issues like discipline, emotional security, integrity checks, self-esteem, relationships, personal growth, and more.

## HIGH SCHOOL EXPERIENCE

### Area Bible Study

ABS will kickoff in September when school begins! ABS revolves mainly around school being in session. During the week, we want students to get plugged in at an Area Bible Study (ABS).

ABS Small Groups are discipleship groups of anywhere between 10-30 students (co-ed) that meet in homes for a 3-part experience: fellowship, teaching groups and mentor groups. The first hour of each ABS gathering will be devoted to hanging out, interactive Bible study and the second hour will be for mentor groups.

Time: 7:00-9:00pm

# 6 WAYS TO SERVE @SOURCE

## GROUP LEADER:

**Job Description:** Leaders intentionally develop relationships with students in smaller group settings, in order to see God bring transformational change.

**Student interaction:** High

**Time commitment:** Middle School & High School– Must attend Sunday worship to be equipped for group time. Must also attend regularly scheduled leadership meetings.

## CAFÉ

**Job Description:** Café workers make the Venue an environment students enjoy.

**Student Interaction:** Medium

**Time Commitment:** Arrive 30 minutes before service to set-up; requires a 3 training session.

**Additional Café Guidelines:**

Interact with students at the service counter. Wear a smile! Wear gloves when serving pizza. Have sanitizer and napkins available for students. Wipe down tables and chairs, sweep floors, and wipe down counters and equipment

## HOST HOME

**Job Description:** Host home leaders who open up your home as an environment conducive for ABS and Decrease Weekend, our annual discipleship event.

**Student Interaction:** Medium

**Time Commitment:** Weekly basis for ABS or a weekend for Decrease or retreat

## ASSISTANT GROUP LEADER:

**Job Description:** Leaders intentionally develop relationships with students in smaller group settings, in order to see God bring transformational change. Assistants help support the group leader. Assistant leaders are being developed to be a group leader in the future!

**Student Interaction:** High

**Time Commitment:** Middle School & High School. Must attend Sunday worship to be equipped for group time. Must attend regularly scheduled leadership meetings

## GREETER

**Job Description:** Greeters make guest students feel welcome and connect them with a group leader and other students.

**Student Interaction:** Medium-High

**Time Commitment:** Arrive 30 minutes before service for set-up to welcome students!

## CHECK-IN

**Job Description:** Check-in all students at registration computers each meeting, and collect guest information prior to service.

**Student Interaction:** Medium

**Time Commitment:** Arrive 30 minutes before service to set up computers for students arrival.

# WHAT IS A group leader?

Small Group Leaders are the heart of what we do at Source! Small Group Leaders are our most powerful tools in our attempt to partner with parents, because they are the people doing the majority of the hands-on partnering. Small Group Leaders serve as "another voice" in the lives of students. They're voices of love, encouragement, wisdom, and support for students. They're voices who echo the hearts of those students' parents. They're voices who are committed to doing whatever they can to help students engage in a vibrant relationship with God and in the story He wants to tell through their lives.

## the qualifications

- Be a follower of Jesus in a growing relationship with Him.
- Be passionate about students and about their relationships with Jesus.
- Be committed to being a consistent voice in the lives of your students, for the long haul and as long as God leads you to do it.
- Lead a lifestyle that is committed to Biblical standards

## the expectations

- Attend Source every Wednesday.
- Spend one full school year (now until the end of June) with your students.
- Connect with your students regularly OUTSIDE of church (postcards, texts, phone calls, group parties, time on their turf...)
- Be available to walk through difficult issues with your students if and when they arise.
- Focus on facilitating discussions during small group time
- Attend events for students and volunteers throughout the year, including Small Group Leader + Parent Meetings and events for students
- Practice safety and healthy boundaries with students at all times.
- Attend two major Volunteer Retreats each year (in January + August).
- Attend Volunteer Training events throughout the year.

## the benefits

- A ridiculous amount of fun!
- A powerful opportunity to invest in students and in their families that will forever change your walk with Jesus for the better, and theirs too.
- Lifelong influence in the lives of the students and families that you impact.

# 7 ESSENTIALS OF A SMALL GROUP LEADER

As a Small Group Leader, there are 7 things you'll need to keep in mind. Focus on these 7 essentials, and you'll be good to go!

