



Dear Friend of Impact,

Thank you for taking the time to consider volunteering for one of the greatest student ministries today. We are excited about the future of Impact and the potential it has in this area. God has entrusted us with over 90 students who attend weekly services. We are always looking for people who are interested in coming alongside and joining us on this great journey. I'm thankful you are willing to explore opportunities to serve God within our exciting ministry.

We strive to impact the lives of youth by communicating the timeless message of the Gospel through a progressive style of evangelism. We believe youth ministry is built upon healthy relationships between adult staff and students who model Christ's love. Relationships are the key to developing bridges to the millennial generation. These relationships share God's love in a practical way and encourage authentic spiritual growth within a student's life. A quality youth staff is the answer to providing a positive atmosphere and encouraging spiritual growth.

We are looking for individuals who have a deep commitment to Christ and a desire to care for students. Please take time to read the following material and complete the application prayerfully. The Grace Capital Church family places great value on this ministry and the overall health of our staff. Please communicate any concerns that will help make this experience beneficial to everyone.

Once we receive your application, we will call to schedule an appointment with one of our staff interviewers. Please know that information will remain confidential. In the meantime, we invite and encourage you to attend our weekend worship services. We are so glad that you expressed a desire to invest in the lives of youth.

As you know, Grace Capital Church is a wonderful church. Impact is the fulfillment of my vision of presenting Christ to younger generations. Volunteers, through Impact, have the opportunity to serve and make eternal investments in students' lives. I'm looking forward to meeting you and talking about your hopes and desires for ministry. If you have any questions, please call the Impact office at (603) 415-4000.

A handwritten signature in cursive script that reads "Kevin L. Twombly".

Kevin Twombly  
Generations Pastor  
Grace Capital Church



## What is Impact?

Impact is a response to the grim reality that conventional youth ministry is failing to reach millions of youth across the nation who are dying without the hope of salvation. If current trends continue, only 4% of those born between 1977 and 1994 will be reached for Christ.

As a youth worker in Impact, it is essential that you know and understand the definition of our **Mission statement, and why our youth ministry exists.**

- **Reach**= To reach non-believing students.
- **Renew**= To connect students with other Christians, to help them grow in their faith.
- **Release**= Challenge students to discover their ministry, and honor God in their life.

## Great Commission

Jesus called for the leaders to make disciples of all nations. Bring, Heal, Train, Send is a step by step process of Spiritual maturity. We **bring** students in through a welcoming, relevant atmosphere to share the Gospel with them. We connect with them and do our best to bring the **healing** power of God physically and emotionally into their lives. We **train** them up to be Christ-like leaders at school, and at home. And last of all we **send** them out into ministry opportunities as missionaries, evangelists, and servants of Christ.

## Great Commandment

**“Loving God in front of young people, loving young people in front of God.”**

This two-fold action of the heart happens when a believer fulfills God’s first and greatest commandment. It encompasses loving God with the whole heart, mind, and soul, and at the same time loving your neighbor as yourself.

– Matthew 22:37-40



# What Students Need

Our plan is to change the world one student at a time. The most effective way to reach these students is through a personal relationship. Some of the roadblocks for new adult leaders in youth ministry are the misconceptions regarding what it takes to be a youth worker.

Common Misconceptions Are:

- you must be young
- you must have outstanding Bible training
- you must be a perfect example of a Christian
- you must be a captivating communicator
- you must know all the answers
- you must be able to act like one of the students
- you must have plenty of free time
- you must play guitar
- you must know the top 10 videos on MTV
- you must be wild, crazy and dynamic
- you must be liked by all students
- you must own a 15-passenger van
- you are a baby-sitter

Youth ministry is not the easiest ministry in which to serve, but it can be one of the most rewarding. It is ok to feel inadequate about your skills. Your confidence will grow the more you are around the students and experience how God can use inadequate people (like us) to do great things. We need your participation in our planning and training meetings where we learn how to work as a team for our youth. You are also invited to attend our fun activities planned just for youth workers so that you have opportunity to get to know each other.

