

Volunteer Handbook

Wired Student Ministries

Volunteer Handbook

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Welcome to Wired Student Ministries at Cary FBC!

We absolutely believe that our ministry could not function without committed & caring adult volunteers that are willing to serve God by loving students! That means you are a vital part of all that we do, and we couldn't do it without you! As you know, middle school-college years are crucial. Most people establish their social, moral, & spiritual foundations during these years. We want to express to you that all of us who are a part of Wired Student Ministries take very seriously our students' spiritual growth in becoming passionate and mature followers of Jesus Christ. To help our students along in their relationship with Jesus, we have several opportunities for you to take part in. We want to partner with you, parents, and our students in helping them fulfill their God-given purpose and become all that God created them to be.

Thank you for your interest and desire to make an impact in the lives of students for Jesus Christ! We hope that this resource provides you with the information you need as a current or potential volunteer in our student ministry and helps you get a glimpse of who we are and what our ministry is all about.

Please don't hesitate to contact us at any time or for any reason!

Ministry Purpose & Core Values

Wired Student Ministries exist to lead students to live passionately for Jesus Christ & to spread His fame!

> Our purpose is based on the GREAT COMMANDMENT...

Jesus replied, "LOVE THE LORD YOUR GOD with ALL YOUR HEART and with ALL YOUR SOUL and with ALL YOUR MIND.' This is the first and greatest commandment. And the second is like it: 'LOVE YOUR NEIGHBOR AS YOURSELF.' All the Law and the Prophets hang on these two commandments." - Matthew 22:37-40

> ...and the GREAT COMMISSION...

"Therefore GO and MAKE DISCIPLES of all nations, BAPTIZING THEM in the name of the Father and of the Son and of the Holy Spirit, and TEACHING THEM to obey everything I have commanded you. And surely I am with you always, to the very end of the age." - Matthew 28:19-20

// In addition to our purpose statement, we are also guided by 4 CORE VALUES...

#1: We value a BIBLICAL FOUNDATION.

The heart and soul of our ministry is rooted in the absolute Truth of God's Word and is foundational to everything we do.

#2: We value a RELATIONAL APPROACH.

We value relationships at the core of our ministry - relationships with each other and our ultimate, life-changing relationship with Jesus Christ.

#3: We value RELEVANT APPLICATIONS.

We want to make sure that everything we do "hits the mark" so that students can relate to the message we proclaim and apply it into their lives on a practical level. This is accomplished through creativity, excellence, and innovation.

#4: We value a KINGDOM FOCUS.

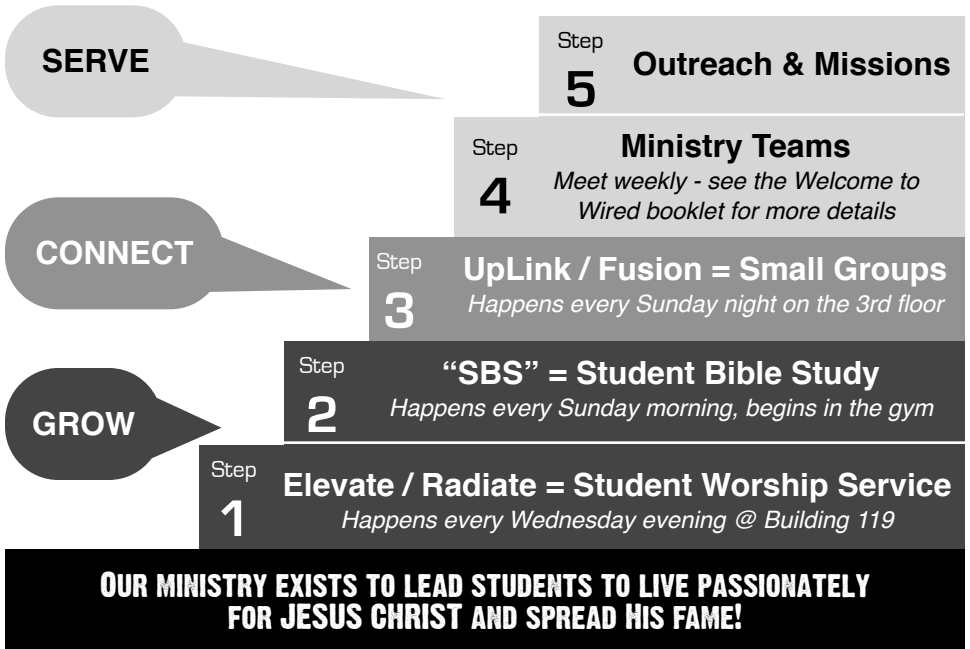
We recognize that we are a small part of the Universal Church and we want to fulfill the role that God wants us to play in His kingdom.

