

Youth  
Volunteers  
Manual

Hagans Christian Church Youth Ministry

**Encourage \* Embrace \* Equip \* Engage**

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## **A word from the Pastor**

Dear Volunteer,

I wanted to take this opportunity to thank you for your interest in volunteering in the Hagans Christian Church Youth Ministries. You may not realize this but volunteers are hard to come by in any church setting and we are very excited you have shown interest in volunteering. You are probably wondering what to do now? Where does the youth ministry need me? What can I do and who can I do it with? Are just some of your questions. I hope after you have read through this manual your questions will be answered or you know where to go to get them answered. This manual has been put together with you in mind. Coming into a new environment, volunteering for the first time in your life, not wanting to go too fast or too slow in getting involved is normal feelings as you join the team of other volunteers just like you. So, just relax and take it one step at a time and you will be just fine.

Me knowing the youth ministry at Hagans Christian Church is taking care of by willing, passionate volunteers just like you makes my job as Pastor easier and provides a peace of mind. If you have any questions after reading this manual, please don't hesitate to ask me or one of our committed volunteers.

Thank you,

**Pastor Isaac Harmon**

## Where do I start?

If I were volunteering for the first time in a new church, I would want to know where to start.

I would suggest you start by making sure you want to make Hagans Christian Church your home church where God can use you and your gifts and talents. If you are not yet a member and would like to become a member, please let Pastor Isaac know. If you would rather wait a while, that's ok too. Keep in mind as you decide, membership is the outward sign to other church membership that you are deciding to allow God to use you in this church, specifically in the youth ministry at this time. You have decided to commit to Hagans Christian Church in Hagans West Virginia. The bible teaches us that many Christians belonged to a certain bodies of believers in specific places and by doing so they operated in the gifts God gave them to minister to their community. We believe God can use you in mighty ways here at Hagans Christian Church. So please consider becoming a member first. Complete a Spiritual Evaluation Form and give it to the Pastor when your done. Or if you have attended a Membership Class, you would have already completed one.

**Second**, I would, on a Sunday morning service (10:45 am) walk around to each classroom and see what's going on. Look and feel for the place you believe God is calling you to serve. Some volunteers feel they can better serve the Teens, while others feel they can best serve in the nursery. Get a feel for what draws you and then pray about it to see what God says to your heart.

**Third**, consider attending a Youth Board Meeting usually held once or twice per month, depending on the urgency of the topics being discussed. At these meetings youth volunteers come together and discuss various youth related topics. Some topics include where do we need volunteers? Future youth activities, available funds for the youth ministry, new ministry programs and youth based curriculum. By attending these meetings, which are open to anyone, you can become more familiar with how things operate and you get to know those who are also volunteering and build relationships.

**Lastly**, after you have become familiar with the youth ministry, it's needs, you may sign up for however long you want to in any area you feel led by God to sign up. Complete a youth volunteer application (included in this manual) and give it to anyone on the youth board. This application is simply our way of having your most up to date contact information so the youth board can contact you with any applicable information pertaining to your area of volunteering.

## STATEMENT OF FAITH

If I were to volunteer for any ministry for the first time in a church, I would want to know what they believe in. For some new people, their past attendance and observances are enough and they want to get involved. Others go a little further and want to know what the church believes in before they commit. If this is you, you can obtain a copy of our Church By-Laws and Position Papers in the following ways;

1. Obtain a copy of our church By-Laws and Position Papers from the Church Secretary.
2. Go to the "Connection Board" in the church lobby and read over the Church By-Laws and Position Papers.
3. Go online to the church web site at [haganschristianchurch.com](http://haganschristianchurch.com), review the tabs available, click on the applicable tab and read the Church By-Laws and Position Papers.

While reading the Church By-Laws and Position Papers, you may have some questions. Simply write them down and set a time to talk to the church Pastor.

The Church By-Laws are a guide to how the church government works at Hagans Church. This by no means replaces the bible and the by-laws should only be interpreted as a guide and not the gospel. They are simply a starting point to how we should operate and handle various church related topics.

The Position Papers is Hagans Christian Church's interpretation of the bible on certain matters that effect the church and the current positions of the world view. The position papers is our biblical foundation when confronting repetitive sinful behaviors exemplified by church membership. The position papers are also used to gracefully restore broken relationships regarding offense among church membership and marital couples. The position papers have been established to also protect the church from world views which are against basic biblical beliefs. Use these position papers to help guide you in your walk with the Lord. If you have any questions, then please give them to the church pastor.