Here's the truth about what students do need...

Students Need Adults Who Will:

- love God and live for Him
- be genuinely interested in students' lives
- take the initiative to get to know students
- pray for them
- be real
- say encouraging things
- believe in students
- laugh and have a good time
- remember names
- share God's love through personal experience
- be consistent with attendance
- be patient



## Leader Expectations

- **Be a member-** while we desire for everyone who wants to serve in this student ministry to have the opportunity to do so we want to ensure that everyone who is serving is on board with the vision of GCC as well as the vision of Impact. With that being said, we do require membership at GCC to serve with the youth.
- **Please be on time** - It is hard to serve and be there for the students if they are here before we are.
- **Be neat-** Personal hygiene is important. If you are out of breath mints, the Impact Café will provide them.
- **Be friendly-** It is important that we put our best foot forward. If you are having a hard day, please be sure to meet with one of the following *before* service starts to pray: Your Team Leader, or Pastor Kevin.
- **Greet every student and parent**
- **Connect students with a student leader**
- **Connect new parents with Pastor Kevin or leader-** The pastor wants the opportunity to meet all new parents. If the pastor or adult leader is not available, please introduce newcomers to a student leader who will forward the information to the pastor.
- **Be knowledgeable about programs and activities-** Be sure to drop by the information booth frequently for information regarding upcoming events.
- **Be knowledgeable about the application process to become a Youth Leader-** It's important to be ready to direct potential youth workers in the right direction. If you need assistance, don't hesitate to call upon one of the adult leaders or your Team Leader. Please be on the look out for anyone who might be a good candidate. Most people will respond to a personal approach, rather than an ad in the bulletin.



## Youth Worker Roles

Review the next few pages carefully, because part of the application process is choosing the activities that interest you (choose as many as you like). We want to assign you to a position that best uses your strengths and gifts.

### **Arcade:**

#### **Before Service: Arrive 45 minutes before service.**

- Open Arcade 30 minutes before service starts. Turn on games.
- Interact with students and enforce Impact rules.
- Look for “Lone Rangers” and help them get connected.
- Close Arcade 5 minutes before service starts.
- Make sure all students get to the service.

#### **Service**

- We ask that Youth Workers sit on aisle seats with students, not with other workers and please, not in the back.
- Participate in worship and teaching. Set the example.
- Return to the Arcade during the closing prayer/ after cell.

#### **After Service**

- Open Arcade for students and parents to enjoy for 30 minutes after service ends.
- Interact with students and parents.
- 30 minutes after service ends, shut down arcade and ensure everyone has exited.

### **B-ball:(during good weather months)**

#### **Before Service: Arrive 45 minutes before service.**

- Get the B-ball equipment.
- Open the court 30 minutes before service starts.
- Interact/Play a game with students.
- 3-5 minutes before service, stop game and make sure all students attend the service.

#### **Service**

- Choose an aisle seat, not in the back or with other Youth Workers.
- Participate in worship and teaching, set the example.
- During closing prayer, go to exit doors in foyer with b-ball in hand and encourage students to get involved.

#### **After Service**

- B-ball remains open for 30 minutes after service ends.
- Interact with students and parents and enforce Impact rules.
- 30 minutes after service ends, shut down game and ensure everyone has left the B-ball court.
- Put away the basket ball.

**Cell Leader:****Before Service- Arrive 45 minutes before service**

- Meet with your team 45 minutes before service for prayer.
- Make sure you are ready and prepared with a discussion outline.
- Interact with students and parents.

**Service**

- Choose an aisle seat, not in the back or with other Youth Workers.
- Participate in worship and teaching. Set the example.
- During closing prayer make sure you are ready to head out to cell groups.

**After Service**

- Lead your assigned cell in discussion of the message that you just heard during the service.
- Follow up within 2 days anyone who doesn't show up at your cell.

