

Dear Potential Youth Staff Volunteer,

I'm glad you're interested in working with our student ministry!

I'm always looking for more volunteer leaders to serve on our student ministry team. I believe that solid and balanced ministry is built on relationships between adult staff and students. In the context of these healthy relationships, students see spiritual maturity modeled and they experience and understand God's love in practical and tangible ways.

Quality staff is essential. We are looking for men and women who are committed to Christ and desire to care for students. **I encourage you to observe our ministry for 1 month *before* you decide to apply.** If this ministry matches your phase of life, spiritual gifts, passion and schedule, then please begin the application process.

Once you have completed the following and given them to me:

1. Become a member of Shepherd's Community Church (take the Shepherd's Membership Class & be approved by the elders)
 2. Be baptized (if not already)
 3. Background check (contact church secretary: Camille Ivey)
 4. **UNDERGROUND** Youth Staff Application completed & turned in
 5. Both letters of recommendation mailed to me
- then I will call you to schedule an interview.**

All information will be kept strictly confidential, unless there is a need for elder input, feedback and/or approval. In the meantime, please feel free to observe our youth events:

1. Sunday **UNDERGROUND** from 10:30 am - Noon in the FH
 2. Wed night worship and cell groups from 6:30-8:30 pm in FH
- If you have any need to reach me, please feel free to call.

For His glory and honor,

Bruce Groves

Pastor of Student Ministries
(818) 593-2093 x15, (818) 592-0549 (fax)
brucegroves@shepherds.net

UNDERGROUND

Youth Staff Application Packet

What Students Need From Caring Adults

Changing the youth world happens one student at a time. Students do not connect to programs; they connect to people. The most effective way to influence students is through significant relationships with key people in their lives. Our goal is to develop leaders who minister to students.

Students need adults who will:

- love God and live for Him
- be interested in their lives
- take initiative to spend time with them
- pray for them
- be real
- say encouraging words
- believe in them
- laugh as you enjoy life
- go to “their world”
- remember their names and care for them
- share God’s love through personal experience
- be consistent in your involvement
- be patient

How to be Involved in Students’ Lives

For effective ministry with students, you need to:

1. Understand the Purpose and Planned Values of Our Ministry.

Take a look at the values and goals that make our youth ministry effective in reaching and caring for students.

2. Commit to a Program.

Consider the role for which God has shaped you in order to build relationships with students.

3. Grow as a Minister.

Develop your personal walk with God, which will ultimately influence students.

UNDERGROUND Purpose Statement

UNDERGROUND exists:

to **reach** unbelieving students, to **embrace** them as part of God's family, to **nurture** their spiritual growth, and to challenge the growing to **discover** their ministry and **honor** God with their life.

and

to **assist** and **support** parents in the training of their teens.

Ministry Values

Ministry values are attitudes, styles, and beliefs that "influence" our purpose. We try to incorporate these key elements into our programs and our lives.

1. Our goal is to develop *godly* young men and women who are passionate about Jesus, not simply develop *good* kids.
2. **Parents**, especially fathers, are the God-ordained primary disciplers of their children and the **UNDERGROUND** is to assist, reinforce and champion their role. (Deut. 6)
 - * Parents are always encouraged to be an active part of the **UNDERGROUND** and they are welcome @ any event.
3. The lifestyle of intentional evangelism and disciplemaking is normal Christianity. (Matthew 28:18-20)
4. **Success**: teens become adults who desire to fulfill the **Great Commission** by living out the **Great Commandment**
5. **Maturity**: teen delays instant gratification, so as to accomplish long-term goals that are of greater importance.
6. **Spiritual Maturity**: Teen desires to hear from God and obey Him as the Holy Spirit instructs, encourages, exhorts and empowers him to apply His Word.
7. **Relationships**, not programs, are the key to effective ministry and life change