Wired Discipleship Process

Ultimately our ministry is all about building disciples as described in our purpose statement and core values. Our purpose statement helps us understand **WHY we exist & WHAT we are trying to accomplish**. The way we accomplish our purpose according to our values is outlined in 3 phases (Grow, Connect, Serve) which break down into 5 steps.

These steps show **HOW students move through the process of discipleship** - growing to live passionately for Jesus Christ and spread His fame! Each of these steps correspond to a primary ministry program or event designed to accomplish each of the five Biblical purposes for the Church. All of our events, activities, and trips are rooted in this process as we strive to help students grow in their faith as committed followers of Christ - living passionately for Jesus Christ & spreading His fame.

Here's how it works:



Volunteer Roles

General Purpose of Wired Volunteer Staff

To serve the church by participating in programs, events, and activities for the middle school, high school and/or college students as a ministry of Cary FBC, to work alongside the ministry staff to facilitate the vision, develop new programs, maintain established goals, and maximize program effectiveness & excellence

Working Relationships

Volunteers report to the Ministry Staff, work with other volunteers, work alongside other ministries, work the with the Wired Student Ministry Assistant and Wired Student Ministry Intern[s]

Responsibilities and Authority

In general, volunteers should...

1. Commit to serve in either middle school, high school, or college ministry for at least one year (August - July).
2. Build relationships with students and parents through conversation, activities, prayer, accountability, counseling, and encouragement.
3. Provide encouragement and support to parents and other volunteers.
4. Assist in the recruitment of other volunteers.
5. Seek the leadership and vision of the Ministry Staff to ensure consistency, integrity, and compatibility with the vision and mission of the ministry and church.
6. Teach and/or lead programs as needed within an area of the Wired Student Ministry.
7. Represent Cary FBC and increase the presence of Wired Student Ministry within our community.
8. Participate in the monthly Volunteer Staff Meetings and training opportunities.
9. Communicate with Ministry Staff on a regular basis.
10. Notify a Ministry Staff member if any responsibilities cannot be met.

**The Lord will fulfill His purpose for me;
Your steadfast love, O Lord, endures forever.
Do not forsake the work of Your hands.**

Psalm 138:8 ESV

How to Become a Volunteer Staff Member

Step 1

Potential adult volunteer expresses an interest in serving as a volunteer staff member in the student ministry.

Step 2

The potential volunteer is contacted by the Minister to Students and is invited to observe of our ministry events.

Step 3

The potential volunteer receive a Volunteer Packet including the Volunteer Handbook, Application & Covenant, and Background Check Authorization Form.

Step 4

The paperwork is completed and returned to the church office to be processed by the Wired Student Ministry staff.

Step 5

Student Pastor may call in potential volunteer for an interview to determine where he/she will “best fit” in Wired Student Ministries.

Step 6

One the background check is cleared, the volunteer may begin serving!



Volunteer Opportunities

SBS (Student Bible Study) Teachers serve as the “shepherds” for their group of students, helping students grow spiritually by gaining a greater understanding of who God is through His Word. Teachers should get to know the students in their group and their parents as much as possible.

SBS Care Leaders work hand-in-hand with the SBS Teachers and SBS Directors as they strive to build relationships with the parents and students in their group. They should find out what their students are involved in - sports, hobbies, interests, etc. Care Leaders should also check on students who have been MIA (Missing In Action) for over a couple of weeks, lead their class to minister to each other’s needs as well as reach out to new students & guests.

UpLink/Fusion Small Group Leaders connect with students and help them connect to each other and to Christ by facilitating group discussion based on selected materials & God’s Word in a relaxed environment. SGLs should make an effort to build relationships with the students in their group. Some ways of doing this include contacting them throughout the week, supporting them in extra-curricular activities, and generally being available to them. The primary goal of building these relationships is to lead students to go deeper in their relationship with God and the others in the group.

Elevate/Radiate Volunteers participate in our weekly worship program to love on, invest in & encourage students, spend time with them, “hang out,” live out a Christ-like example and influence, help make sure everything runs smoothly, do “crowd control,” as well as serve in Welcome Center and/or kitchen.