**Café Team:****Before Service: Arrive 45 minutes before service.**

- Make sure the Café is fully stocked.
- Open Café 30 minutes before service.
- 5 minutes before service, close the café, send students to service.
- Join the service in sanctuary.

**Service**

- Choose an aisle seat, not in the back or with other Youth Workers.
- Participate in worship and teaching, set the example.
- Return to the Café during closing prayer.

**After Service**

- Have cell snacks ready for pick-up as cells are dismissed.
- Assist in clean-up.

**Greeter/Prayer Team:****Before Service: Arrive 45 minutes before service.**

- Meet with team for prayer in the Lobby 35 minutes before service.
- Partner with other workers to cover each doorway and greet students as they arrive.
- Be on the look out for "first timers" or "Lone Rangers."
- Connect these students with regular attendees.
- When service starts spread out among the students and worship with them. Please do not stand in the back of the Sanctuary.

**Service**

- Choose an aisle seat, not in the back or with other workers.
- Be available during worship to pray for students in the back.
- Participate in worship and teaching, set the example.

- During closing prayer return to your post.

**End of service**

- Watch for the pastor's cue. Near the end of the service, he will ask the Prayer Team to come up front and invite students who want prayer to come forward.
- Be available to pray with anyone who approaches for prayer until all students have gotten prayer.
- After prayer, join in the activities and interact with students and parents.

**Security/Usher Team:**

**Before Service: Arrive 45 minutes before service.**

- Be outside and ready 30 minutes before service starts.
- Positions: 2 at entrance, 1 at Resource Table, 1 at Finding Your Fit Table, and 2 patrolling premises.
- Interact with students and enforce guidelines.
- 5 minutes before service, send all students to service.
- Ensure that everyone is inside.

**Service: Teams will rotate every week.**

- 1 teams of 2 will stay outside to cover the premises.
- 1 teams of 2 will remain inside to exit doors in sanctuary.
- Inside teams: Be available to receive offering. Give to Usher Team Leader.
- Be available. Enforce all Impact Rules.
- Return to stations during closing prayer.

**After Service**

- Positions: 2 at entrance, 1 at Resource Table, 1 at Finding Your Fit Table, and 2 patrolling premises.
- Interact with students and enforce guidelines.
- Watch for students trying to exit the building without parents.

**Info/Welcome Team:**

**Before Service: Arrive 45 minutes before service.**

- Be at the table in foyer, ready 30 minutes prior to service.
- Make sure you have all necessary handouts/info.
- Greet and interact with students and parents.
- Have first timers spin the wheel and give them appropriate prize and connect them with Greeter Team.
- Remain at table until 10 minutes after service starts.

**Service: Teams will rotate every week.**

- Choose an aisle seat and sit with students. Please not in the back or with other workers.
- Participate in worship and teaching (set the example).
- Return to Information table during closing prayer.

**After Service**

- Stay at the Info table (foyer) until 30 minutes after service.
- Interact with students and parents.
- Be available to give information.

## **SWAT Team:**

- Pray with team and over cards & chocolate before distributing.
- Receive and process 1<sup>st</sup> time Cards.
- Check name list for false first timers.
- Write names on cards.
- Print out directions and deliver cards.
- Drive safely and carefully.

## **Info Table Leader – Oversees Info/Welcome Team**

### **Before Service: Arrive 1 hour before service.**

- Meet with Pastor and Team Captain for prayer
- Meet with your team 45 minutes before service for prayer. Ask how everyone is doing.
- Make sure the booth is stocked with all flyers for upcoming events and parent information regarding Impact.
- Assign one student to help you at booth. One person should always be available to take new parents and students on a tour.
- Be sure your team is comfortable interacting with students and parents.

### **Service: Remain at table until 15 minutes after service starts.**

- Close booth and join the service.
- Choose an aisle seat. Please not in the back or with other Youth Workers.
- Participate in worship and teaching. Set the example.
- During closing prayer make sure your team returns to the Information Booth.