UNDERGROUND Ministry Values Regarding Relationships with the Opposite Sex

1. Goal of the youth staff is to help create an environment that is “sexually safe”, which fosters spiritual growth and healthy friendships.
2. Healthy and balanced friendships with the opposite sex -- ones that strengthen each other’s focus on Jesus -- are encouraged.
3. **Golden Rule of Relationships:** Teens are challenged to treat each member of the opposite sex (who will someday be someone else’s spouse) *today* in the same way they would want someone else to be treating *their future spouse*.
(Mt 7:12; I Thess 4:6)
4. Students are strongly instructed that it is God’s will to:
 - (a) be sanctified
 - (b) avoid sexual immorality
 - (c) control their own body in a way that is holy and honorable
 - (d) not act in passionate lust like those who don’t know God(I Thess 4:3-4)
5. Students are exhorted to **flee, avoid** and **abstain** from sexual immorality, not simply to *manage* how far they go.
(I Cor 6:18; I Thess 4:3; 2 Tim 2:22; I Pet 2:11)
6. Public and private displays of affection are not allowed @ any **UNDERGROUND** events on or off church campus.
7. **Youth staff** are not to be involved romantically with students within the ministry and they are to be a role model of integrity, honor and moral purity in their relationships with the opposite sex, so they can personally:
 - a. Keep their marriage bed pure and reap the benefits.
Yippee! God is good! (Hebrews 13:4)
 - b. Not transgress and defraud their brother/sister in Christ
(I Thess 4:5)
 - c. Not experience the judgment of God
(I Thess 4:6-8; Heb 13:4)(See also Eph 4:17-25; I Thess 4:3-9; I Tim 1:5)

What Am I Committing To?

I. Godly Personal Lifestyle

1. **Lead with an attitude of humility and servanthood out of a desire to bless and build up others in love.** Champion and encourage students that in Christ they are “God’s masterpiece” created for good works (Matt 22:37-39; Eph 2:10; Phil 2:1-11; I Peter 5:2-7)
2. **Model transparency and spiritual genuineness in your conversation.** Honest and discreet sharing of how God has provided for you when you struggle with fear, failure, obstacles, sin and inadequacy will encourage students to:
 - a. feel they are not alone or a failure before God
 - b. candidly share their struggles with the group
 - c. share honestly rather than simply give the “right” answer.
 - d. genuinely change b/c they are more honest about their problems
3. **Be diligent to preserve unity in the bond of peace.** Be quick to admit when you have hurt others and humbly ask for their forgiveness. Out of a commitment to not let our enemy use unresolved conflict to divide our group, *quickly* go to those whom you feel may have something against you and/or quickly initiate with gentleness addressing those who have offended you. (Matt 5:23-26, 18:15-19; Gal 6:1-4; Eph 4:1-3)
4. **Zealously guard the holiness of our group.** Like Phinehas, when we see sin in our group we commit to address it with mercy, grace and truth, rather than ignore it. Calling students to produce *deeds appropriate to repentance* may include them:
 - a. confessing their sins to their parents
 - b. reconciling with those they have offended
 - c. making restitution where necessary
 - d. losing privileges within the **UNDERGROUND** until trust has been regained (Num 25; I Cor 5)
5. **Model and then challenge students to experience the promised life of joy that is found:**
 - a. in complete surrender to Christ by knowing and obeying His Word
 - b. through intimacy with Him in prayer
 - c. by sharing the good news with others
 - d. in fellowshiping with believers of all nations, tongues and tribes
 - e. in serving others and denying myself.

II. Ministry Commitment

1. **Time Commitment** which includes modeling commitment to the church and not just the **UNDERGROUND**:
 - a. Sunday Worship - 1st hour
 - b. **UNDERGROUND** - 2nd hour
 - c. Worship & Cell Groups: Wednesdays, 6:30-8:30 pm
 - d. Leadership Community: Every 6th Sunday from 12:30-3:00 pm
 - e. **Youth Staff & Student Servant Retreat**, Fri-Mon, Feb 16-19, 2007. Held @ the '07 Resolved Conference @ Long Beach Convention Ctr.
 - f. Socials and outreaches (whole **UNDERGROUND** or individual Cells)
 - g. Winter & Summer Camp (January & July)
 - h. Summer Harvest (optional)
 - i. Mexico Outreach: Loft Home construction and evangelism (opt.)
2. **Modeling what you are challenging your students to do each week in your cell group**:
 - a. Complete your **lessons**
 - b. Memorize your **memory verses**
 - c. Average **4 devotions** per week
 - d. Model how to apply scripture from your devotions to your life.
Come prepared to share @ least 1 way that God is wanting to change your life. Your applications need to be:
 - * **practical:** specific observable attitude or action
 - * **measurable:** you can determine whether or not you did it
 - * **attainable:** it is a goal that can be achieved; not idealistic

Application Examples:

1. **Bad:** *I'll never be mean to my siblings again.*
 - a. "mean" is vague, "never" is unrealistic, and it is impossible to determine when you have stopped being "mean".
2. **Good:** *I'll verbally compliment each of my siblings 3 x's this week.*
 - a. "verbally compliment" is a specific observable action, "each", "3x's" and "this week" are measurable; this application is reasonable.