Youth Advisory Council (YAC) members use their gifts to invest in students by taking on a vital area of responsibility that is essential to keeping our ministry running at full speed. Team members consist of the Student Pastor, a Chairperson, SBS Directors, UpLink/Fusion Coordinators, High School & Middle School Parent Representatives, Girls/Guys Ministry Coordinators, Food Coordinators, College Ministry Representative, Missions & Fundraising Coordinators, and the Student Leadership Team. YAC meets on a monthly basis at the Wired

Volunteer Meeting to execute and evaluate planned ministry events & programs. Some YAC members also participate on our **Strategic Planning & Evaluation Team (SPET)** that meets three times a year to plan out the ministry calendar.

Ministry Team Leaders lead special ministry teams designed to help students use their gifts and talents to serve others. These ministry teams currently consist of LifeSigns (middle school signing team), Sign of Salvation (high school signing team), Wired Worship Band (high school or older), Wired Drama Team (6th-college), the Wired Choir (6th-12th), and the Student Leadership Team (7th-12th).

Trip Chaperones provide much needed adult guidance, support, and supervision on our various trips and retreats. Chaperones should support our ministry “Standards & Expectations” serving to maintain the integrity of our ministry and that of the trip/retreat. **Chaperones are also expected to be willing to help transport students** - most often in a 15-passenger van and occasionally in personal vehicles.



Volunteer Standards & Expectations

Wired Student Ministry strives to provide a positive, loving, and affirming atmosphere for students. These standards and expectations are provided as a proactive way to insure clear communication among members of the Ministry Staff, Volunteer Staff, students, and parents. Please discuss any issues or questions concerning these guidelines with the Student Pastor.

1. Volunteer Staff must be a member of Cary FBC and complete a background check & other applicable forms prior to actively participating in ministry events, activities, & trips.
2. Volunteer Staff must model a growing relationship with Jesus Christ and a hunger for continued growth as they live out biblical spiritual disciplines (i.e. prayer, Bible study, tithing, loving & serving others, self-control, avoiding sin & temptation).
3. Volunteer Staff must model a love for their church and be actively involved in corporate worship on a weekly basis.
4. Volunteer Staff must fully support the “Standards & Expectations” and must be willing to appropriately model and enforce them.
5. Volunteer Staff must model Christ-like character and modesty through the way they dress.

>WOMEN should avoid provocative clothing with inappropriate words or clothing that exposes cleavage, private body parts, midriff, or undergarments. Pants, shorts, dresses or skirts should not be too low at the waist to show midriff, or too high to show upper legs. Only modest one-piece swimsuits or “tankinis” should be worn for water activities. “Tankinis” must be modest - the top & bottom should meet at the waist at all times - otherwise, a dark-colored sleeved shirt must worn over the suit at all times. Please avoid tight fitting, stained, or sloppy clothing that could be offensive.

Remember, your participation might require bending, stooping, and being in positions that could compromise modesty.

>MEN should avoid provocative clothing with inappropriate words or clothing that exposes private body parts or undergarments. Please avoid tight fitting, stained or sloppy clothing that could be offensive.

Please only wear swim trunks for water activities (no Speedos).

6. Volunteer Staff must model a clear commitment to avoid alcohol, tobacco, pornography, and must exhibit the highest possible integrity in marriage or dating relationships.
7. Volunteer Staff must understand that students always come first and must, therefore, be willing to forego attractions and sightseeing when volunteer responsibilities require. Volunteers are always “on duty” during events, programs, and trips.
8. Volunteer Staff should be prepared and willing to lead small group Bible study sessions, prayer time, and to personally lead students to Jesus Christ when appropriate. Volunteers should also be prepared and willing to counsel with troubled students.
9. Volunteer Staff should evidence a growing relationship with students, indicated by knowing a growing number of students by name and seeking to understand their lives and backgrounds.
10. Volunteer Staff must look to the Student Pastor (or designated Trip Leader) as the primary leader on the trip and respond as team players to any requests or instructions that are made, maintaining a positive and Christ-like attitude. (Any disagreements or issues that arise between volunteer staff, chaperones, designated Trip Leader, and/or Student Pastor should be handled promptly and discreetly and **never in front of students**. See Matthew 18 for the biblical model on handling disagreements among believers.)
11. Volunteer Staff and Ministry Staff are not permitted to be along with an unrelated student of the opposite sex under any circumstances. Volunteer Staff and Ministry Staff must work together to insure that there is never an occasion where an adult is left alone with an unrelated student of the opposite sex (i.e. when waiting for parents after events, activities, programs, and trips). Volunteer Staff and Ministry Staff are not permitted to take any unrelated student of the opposite sex home unless other students, adults, or Volunteer Staff are also present in the vehicle.
12. When student clothing issues arise, Volunteer & Ministry Staff should seek to handle the situation discreetly, doing everything possible to avoid embarrassing a student. Female clothing issues should be addressed and handled by female volunteers and male clothing issues should be handled by male volunteers.
13. In the event that the Student Pastor is not able to attend an event, activity, or trip, Volunteer Staff are responsible for communicating with the Student Pastor whenever major medical, transportation, or discipline issues or emergencies arise.