### **After Service**

- Remain at the Information Table for 30 minutes after service.
- Interact with students and parents.
- Be available to give information and tours as needed.
- At the end of 30 minutes, close the Information Table and put away all the flyers and parent information documents.
- Provide any information to the Team Captain that you feel is necessary to keep the Info Booth running smoothly.
- Please follow up quickly on any leaders who do not show up or are late. If necessary involve the Team Captain.

## **Security/Usher Leader (6 on team) - Arrive 1 hour before service.**

### **Before Service**

- Meet with Pastor and Team Captain for.
- Meet with your team 45 minutes before service for prayer. Ask how everyone is doing.
- Keep track of who will be at each designated point: 2 at entrance, 1 at Resource Table, 1 at Finding Your Fit Table, and 2 patrolling premises.
- Interact with students and enforce guidelines.
- Watch for students trying to exit the building.
- Make sure your team is outside and ready 30 minutes before service starts.

- Interact with students and enforce guidelines.
- 5 minutes before service make sure all students are inside.

#### **Service**

- Assign 1 teams of 2 stay outside to patrol premises.
- Assign 1 teams of 2 cover back and side doors.
- Your team should be the only team in the back during services.  
*Encourage all leaders to sit with the students during the service.*
- Inside teams will double as ushers and distribute baskets.
- Count money and do a head count of all leaders/students, and get the counts to Team Leader.
- Place information in an envelope, give to the Pastor Kevin.
- Patrol the premises to ensure everything is OK.

#### **After Service**

- 2 at entrance, 1 at Resource Table, 1 at Finding Your Fit Table, and 2 patrolling premises.
- Interact with students and enforce guidelines.
- Patrol the premises to make sure everything is running smoothly. Be sure that students don't exit the building without a parent pick-up.
- Follow up right away on leaders who don't show up or are late. If necessary involve the Team Captain.

### **Cell Team Leader (6 adults/11 students on team) - Arrive 1 hour before service.**

#### **Before Service**

- Meet with Pastor and Team Captain for prayer.
- Meet with your team 45 minutes before service for prayer. Ask how everyone is doing.
- Make sure cell leader is ready and prepared with a discussion outline.
- Interact with students and parents.
- 5 minutes before service, patrol all areas to make sure all games/activities have been shut down and students are being directed toward the service. The Team Captain will help with this function as well.

#### **Service**

- Choose an aisle seat, not in the back or with other Youth Workers.
- Participate in worship and teaching. Set the example.
- During closing prayer make sure your team is ready to head out to cell groups.

#### **After Service**

- Patrol between all of the cells and be ready to provide assistance in any cell group.
- Follow up right away on any leaders who don't show up or are late. If necessary involve the Team Captain.

**Greeter/Prayer Team Leader (3-5 students) - Arrive 1 hour before service**

**Before Service**

- Meet with Pastor and Team Captain for prayer.
- Meet with your team 45 minutes before service for prayer. Ask how everyone is doing.
- Make sure your team covers each doorway to greet students as they arrive.
- Make sure team looks out for the *Lone Rangers* and first timers to connect them with other students.

**Service**

- Choose an aisle seat, not in the back or with other Youth Workers.
- Make sure the team is available during worship to pray with students in the back as needed.
- Participate in worship.

**After Service**

- Watch for Pastor's cue at the end of service; make sure team is available for students who come up front for prayer.
- Make sure all students who come forward, get prayer.
- Join students in activities and interact with students and parents.
- If possible, help the Team Captain to be sure all activities have been shut down and all equipment put away.
- Follow up right away on leaders who don not show up or are late. If necessary involve the Team Captain.

**Café Team Leader (3 students) - Arrive 1 hour before service.**

**Before Service**

- Meet with Pastor and Team Captain for prayer .
- Meet with your team 45 minutes before service for prayer. Ask how everyone is doing.
- Make sure Café is well stocked and ready for dinner.
- Serve all students/parents who come in for food and drinks.