Types of Applications:

- Sin to confess
- Promise to claim/principle to apply on how to live
- Action/Attitude to avoid
- Command to obey/Character trait of God to praise
- Example (person in Bible) to follow

4 application areas: Personal Life, School, Family, **UNDERGROUND**

II. Ministry Commitment (cont.)

- e. **Contacting:** youth staff and students divide up the group and give everyone someone to contact during the week for accountability, encouragement and relationship building.
 - 1. Both youth staff should divide their group between them and try to meet with them 1-on-1 once every 2 months, so you know how they are doing and allow them to share more candidly, if needed.
- f. **Prayer & Evangelism:**
 - 1. pray for each others personal application/requests
 - 2. pray for those on each students **5 Most Wanted List**.
 - 2. model intentionally developing relationships with non-Xians
 - 3. help students witness to the friends they bring to **UNDERGROUND** events
 - 4. model witnessing when we evangelize in the community.

3. Intentional Discipleship of Cell Group Members

- 1st:** Intentionally assess where each student is spiritually & socially
- 2nd:** Determine biblically where they need to grow
- 3rd:** Come up with a practical strategy, using the 6-Step Teaching Method of Christ, to help them grow: start from where they are now and lead them to where God wants them to be/go.

6-Step Teaching Method of Christ:

- 1 Tell Them What**
where they are at, where they need to go, what the Bible says, etc.
- 2 Tell Them Why**
God's will, why it will benefit them, etc.
- 3 Show Them How**
Model for them -- while they watch -- the correct thinking, attitude, behavior and/or skill
- 4 Do it With Them**
Together you model each step and the student tries to do it with your immediate assistance until they develop confidence
- 5 Let Them Do It**
Give them an opportunity to do it alone. They return for coaching and counsel.
- 6 Unleash Them**
Now that they are "fully trained", you release them to:
 - 1. continue working on their own as led by God
 - 2. intentionally find someone else to mentor; to reproduce themselves in the same way they were taught

Youth Staff Application

name today's date

address

date of birth home phone

occupation cell phone

employer email address

Work Status: part time full time student

Marital Status: single married divorced

Education:

high school year graduated

college/trade school year graduated

degree earned minor

other education year graduated

CA Drivers License # Social Security #

Personal and Spiritual History

Write a brief testimony about how you became a Christian (include date if known). Also write briefly about significant events in your life that have impacted you spiritually.

Describe three significant ways in which you have grown in your spiritual journey since you became a Christian.

How would you describe your spiritual journey now?

What accountability do you currently have in your spiritual life?

What do you do when you have a conflict with someone? How do you personally handle confrontation?

Are there any special issues or concerns happening in your life right now that would have an impact in your commitment and involvement in the youth ministry? (e.g., relationships, other commitments, etc.)

In caring for students, we believe it is our responsibility to pursue adult staff that are able to provide healthy, safe, and nurturing relationships. Please answer the questions on the next pages accordingly. Any special concerns can be discussed individually with Bruce.

Are you using illegal drugs? yes no

Have you ever gone through treatment for alcohol or drug abuse?

yes no

If yes, please describe.

What is your view on drinking alcohol?

Have you ever had sexual relations with any minor after you became an adult? yes no

Have you ever been accused or convicted of any form of child abuse?

yes no

If yes please describe.

Have you ever been a victim of any form of child abuse? yes no

If yes, would you like to speak to a counselor or pastor? yes no

Are you willing to be fingerprinted for our required State Criminal Conviction Clearing? yes no

How long have you attended Shepherd's Community Church? _____

Are you a member of SCC? yes no

Have you been baptized? yes no adult infant

List the date and activities of other ministry experiences at Shepherd's or other ministries. Please give the reasons for ending each ministry.

Date Started	Ministry/Activity	Date Ended	Reason
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Describe any other ministry/church experience you have been involved with.

