

## Volunteer Handbook:

### Positions:

#### Youth Service Chaperone

- Length of Term: One School year
- Weekly Time Commitment: 1 ½ - 2 hours for the youth service
- Overall Responsibility:
  - Youth services consist of many facets including high-energy games, videos, lesson time, dramas, discussion groups, etc.
  - Volunteer is responsible for helping with various activities “on the fly,” as well as providing supervision on premises during the service, interacting with students through typical conversation during down time, and occasionally leading a group discussion
  - Volunteer is expected to be at the service 15 minutes prior to beginning of service and stay until a manageable group is left (usually 15 minutes) afterward
  - Attend quarterly volunteer meeting

#### Small Group Leader

- Length of Term: One School year
- Weekly Time Commitment: 1 – 1 ½ hours
- Overall Responsibility:
  - Small Groups meet at various places determined by the small group leader. Groups are divided by similar ages (genders for the lower aged groups). Non-driving students’ groups should be help at The Bridge on the night in which the children’s ministry programs are in session. When children’s ministry programs are over, then the leader may make the decision to change the location and night of meeting. Groups that consist of driving students may be held at any location and on any night that does not conflict with normally scheduled church events
  - Lead a small group of teenagers through a topical book study, or through a prepared Bible Study (Youth Pastor will supply the materials)
  - Foster a mentoring relationship built on the truths of the Bible and the fun and excitement of being saved
  - Attend monthly Youth Staff meetings

#### Café Worker

- Length of Term: One School Year
- Weekly Time Commitment: 1 – 1 ½ hours
- Overall Responsibility:
  - Preparation and Clean-up of all food products during weekly youth services and special events (Disciple Now weekends, Youth Outreach events, etc. – quarterly events).

- Volunteer expected to arrive 30 minutes before event (unless special events require more) and stay until after cleanup has taken place (generally about 15 minutes after serving of food).

#### Visitation Coordinator

- Length of Term: One School Year
- Weekly Time Commitment: Various, but generally ½ hour – 1 hour
- Overall Responsibility:
  - First time guests or inactive teen members will be contacted through a phone call, through the mail/email, and/or personal visit within the week that they visited for first time guests, or after they have been absent for several weeks
  - Coordinator will receive weekly reports of visiting teenagers to see who needs to be contacted
  - Each high school small group will receive names, addresses, and a route of visitation printed from mapquest, googlemaps, etc., beginning from the church and sequencing to two to three homes depending on total travel distance
  - Volunteer will provide small groups with visitation materials (church info cards, gospel tracts, survey sheets, etc.)
  - Volunteer expected to attend monthly Youth Staff meetings

#### Overnight Trips Chaperone

- Length of Term: 1-2 weeks per year
- Overall Responsibility:
  - Volunteer will supervise overnight trips such as in-country missions trips, summer camps, winter retreats, etc.
  - Volunteer is expected to attend all planning meetings for overnight trips
  - Responsibility includes supporting the youth pastor by building mentoring relationships, enforcing trip rules, leading through example, and driving if necessary

#### Media/Production Team Director

- Length of Term: One School Year
- Weekly Time Commitment: 2 hours
- Overall Responsibility:
  - Oversee the media needs of Youth Ministry services and special events
  - Recruit and train students to work equipment and software programs
  - Oversee video editing
  - Recommend improvements for media upgrading to Youth Pastor
  - Research and recommend videos on sites such as woshiphousemedia.com, sermonspice.com, bluefishtv.com, etc.
  - Ensure that stage is setup properly and speaker/band has the equipment they need

- Provide set changes if necessary
- Attend monthly youth staff meetings

#### Special Event Volunteer

- Length of Term: 2-3 large events per year/several small low commitment events per year
- Overall Responsibility:
  - To be determined depending on the event's needs, but could include one or more of the following:
    - Setup/teardown crew
    - Parking lot workers
    - Hanging posters/signs in community
    - Providing transportation
    - Contacting schools/student groups/media outlets/etc.
  - Attend all planning meetings for various events

#### Welcome Team Coordinator/Worker

- Length of Term: One School Year
- Weekly Time Commitment: 1 hour
- Overall Responsibility:
  - Train students on the Welcome Team to:
    - Help ensure that every student feels welcomed and loved when they attend the youth service/event
    - Direct visitors to the registration area and introduce them to the various ministries that are occurring
    - If possible, introduce them to various teens that are close in age
    - Introduce visitors to Youth Pastor
    - "Hang" with the visitors during the service/event if they do not have a group of friends to connect with
    - Welcome back returning visitors and proceed with before mentioned activities
  - Attend Youth Staff meetings when possible

#### Activities Director

- Length of Term: One School Year
- Weekly Time Commitment: 1 hour (typically)
- Overall Responsibility:
  - Plan weekly activities for students during youth service. Resources to search are: [thesource4ym.com](http://thesource4ym.com), [youthpastor.com](http://youthpastor.com), [youthministry.com](http://youthministry.com). Sometimes, the messier the better
  - Plan monthly youth activities outside of normal youth service such as scavenger hunts, ice cream sundae nights, Christian concerts, amusement parks, etc.

- Touch base with Youth Pastor during the middle of the week to give report of weekly activity
- Attend monthly Youth Staff meetings

#### Drama Team Coordinator/Worker

- Length of Term: One Year
- Weekly Time Commitment: 1-2 hours
- Overall Responsibility:
  - Lead a team of teenagers in practices and performances of drama
  - Dramas can consist of simple 5 minute skits to 20 minute performances
  - Dramas would be performed once a month (maybe twice) in youth worship service, and possibly the main worship services in the sanctuary
  - Research fresh and new skits/drama presentations
  - Provide script or general overview of skit to youth pastor for approval
  - Attend monthly Youth Staff meetings