## YOUTH BOARD MEETINGS

If I were to come to a “Youth Board Meeting” what should I expect to see and hear?

The youth board meetings are normally held once a month and normally runs 1.5 hours long. More meetings may occur per month depending on the importance of the topics needing to be discussed.

The youth board meetings are open to anyone, especially those who are currently volunteering in the youth ministry. They are our way of keeping the communication lines open among volunteers. Please feel free to attend the meetings.

Some of the topics being discussed at each meeting include; filling the volunteers schedule for the following month, upcoming youth events, last meetings follow up questions and the Pastor’s Report which includes any new ideas the youth board should consider or any topics which currently challenge the youth.

The youth board meetings have a format for each meeting. There are people who have specific jobs at each meeting. The following roles during each meeting are as follows;

1. **Facilitator:** This person’s job is to facilitate the meeting. By facilitating we mean this person keeps the meeting on task of the topics being discussed. This person opens and closes the meeting. This person insures the meeting agenda is followed and the meeting stays productive. This person does not have more or less authority than the rest of those in attendance but only facilitates the meeting so to honor everyone’s time available for the meeting.
2. **Secretary:** This person is tasked with keeping notes for each meeting. This person insures everyone who is “known” to attend the meetings are emailed and aware, in advance, of each meeting scheduled. This person also communicates any cancelations and rescheduling of any youth meetings. This person provides causes copy of the agenda to be posted on the “Connection Board” after each meeting has been concluded. This

person provides an agenda to the Facilitator and those in attendance at each meeting.

3. **Youth Treasurer:** This person is tasked with advising the board of the available funds for the youth ministry at each meeting. This person conveys the expenses from the previous month and insures youth bills are paid in a timely manner. This is the person you need to go to for any youth related expenses you may incur from purchasing any youth related items you need to perform your teaching roles in the church. In attempting to be good stewards of the funds given to the youth ministry, there needs to be communication. If you need certain materials to teach, go to the Youth Treasurer and seek approval to spend any youth funds. The Treasurer will likely attempt to reach out to the other board members to make them aware of the needed funds. Keep in mind when you attend the youth board meetings, this is the best place to seek permission to spend any youth funds so everyone is aware.
4. **Advisors** – These people are everyone else present at the meetings. They share their opinions, experiences and advice. They participate in voting and make decisions that further the youth ministry into its future.

At the youth board meetings, various things are discussed and voted upon. Each year, the board will consider nominating new people to fill the above roles. Some may be voted back in their current roles, while others may want to allow new people to volunteer for these roles. You may want to consider operating in one of these roles when they come up for vote. No board is perfect and you may see how God can use you to contribute to the board.

At the conclusion of the youth board meetings, the next youth board meeting date will be set.

## **VOLUNTEER QUALIFICATIONS**

If I were to volunteer for the youth ministry, what qualifications do I need to meet?

1. Have accepted Jesus Christ as your Lord and Savior.
2. Been baptized
3. Membership is encouraged but not required.
4. A heart to be a part of God's work. This qualification you have already met by wanting to volunteer.
5. You must be willing to follow church By-Laws and come in agreement with Position Papers.
6. When you volunteer for a specific role in the youth ministry, you must perform your role to the best of your skill and ability.
7. Willing to grow in your relationship with Jesus Christ through reading the bible regularly.



## VOLUNTEER EXPECTATIONS

When I volunteer for the youth, what is expected of me?

- I will arrive early enough to prepare my class or assist the youth teacher.
- I will come prepared
- I will greet each child with a smile and a warm welcome.
- I will promote safety with any and all children in my care or custody.
- I will, in cases when I'm unable to volunteer due to sickness, strive to provide advanced notice of my absence and attempt to find a replacement for my volunteer role.
- I will treat each child with an equal amount of respect and honor as if they were my own.
- During my volunteering at the church, my actions and language will reflect my Christian walk and I will refrain from using any unwholesome speech or acting in ways which dishonors Jesus Christ.
- I will strive to keep and promote the church by-laws and position papers.
- I will assist and promote the 1,2,3 step process when dealing with disruptive children in the class room. Step 1 – verbally advise the child to refrain from the disruptive behavior. Step 2 – If the disruptive behavior continues, I will place myself beside the disruptive child to prevent any further disruption and a more direct approach. Step 3 – I will discreetly get the child's parent(s) from the worship service and have the parent(s) sit with the child. After the class is over, I will converse with the parent(s) to find a better resolution to promote a learning environment.
- If a child is known to be in potty training, I will not take the opposite sex to the bathroom but will seek an adult of the same sex or the parent to take the child to the bathroom. I can take children, of either sex, who are fully capable of helping themselves in the bathroom while I wait outside the bathroom.
- I will not change the diaper of the opposite sex but will seek out an adult of the same sex or the parent(s) to change their child.
- I will not physically discipline any child but will use the above noted method.
- I will report any signs of physical abuse or neglect to the Pastor as soon as possible.