- 1. IT'S A JOURNEY**  
Your role in your students' lives can best be described as a marathon, not a sprint. It takes time to develop relationships, trust, and influence with students. It doesn't happen automatically. It requires an investment of your time, love, and effort. That's why our Small Group Leaders commit to a year with their students - your relationships become stronger the more time you have together, resulting in valuable influence in their lives for years to come.
- 2. FACILITATE CONVERSATION**  
The primary role of Small Group Leaders is to develop relationships - not to lecture. You are primarily a facilitator of bible based discussion. So allow your students do the talking in small group time. Instead of TELLING them truth or how to apply the message, ASK the kind of questions that allow them to discover truth and practical application for themselves. Students want to be listened to and understood - so in small group time, let them do the talking. You do the listening + facilitating.
- 3. FOCUS ON FAITH**  
There's no easy way to say this so here it is... attending church is just the beginning of spiritual growth. Do you know what DOES have a huge impact on spiritual growth? Spending daily quiet time with God, telling others about Him, and giving back to God through service. That's why you're so important to a student's spiritual growth. We need you to help your students learn and practice spiritual disciplines because what happens in their everyday lives is way more important than what happens at church. While you aren't responsible for your students' spiritual growth (their parents are), you can still help your students develop faith that will change their relationships with God forever.
- 4. BUILD RELATIONSHIPS**  
20-30 minutes a week in small groups is not enough time to build relationships with your students. Not even close. In order to develop relationships, you'll need to invest some time and effort outside of Source. Bare minimum, a Small Group Leader should be connecting with their students and/or parents once a week, have 3 or 4 hang-outs (parties, sleepovers, etc.) each year, and do what you can to be present and involved in important days or experiences in their lives.

## 5. PARTNER WITH PARENTS

Always remember that parents are not only the greatest influence in a child's life naturally, but they are also the biblical authority in that child's life. No matter what you think of your students' parents, it's your job to encourage the relationship between students and their parents. And remember that, even though you can play a big part, you aren't responsible for your students' spiritual growth - their parents are. So in everything you do with your students, keep their parents involved and informed. Build relationships with them. Make sure they know who you are, why you want to invest in their kids' lives, and what your motives are. Enlist their help and advice when planning small group hangouts. Get their feedback on what you can do to help their family. If you fail to build strong bonds with parents, you will limit your ability to influence and invest in their children.

## 6. STAY IN BOUNDS

Small Group Leaders have a special and unique role in the Body of Christ. You're not just a warm body filling a need - you're doing valuable ministry! You are in a role that requires you to get pretty involved in students' lives, it's absolutely essential for you to practice healthy boundaries, for the safety of both you and your students. Always maintain appropriate boundaries physically, emotionally, and relationally. If you have any questions or concerns about what may or may not be appropriate, just let us know. We'll help you navigate through those scenarios.

## 7. FILL UP FIRST

This is probably the most important of the 7 Essentials. As a Small Group Leader, you **MUST** be in a growing, dynamic relationship with Christ. We don't expect you to be perfect or to have it all together, but in order to pour into students lives, you must first allow Jesus to fill you up. You know those spiritual disciplines? Well, they apply to more than just students.

# CREATIVE WAYS TO CONNECT WITH FAMILIES

If you've never been a Small Group Leader before, you might be wondering HOW exactly you connect with students and parents. Well here are a few practical ways that our Small Group Leaders have found to be effective, and also fun!

## HAVE A COOL PARTY

3 OR 4 TIMES EACH YEAR

Small Group Leaders make it a point to plan 3 or 4 hangouts for their small group (and sometimes parents too) every school year: Nerf Gun Tournaments, Movie Nights, Sleepovers, Spa Parties, Service Projects, whatever! It's the perfect way to spend time with students in an environment where everyone can build relationships, have a lot of fun together, and make memories that will last a lifetime. (Source will make flyers for your parties and help you promote)

## COME TO PARENT NIGHT

2 TIMES EACH YEAR

Twice per year, we'll host a Parent and night at The Venue to kick-start your relationships with new students' parents, and also help you maintain your relationships with your current students' parents. You'll spend an hour or so talking, getting to know each other, catching up, brainstorming, swapping stories about students, and sharing your hearts. It's a fun and easy way to make huge strides in a short period of time in your journey to become a better partner with students' parents.

## SPEND TIME ON THEIR TURF

2 or 3 TIMES EACH YEAR

Small Group Leaders know the value of spending time with students on what we call "their turf" - places and occasions that mean something to them, like their baseball games, or their 8th grade graduations, or their school plays. Showing up to an event that is personal to one of your students will mean more to them than any small group time ever could. It's the key to developing major influence in students' lives and to demonstrating to both them and their parents how much you care about their families.