Student Discipline

In the course of normal events, activities, programs, it will likely be necessary to discipline students. The goal of discipline with middle and high school students is to move students from obedience to responsibility.

The role of a volunteer in discipline is to be the first responder in a discipline scenario. Only use discipline when calm and **NEVER** out of anger. Volunteers should always strive to maintain a loving and encouraging tone in disciplining students. If this is not possible, for any reason, please seek assistance from another volunteer or minister.

Discipline Steps...

Step 1: A subtle & non-embarrassing verbal warning should be given (more severe problems may be cause for fewer or no warnings and may warrant an immediate call or even trip home.)

Step 2: The student(s) should be removed from the situation and from others. Staff will inquire as to what might be bothering the student or creating the issue. Students will be reminded that the next step will be a discussion with parents.

Step 3: The student(s) should be removed or separated from the group and **will not be able to return** to that particular event or activity.

Parents should be called and informed of the issue, the steps taken, and that they must arrange a way for their child to be taken home. The Student Pastor will follow up with the student, parent, and any other appropriate volunteers. Parents should also be contacted if their child is uncooperative, disrespectful, or breaks the same guideline or rule repeatedly.

Safety Precautions

The following are security response tips each of us can follow in order to maintain the safety of our students:

- > Security is EVERYONE's responsibility!
- > Observe, assess, and act accordingly

- > If comfortable, approach suspicious individuals. Greet them, shake their hand, ask them if you can help them, get a “feel,” continue to observe.
- > Look for unusual emotions, behaviors, packages, or clothing.
- > Be discreet in alerting others to the situation.
- > In a violent situation: Do shout “Get Down!”, get out, get to a safe place, and get help (911).
- > Be aware.
- > Be alert.
- > Be balanced.
- > Be knowledgeable.
- > Use common sense.
- > Be willing and able.
- > Stay safe.

We all have enough common sense and life experience to know when something doesn't feel “right.” If it doesn't feel right, it probably isn't.

Never hesitate to call for help or dial 911!

Set-Up & Clean-Up

Volunteers, please let us know IN ADVANCE if you want a room set up in a certain way. Please invest in and value our students by planning your lessons and activities and the resources you'll need ahead of time.

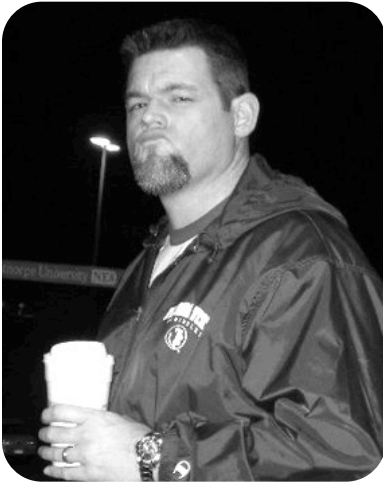
Enlist the students to help with clean-up in these ways:

- > Be “vacuum cleaners” and pick up everything off the floor.
- > Put supplies away in their correct containers/locations.
- > Erase the marker board (if applicable).
- > Take home all belongings.
- > If used, make sure the kitchen is clean, food and other items are put away properly.
- > Be sure classroom lights and all equipment is turned off before leaving.
- > Try to leave everything the way you found it or better. If you moved it, put it back. If you dirtied it, clean it. If you opened it, close it. If you turned it on, turn it off. Make every effort to leave areas cleaner than how you found them!

**Please take pride in our church's buildings and
in your investment by leaving them in great shape!**

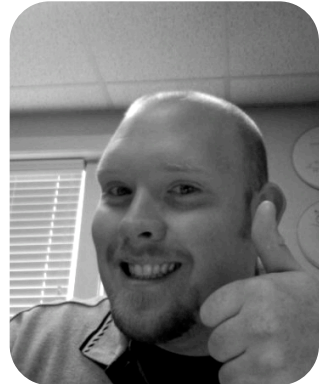
Notes:

Meet the Wired Staff!



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Wired

STUDENT MINISTRIES