**Service**

- 5 minutes after service starts, join the service.
- Choose an aisle seat, not in the back or with other Youth Workers.
- Participate in worship and teaching. Set the example.
- 15 minutes after the meal ends, close the Café and have your team put away all food/drinks.
- Follow up right away with leaders who do not show up or are late. If necessary involve the Team Captain.

**Team Captain- Arrive 1 hour, 25 minutes before service**

**Before Service**

- Briefly meet with the Pastor before the Team Leaders arrive to cover anything that may need attention for the evening.
- Meet with Pastor and Team Leaders for prayer.

- Ensure all the Team Leaders have what they need before opening all activities.
- Make sure all activities are running smoothly before students arrive.
- Interact with parents and students

Note: Be ready at all times to be available to help any Team Leader or Leader if they need assistance with any of the students. In addition, you may be asked to call parents if their student is not following the rules. It is also important to contact the Pastor.

### **Service**

- Ensure all the students and leaders are at their assigned posts.
- Ushers will bring the offering for you to count.
- Count the attendees and complete the Impact Count Sheet.
- Patrol inside and outside to ensure everything is going OK.
- Participate in worship.
- Interact with students and parents.

### **After Service**

- Leave service during the closing prayer, after counting any salvations.
- Make sure all the after service activities are up and running before students are released.
- Be available if a leader needs assistance.
- Join students in activities and interact with students/parents.
- 30 minutes after service: help shut down all the activities, and put away.
- Briefly meet with Pastor Kevin to ensure everything is shut down and put away for the evening.
- Discuss any major incidents with the Pastor Kevin before leaving.



# Essential guidelines for Impact workers

## Team Leadership

Students will not be in the primary care of only one adult leader. Teams (preferably male and female) will supervise activities. This ensures appropriate levels of supervision and will protect adults from unfounded allegations.

## Individual Guidance

Team guidance is preferable whenever possible. When team guidance is not feasible, notify another adult of the location and with whom you are meeting. Guidance should be given in a public place where private conversations are possible but occur in full view of others. Avoid seclusion. Female adults should instruct female youths and males instruct males. A male-and-female team is generally appropriate for instructing either gender.

## Long-Term Guidance

Most youth workers have not received the proper training to provide long-term guidance counseling or formal therapy for youth; therefore, youth workers should not meet with youth more than three times to discuss the same issue. Adult leaders are encouraged to refer youth that have a serious need for counseling to Pastor Kevin.

## Informal Contact

(Independent of church activities) Informal contact refers to phone calls, letters, or face-to-face contact between an adult worker and a youth, which is not connected to official church activities. The church recognizes that informal contact between worker and youth frequently occurs. For example, workers may hire teens as baby sitters for their own children, or may see them during social events with the teen's family. This interaction is usually legitimate and beneficial. However, workers should seek permission of parents before having informal contact with their child. The worker should clearly state to the parent the nature of the contact and that it is not part of a church activity. Parents are responsible for monitoring this informal contact.

## Confidentiality

**Youth workers *must* report, this is not an option, to the youth pastor if a minor discusses harming himself or others, committing a crime or being abused. There are limits to confidentiality when working with youth. Questions about such cases or other issues of confidentiality must be discussed promptly with Pastor Kevin. Any serious issues discussed in confidence should be reviewed with Pastor Kevin, who will also protect the confidential nature of the discussion. Conferring with Pastor Kevin on sensitive issues is not considered breaking a confidence.**

## Open Door Policy

All youth events should be open door. This means that workers, parents and church members have a right to observe any youth activity.

## Dating or Sexual Involvement

No adult youth worker is to date a youth or be romantically involved with a youth. Any adult with prior incident of sexual misconduct in this regard will not be a youth worker or serve in any capacity of youth ministry at **Impact**. There are no exceptions.

