



Volunteer Handbook

student Impact

Student Impact Ministry

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Trevor Oakes
 High School Minister
 Ext. 228
 toakes@lbcc.org

Joe Puentes
 Middle School Minister
 Ext. 233
 jpuentes@lbcc.org

Jay Ewing
 Tri-Towns Minister
 Ext. 292
 jewing@lbcc.org

Amanda Brown
 Ministry Assistant
 Ext. 255
 abrown@lbcc.org

Welcome to Student Impact at LifeBridge Christian Church!

As a volunteer, you are a key part of all that we do, and we couldn't do it without you. As you know, the middle and high school years of a student's life are crucial; most people establish their moral and spiritual foundations during these years. We want to express to you that all of us who are a part of Student Impact take very seriously our student's growth in becoming 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 become all that God created them to be.

Thank you for your interest, and desire in impacting the lives of students for Jesus Christ.

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

Notes:



Resources and Supplies

Audio/Video

1. CD and DVD players, as well as VCR's, may be made available to you for teaching purposes upon request and with prior reservation. Please contact the ministry assistant to reserve.
2. An overhead projector is available upon request and with prior reservation. Please contact the ministry assistant to reserve.
3. Please place a dated and signed note on the equipment to specify if any piece of the equipment is malfunctioning and how it is malfunctioning. Please also notify the ministry assistant.

Supplies/Copies

1. We can provide you with a white board/dry erase board. Please contact the ministry assistant to reserve.
2. Any copies that you need for your lessons may be made on the church copier. You may contact the ministry assistant to have copies run in advance, or for the copier code to run copies yourself.
4. As a Coach, please feel free to use the resources provided to you. Please notify the ministry assistant if you have borrowed an item. When you have finished, please take responsibility to return items where you found them.
5. See a Student Impact staff member to assist you in finding what you need. Please always inquire with the ministry assistant for prior approval to purchase supplies.

The Student Impact Ministry at LifeBridge Christian Church is an exciting and challenging place for students to come and learn about their relationship with God and with each other. We have developed a strategy that will assist us in our goal to lead 6th-12th grade students to a growing relationship with Jesus Christ.

Our strategy:

To create an environment where 6th-12th graders experience:

1. Genuine relationships that last.
 2. The truth about Jesus.
 3. Awareness of the hurting and needy.
 4. A reason to celebrate.
 5. A desire to discover grace, grow in grace, and live gracefully.
1. Genuine relationships that last:
What are we doing to bring students to church and church events, and create the kinds of relationships that will stand the test of time (Christian and non-Christian relationships)?

We're offering events, small groups, hang-out times, encouraging students to invite other to activities, providing community outreach, and more...

2. The truth about Jesus:
What are we doing to invite our students to an active and progressive spiritual formation journey that takes them somewhere? What are we doing to build them up in their faith?

We're offering Sunday morning worship and classes, Wednesday evening Youth Group, small groups, camps and retreats, and more...

3. Awareness of the hurting and needy:

What are we doing to send our students out with a clearer picture of what their active role in the kingdom of God is, and how they carry this out in their communities? Jesus came to restore all things and to put the broken pieces of this world back the way he intended it to be from the very beginning. What are we doing to invite our students to be a part of an environment that breeds missions and service?

We're offering regular community service projects and opportunities for students to serve in the life on the church on Sunday mornings, and more...

4. Give students every reason to celebrate:

What are we doing to allow and invite our students to catch a glimpse of what heaven will look like through the eyes of corporate worship?

We're offering worship, special events, camps, retreats, and more...

5. Through these steps, we hope to instill in each student a desire to...

discover grace, grow in grace, and live gracefully.

The following are security response tips provided by Commander Craig Earhart, Longmont Police, and head of the LifeBridge Security Team:

- 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).



Threats, Suspicious Individuals, and Violent Situations

- 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 to dial 911.