## BE IN TOUCH EVERY WEEK

The best way to develop influence in the lives of both students and their parents isn't glamorous, but it's always effective - and that's CONSISTENCY. We challenge Small Group Leaders to connect with students and/or parents every week in small but meaningful ways. It could be a text message with that week's memory verse, a postcard (we'll send it and pay the postage for you!), a quick note on facebook, a phone call on their birthdays, or an e-mail to parents about what their kids are learning in Source. These are all methods that our Small Group Leaders have tried and had a lot of success with. Try it!

# SHARING JESUS

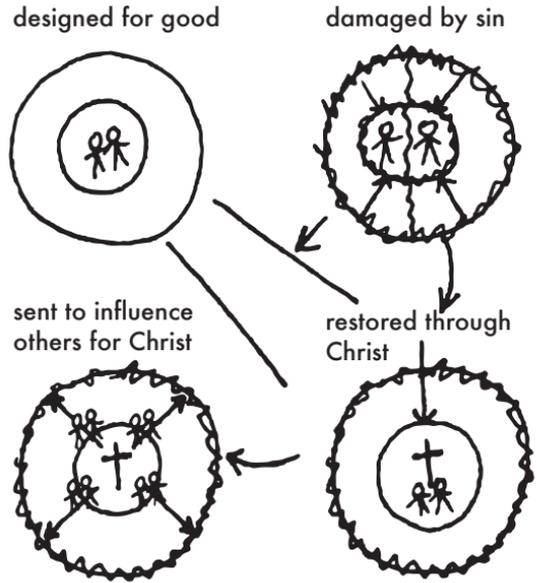
with students

## SHARING GOD'S BIG STORY

We believe that, with this generation, it's essential for the Church to examine its effectiveness in delivering truth because, while the truth never changes, the method of delivery must change over time. We believe this is especially true in how we share the message of the Gospel. We have given you some resources that will help you communicate the Gospel in a way that inspires and connects with this generation of students.

This method of sharing the Gospel is based on the idea of God's Story - the story of creation, the fall of man, and God's offer and

promise of salvation and redemption. Too often, our former methods of sharing Jesus have often been guilty of communicating only a small part of Jesus' message. But by telling students about God's Big Story, we hope to better capture their imaginations and hearts, while presenting Jesus' message more fully and relevantly.



# q u e s t i o n s   a b o u t

# **BAPTISM**

## **I. Why should I be baptized?**

- A. To follow the example set by Christ (Mark 1:9)
- B. Because Christ commanded it (Matthew 28:19-20)
- C. It demonstrates that I really am a follower of Christ (1 John 2:3)

## **II. What is the meaning of Baptism?**

- A. It illustrates Christ's death, burial, and resurrection (1 Corinthians 15:3-4)
- B. It illustrates my new life as a Christian. (II Corinthians 5:17, Romans 6:4)
- C. Baptism doesn't make you a Christian. Only your faith in Christ does that. Baptism is like a wedding ring – it's the outward sign of the commitment you have made in your heart (Ephesians 2:8-9). Baptism by immersion follows after a person becomes a follower of Christ.

## **III. Why be Baptized by Immersion?**

- A. Because Jesus was baptized that way (Matthew 3:16)
- B. Every baptism in the Bible was by immersion (Acts 8:38-39)
- C. The word "baptize" means "to dip under water".
- D. It best symbolizes a burial and resurrection (see Romans 6:1-11)

## **IV. Who Should be Baptized?**

Every person who has believed in Christ. A Believer is someone who has realized that their sin separated them from God. They have given up all efforts to reach God through good works or religious activity. They have concluded that Jesus Christ's death on the cross for their sins is the only thing that can bridge the gap between them and God. A Believer is someone who has decided to trust Christ alone for his or her salvation. If you have come to that point in your spiritual journey, then you are ready to be baptized (Acts 2:41; 8:12-13).

## **V. When Should I Be Baptized?**

As soon as you have believed. "Those who believed were baptized that day!" (Acts 2:41, Acts 8:35-38).

## **VI. Does this Mean it Has to be Immediately?**

No, what the Bible is trying to teach is that baptism should follow your decision to become a Christ-follower. There is no reason to delay. If you wait until you are "good" enough, you will never feel ready for baptism.

# STAY IN BOUNDS

As a Source volunteer, it is absolutely essential that you practice healthy boundaries with students at all times...for their safety, and for yours. These guidelines exist to protect students from harm, and to protect you from false allegations.

And keep in mind, while these guidelines apply to your interactions with all students, they are absolutely **INDISPUTABLE** when dealing with students not of your 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...