## Misconduct

Workers must avoid even the appearance of misconduct in order to maintain parental confidence and avoid mistaken allegations. Any suspected or observed misconduct by other workers should be reported to Pastor Kevin immediately.

## Supervision

All youth workers are under the authority and supervision of Pastor Kevin and his Team Captains.

## Disobedience

Workers who disobey these guidelines may be reassigned or relieved from youth program duty at the discretion of Pastor Kevin.

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signature

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date



## **Impact Student Expectations and Discipline Polices**

### **Mission:**

*The Mission of our Student Expectations and Discipline Policy is to provide a safe and wholesome environment without distractions, by upholding **boundaries**, in **love**, so that the purpose and vision of Impact can be accomplished.*

### **Student Expectations:**

**1.0** Students are to treat themselves, other students, Impact Staff and Youth Workers in a respectful manner. The following behavior is prohibited:

- Inappropriate clothing. For example, clothing displaying alcoholic beverages, satanic references or clothing that is too revealing. Students must be given an XL tee shirt to be worn until their parents pick them up. If there is a question regarding whether an outfit is appropriate or not, a staff member of the same sex will make the call.
- Use of profanity
- Romantic displays of affection
- Talking or disruptive behavior in the sanctuary during worship and presentations
- Use of cell phones in the sanctuary.
- Students should be encouraged to stand during worship. However, compliance is not mandatory.
- Students may not at any time leave the property and must stay in the designated areas where they are supervised. Youth workers should not leave the property to go after a student, but must identify and report them. When they return to be picked up by their parents, the parents must be informed.

**2.0** Students are to treat the building, surrounding grounds, furnishings, games and equipment with utmost care. In particular:

- Trash should be put in appropriate containers
- Food may not be brought into the Sanctuary.

**3.0** Students are not to act in a manner that puts themselves or any other persons at risk. In particular the following is prohibited:

- Weapons
- Tobacco, drugs or alcohol
- Speeding while driving vehicles in the parking lot
- Riding bicycles or skateboards in inappropriate areas or at high speeds
- Fighting
- Sexual abuse or assault of students or staff
- Vandalism of buildings and grounds

Students who violate policies 3.0 will be treated in a more severe manner than those outlined above in 1.0 and 2.0.



## ***Disciplinary Policy***

It is imperative that these “Strikes” always be administered in unconditional love according to the mission and purpose of Impact. Our intention is to never ask a student to leave the ministry, but to provide a consequence and a boundary to their action. The beginning and the end of this must always be love. Disciplinary action will follow any situation where the boundaries are not administered in love.

A “three strike” approach will be used for the violations outlined in Sections 1.0 and 2.0 above.

**Strike One:** For the first offense the student will be given a friendly warning. If the student is not known, start with an introduction of yourself. Get the student’s name and some background information like school and number of times that the student has attended Impact. Then explain the behavior that needs to be changed and why.

**Strike Two:** When a student(s) repeats an inappropriate action, the student is given a formal verbal warning. The student is told that additional violations will result in a phone call to the student’s parents and perhaps temporary suspension from Impact.

**Strike Three:** The student is taken to the office where the parents will be contacted. A Youth Worker or additional staff member should remain in the office with the student(s) and person making the calls to the parents until the process is completed. The Team Captain should make parental contact.

**Section 3.0 Violations.** Student’s actions that fall into the categories outlined in Section 3 will be handled in a much stricter manner as these actions can result in injury to students, other persons involved with Impact and to Impact property. Weapons, tobacco, drugs and alcohol should be confiscated if it can be done in a safe manner. For all Section 3.0 violations, the student should be held and their parents contacted.

The Generations Pastor, Kevin Twombly, should also be contacted as soon as possible when any violations are considered serious. After a review of all the facts, Kevin will determine the appropriate disciplinary action for the student. Serious violations can result in temporary suspension from Impact. The appropriate action will be taken.