What spiritual gifts do you feel you have, and how would you like to use them in youth ministry?

Why do you want to do youth ministry?

What are some of your expectations of the youth ministry staff?

The information contained in this application is correct to the best of my knowledge. I, the undersigned, give my authorization to Shepherd's Community Church or its representatives to release any and all records or information relating to working with minors. Shepherd's Community Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a youth worker. I understand that the personal information in this application will be held confidential by the professional church staff and elders.

Signature

Today's Date

Ministry Interest Sheet

Name: _____

Date: _____

Directions: Please circle each of your spiritual gifts and the ministry area of interest (general, as well as specific tasks/roles) where you might want to serve with Shepherd's Youth.

Spiritual Gifts: Service Encouragement Leadership Music
Evangelism Hospitality Giving Exhortation/Wisdom
Discernment Craftmanship Teaching Mercy Knowledge
Intercession Administration Writing Faith Helps

Ministry Area of Interest:

Teaching:

Topic: evangelism theology skill development/training
devotions apologetics practical living
certain topics: _____

Settings: small group seminar Sunday School
retreat Wed PM/outreach service project

Discipleship/Mentoring: individual challenge accountability
scripture memory encouragement
skill development modeling

Worship: vocals guitar [acoustic, electric] keyboard/piano
bass drums/percussion leading worship
vocal coach Other: _____
worship service planning (music selection)

Prayer: Passion to Pray Plan Concerts of Prayer
Lead Concerts of Prayer Lead Youth Prayer Team

Service: planning/organizing of projects [construction, food service]
working on projects leading of service projects

Drama/Video: writing scripts PowerPoint presentations
filming digital video computer digital editing/mixing
acting costumes

Sound/video projection: sound board equipment set-up/tear down
PowerPoint/worship slides [creation, implementation]

Room/Chair set-up: set-up/tear down clean-up/vacuum/trash

Refreshments: Plan/coordinate/delegate purchase
set-up/serve/clean-up prepare/cook

Publicity: design flyers/posters contact radio/newspapers
create skits/video skit distribute flyers/hang posters

Photography: Frame & shoot with film/digital develop/record
catalog on computer/photo album
PowerPoint presentations [assemble photos/choose music/transitions]

Web page: creative design manage: input/edit/revise

Assessments: give & interpret SHAPE assessments
(Spiritual gifts, Heart/passion, Abilities/talents, Personality, Experience)
help place people in ministry areas that match their SHAPE

Fundraisers: promotion: flyers, skits, videos, community contacts
bookkeeping of student accounts
Organize/Manage

Computer: Inputting data text merging
Designing flyers Creating Monthly Calendars

Miscellaneous: Bus Driver (CDL License) Camp Counselor
Chaperone at Events/Retreats
Make phone calls Write Letters
Birthday Cards
Written materials: photocopy/cut/fold/collate/staple

Youth Ministry Staff Commitment

After observing the ministry, spending time in prayer, and discussing with my family the commitment involved with being on youth staff, I choose to commit to the following:

- o I acknowledge the lordship of Jesus Christ in my life and have a personal relationship with Him.
- o I am committed toward growing and maturing my relationship with God through quiet times, active attendance at church, and involvement in accountable relationships.
- o I am committed to choices and a lifestyle that are both godly and “above reproach,” knowing that my lifestyle is a model for students.
- o I am making a commitment to the youth ministry for at least the full school year.
- o I will attend the Youth Staff Meeting every 6th week on Sundays, from 12:20-3:00 PM.
- o In the next year, I will make a committed attempt to help find at least one other adult volunteer for our growing need in the youth ministry.
- o I understand the five purposes -- as well as the strategy -- of the youth ministry and commit to help fulfill the purposes and care for the students God brings into my sphere of ministry.
- o Because I am making a significant commitment and my presence is important, I agree to be consistent and on-time to the program(s) I commit myself to. I will contact Bruce and my fellow staff in advance and my sure my responsibilities are covered, when I miss any events where I am expected and/or responsible.
- o If I am a teacher, I agree with and support the 12 point doctrinal statement of the *Evangelical Free Church of America* and the position of *Shepherd's Community Church*.