- \* **MEETING WITH A STUDENT.** Do not set up one-on-one meeting with students without the knowledge and consent of their parents. Avoid initiating one-on-one meetings with students; instead, allow the student or the students' parents to be the initiators.
- \* **TRANSPORTATION.** Never transport a student anywhere alone. If a student needs a ride, do not agree to drive them if you and the student will be alone. Arrange to have another adult or student ride with you. If that's not possible, it's OK to say no.

## MAINTAIN PHYSICAL BOUNDARIES

Be wise, be wise, 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 students who push physical limits.

## LOG ELECTRONIC CONVERSATIONS

When 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, paste text into a Word document, 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

If a student ever says, "I need to tell you something, but you can't tell anyone," never agree. Let them know that you'll need to inform the Source staff if the student is being hurt, may hurt themselves, or may hurt someone else. Report any of these cases (proven or potential) to the Source staff immediately.

# CODE OF CONDUCT

## work hard

"Do your best. Work from the heart for your real Master, for God....  
Keep in mind always that the ultimate Master you're serving is Christ."  
-Colossians 3:23 (The Message)

You are so important to what we do in Source - we need you, in everything you do, to do it to the best of your ability. Show up on time. Give it your all. Be faithful with the responsibilities entrusted to you. Remember, you're in ministry - you aren't just serving Christ in theory, you are directly impacting the Body of Christ and the Kingdom of God. So glorify God in your work!

## be kind

"Get along amongst yourselves... Be patient with each person, attentive to individual needs. 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 (The Message)

Ministry is all about people - so to be effective in ministry, you'll need to reflect God's heart for people. So with students, parents, other volunteers, and the Source staff, always treat others with gentleness, forgiveness, patience, kindness, and love.

## be like jesus

"Watch what God does, and then do it, like children who learn proper behavior from their parents." - Ephesians 5:1 (The Message)

Small Group Leaders, students are watching you. Because of your position, your words, choices, and relationship with God will be carefully observed and replicated by the students that you influence. While we don't expect you to be perfect by any means, we do expect you to be striving to make wise decisions and glorify God with your life and choices. We've identified a few areas in particular in which a Small Group Leader must practice the utmost degree of wisdom, discretion, and holiness...

- \* **SEXUAL PURITY.** Small Group Leaders must abstain from all forms and degrees of extramarital sex, homosexual activity, pornography, and any kind of sexual impurity (1 Corinthians 6:18-20).
- \* **ALCOHOL + DRUG USE.** We do expect leaders to exercise wisdom and restraint, understanding that our personal freedom in Christ must first be subject to the spiritual growth and well-being of other believers (Titus 1:7, Romans 14, 1 Timothy 3:3). No Source volunteer may consume alcohol on The Springs campus or in the presence of Source students. Drug and underage alcohol use is never acceptable.
- \* **ONLINE ACTIVITY.** When online, Small Group Leaders must separate themselves from all questionable photos, language, or content (Ephesians 4:29, 5:3-4), maintaining an online presence that is above reproach. Here's a tip: if the parent of a 5th grader wouldn't want their child to see something that you've posted, then it's inappropriate.
- \* **ATTITUDE.** Sometimes it's the little things that disqualify us from effective ministry. All Source volunteers are expected to strive to look like Jesus by exhibiting humble, teachable spirits, particularly in the midst of conflict or correction, and must not voice critical opinions of any church, Springs staff, volunteer, parent, or student in front of a Source student.

# YOUR COMMITMENT

read and sign

My name is \_\_\_\_\_ and I want to serve in Source! I promise to be faithful to my position in Source for the rest of this school year (from now until the end of June), or longer if God leads me to do so. If something crazy comes up and I can't finish out the school year like I planned, I promise to keep the Source staff informed and to give them as much notice as I possibly can, knowing that they'll need to find a replacement for me and that takes time.

I promise that I've read through this Volunteer Handbook, understand everything that I've learned about the mission and strategy of Source, and will support the vision and leadership of the Source staff.

I've read the Code of Conduct and I promise to live by it. If I mess up, I promise to be honest with the Source staff about my actions for the well-being of the students that I am influencing, and will accept whatever consequences the Source staff thinks are reasonable and necessary.

I also understand that, if I do need to be corrected for my actions, the Source staff is committed to treating me with love and grace throughout the entire process, but must ultimately act in the best interest of students and their spiritual growth.

I understand the expectations and requirements for my role as a volunteer, and I promise to work hard to fulfill all of them.

If I'm having trouble fulfilling any of my expectations or requirements, I promise to communicate with the Source staff to let them know I'm struggling and to enlist their help, knowing that they're here to support me and help me do my best.

I promise to work hard, be kind, be like Jesus, and have LOTS OF FUN this year!

SIGN & DATE: \_\_\_\_\_