## CLASSROOM MANAGEMENT

When I volunteer, how do I manage the classroom?

1. Clean the classroom up after each service and put things back to where they are stored. Tables should be wiped and free of germs. The carpet should be vacuumed when needed. The floor should be free of tripping hazards. Computers and other media should be out of reach of children. Replace trash bags as needed.
2. Insure the class room is safe (i.e. all receptacles have a protective cover, cutting tools are put away and out of reach of children) and ready for the children.
3. When dealing with disruptive children, follow the guidelines set forth in Volunteer Expectations section in this manual.
4. When dealing with potty training children, follow the guidelines set forth in Volunteer Expectations section in this manual.
5. Insure all equipment and lights are shut off before leaving for the day.

## **SPECIAL NEEDS PROGRAM**

In our recent past, we have seen the increasing need to provide children with special needs, an environment to learn about God. We have started a new ministry called "Special Needs Program" which, though still in its beginning stages, will help the child learn with other children. We will strive not to remove the child from his/her classroom of peers, but rather provide more direct hands on teaching by assigning a "Buddy" to the child. A "Buddy" is a volunteer who has been specifically called by God to assist any special needs child. A buddy can be assigned to a special needs child, work alongside the child during class time, to assist the teacher in the lesson being taught for the day.

I know and understand that each child is different. Some children display certain behavior patterns which need special attention on a consistent basis in order to promote a learning environment.

When a child is learned to have special needs. The volunteer should strive to have the parent(s) complete a form specifically designed to have the parent(s) input on describing what the special need their child has. After this form is completed. The youth ministry is to attempt to obtain a "Buddy" to help with the child in the classroom. The Youth Board maintains these forms.

As this ministry is still in its beginning stages, we may or may not have the necessary "Buddy" volunteers to cover all the needs. This is to say, as a volunteer you must strive to help in any way you can to aid a special needs child until we can get a "Buddy" volunteer.

Being a part of the monthly youth meetings helps you communicate the needs of the children. Remember you are their only voice in the meetings. If there is a need, please feel free to communicate that need so it can be best addressed in a timely manner.

## SERVING OPPORTUNITIES

Below you will find various volunteer opportunities. We would like for you to select the areas you feel you would like to serve in. By checking these areas we will forward your information to those who can help get you started in these ministry areas. Thank you for getting involved.

- |  |  |
|--|--|
| <input type="checkbox"/> Adult Church Greeter          | <input type="checkbox"/> Childrens Church Greeter              |
| <input type="checkbox"/> Hebrews Cafe                  | <input type="checkbox"/> Cleaning specific areas of the church |
| <input type="checkbox"/> Youth registration            | <input type="checkbox"/> Passing out church bulletins          |
| <input type="checkbox"/> Taking up the Sunday offering | <input type="checkbox"/> Serving Communion                     |
| <input type="checkbox"/> Lawn Care                     | <input type="checkbox"/> Snow removal                          |
| <input type="checkbox"/> Building Matenance            | <input type="checkbox"/> Youth Teacher aid                     |
| <input type="checkbox"/> Special Needs child "Buddy"   | <input type="checkbox"/> Parking lot team                      |
| <input type="checkbox"/> VBS Volunteer                 | <input type="checkbox"/> Hosting a small group                 |
| <input type="checkbox"/> Opening Sunday Services       | <input type="checkbox"/> Event clean up team                   |
| <input type="checkbox"/> Prayer Team                   | <input type="checkbox"/> Media Team                            |

After you have checked all the areas in which you would like to volunteer for, please give this to the pastor and you will be contacted in the near future.