I am making a commitment to at least one of the following programs:

- o Small Group Leader
- o Sunday School or Wed PM Teacher
- o Ministry Team Coordinator: _____
- o Ministry Team Member: _____
- o Special Events: _____
- o Other: _____

Signature

Date

Shepherd's Community Church
Youth Ministry Confidential Reference

_____ is applying to become a volunteer youth worker with the youth ministry at Shepherd's Community Church and has given your name as a personal reference.

The person in this staff position will be in close contact with students, and we want to ensure that these relationships will be healthy ones. Please complete the form below and use the enclosed envelope to send us your evaluation of this person's character and integrity. Your response will remain confidential.

1. Describe your relationship with this person:

2. How long have you known this person? _____

Please use the following scale to respond to questions 3 - 8:

1 - low 2 - below average 3 - average 4 - very good 5 - excellent

How would you rate his/her ability in the following:

_____ 3. Involvement in peer relationships

_____ 4. Emotional maturity

_____ 5. Resolving conflict

_____ 6. Following through with commitments

_____ 7. Ability to relate to students

_____ 8. Spiritual maturity

9. What are this applicant's greatest strengths?

10. Do you have concerns regarding this person working with students?
If so, please explain.

Thank you for taking the time to fill this out. *Mail this reference to:*

Shepherd's Community Church
22222 Saticoy, Canoga Park, CA 91303
Attn: Bruce Groves

Any Questions or concerns?
Call Bruce @ 818.593.2093. x15 or brucegroves@shepherds.net

Your Name

Date

Cell or Home Phone

Email

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22222 Saticoy, Canoga Park, CA 91303
Attn: Bruce Groves

Any Questions or concerns?
Call Bruce @ 818.593.2093. x15 or brucegroves@shepherds.net

Your Name _____ Date _____

Cell or Home Phone _____ Email _____

Good Questions to Ask in Evaluating Where a Student is Spiritually and Socially in Your Cell Group

1. How do they resolve conflict? Avoid, rage, stuff, deny or graciously confront?
2. Do they know how to develop healthy and godly friendships? Or do they tend to choose poorly when making friends?
3. How do they respond to correction? Are they teachable?
4. How do they follow through on their commitments? Are they faithful?
5. Do they make Christ a priority in their life and schedule? Are they available?
6. How do they converse with others? Do they know how to compliment or build up others? Is their language vulgar, profane, sexual or hurtful?
7. What are their priorities in life? Are they biblical? Are they seeking Jesus and His kingdom first?
8. Do they think biblically when making decisions or do they evaluate life by the world's standards?
9. Are they honest with themselves or do they deceive themselves?
10. Do they respect and submit to authority? Do they value authority?
11. Do they honor and respect the opposite sex? Do they see the opposite sex as potentially someone else's spouse?
12. While waiting to be old enough to marry, are they intentionally becoming the man or woman -- who will become an excellent spouse and parent -- by learning from older men and women (especially their parents) today who are godly examples?
13. Do they encourage others for their edification or do they flatter and manipulate for their own?
14. Are they able to understand how they really feel and communicate that with others?
15. Does their walk match their talk? Is there integrity in their life?
16. What is their reputation @ home, school, **UNDERGROUND** and friends?
17. Are they easily influenced by others? Do they have the courage to keep to their convictions in the face of resistance and pressure even if it costs them? Do they fear God or men?
18. Do they keep their commitments? Does their "Yes" really mean "Yes"?

19. What is their “it”? What is the sin that they struggle to experience victory over and discourages them the most?
20. Do they want accountability in their life?
21. Do they value property and life? How do they treat animals and other people’s things?
22. Do they have integrity? Do they obey only when their parents are watching or all of the time?
23. Do they love and give time to those who are unpopular, unattractive and difficult to relate to ... or simply to those who are like them or can give them something?
24. **Ministry & Life Skills:** Do they know how to:
 - a. Have a personal devotion?
 - b. pray?
 - c. read and apply the word
 - d. share their faith
 - e. manage money (save, tithe, budget)
 - f. resolve a conflict
 - g. determine God’s will
 - h. determine and use your spiritual gifts

Youth Staff Perspective:

- **Time:** Be patient; feeling comfortable & connecting with students takes time.
- **Participation:** Going on special events and camps will help intensify and solidify your relationships with students.
- **Initiative:** The more you invest, the more you will get out of it. Your relationships will grow deeper as you invest your time.