LifeBridge has developed a procedure for handling threats, suspicious individuals, and violent situations that we may encounter during weekend worship services, weekly programming, or special events. It's important for volunteers to be informed, and aware of what to look for and how to respond.

LifeBridge has a Security Team on duty during all weekend worship services. Team leads carry pagers with which they may be reached by the Welcome Counter in the Main Lobby. If you need the assistance of a Security Team member during weekend worship, simply dial ext. 281 from any church phone. A Security Team member will respond. These instructions and extension number are also posted at all church phones.



Volunteer Application Process

Step 1

Individual expresses a desire to serve in the Student Impact Ministry, may be contacted by a Student Impact staff member, or referred by another Student Impact volunteer/ LifeBridge staff member.

Step 2

If not previously done, individual is contacted by a Student Impact staff member.

Step 3

Individual completes required volunteer paperwork, including: Volunteer Application, including three references (which will be contacted), a Background Check Authorization Form, a Driver's Screening Form (if applicable), a current LifeBridge Medical Release (to be completed at the start of each calendar year.)

Step 4

Paperwork is promptly returned to the ministry assistant to be processed.

Step 5

Interview with a Student Impact staff member is held, volunteer handbook is provided, and "best fit" is determined.

Step 6

Background check is cleared; volunteer may begin.

Volunteer Roles

General Purpose of Student Impact Volunteer

To serve the church by participating in programming, events, and activities for middle school and high school students as a ministry of LifeBridge Christian Church. Work alongside the Student Impact ministers and staff to facilitate the vision, develop new programs, maintain established goals, and maximize effectiveness of programming.

Working Relationships

- Reports to the Student Impact Minister(s)
- Works with other Coaches
- Works alongside other ministries
- Works with Student Impact Ministry Assistant

Responsibility and Authority

1. Serves as either a middle or high school Coach
2. Builds relationships with students through conversation, activities, prayer, accountability, counseling, and encouragement.
3. Provides encouragement and support to other Coaches.
4. Assists in the recruitment of Coaches and other volunteers.
5. Seeks the leadership and vision of the minister(s) to ensure consistency, integrity, and compatibility with the vision and mission of the ministry and church.
6. Teaches and leads programming as needed within an area of the Student Impact Ministry.
7. Represents LifeBridge and increases the presence of the ministry within our community.

Emergency Procedures

- Please become familiar with the nearest exit from your classroom. This is where you will lead your students should the fire alarm sound. Take them through the exit and as far away from the building as safely possible. Student Impact will meet west of the building, near the dumpsters.
- Take your sign-in sheet with you; check attendance as soon as you are outside in the designated area.

Severe Weather Safety

- Please become familiar with your safe area, and take students to this area should the severe weather alarm sound. The safe areas in the Activities Center are the bathrooms/locker rooms.
- Take your sign-in sheet with you; check attendance as soon as you get to your safe area.
- Instruct students to kneel and cover their heads, and you should do the same, if possible...

Set-up and Clean-up

Volunteers, please let us know IN ADVANCE if you want a room set up in a certain way. We must request such setup from our Facilities Department and WE MUST DO IT WITH ADVANCE NOTICE. 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 and food and other items are put away.
- Be sure classroom lights and all equipment is turned off before leaving.

Please take pride in the Student Impact areas of the church and in your investment by leaving them in great shape!



Personal Responsibilities of All Volunteers

1. Have completed the appropriate application forms (work with ministry assistant to ensure all forms are up to date.)
2. Have an authentic relationship with Jesus Christ.
3. Accept the Bible as God's divinely inspired revelation.
4. Exemplify a Christian character.
5. Understand and support the New Testament teaching on salvation involving faith, repentance, confession, and baptism by immersion for forgiveness of sin and the gift of the Holy Spirit.
6. Make every effort to attend a worship service on a weekly basis to honor God, and for your own spiritual growth.
7. Make every effort to be part of a small group to grow in Christian fellowship.
8. Possess a desire to show God's love to students, and understand their needs and characteristics.
9. Encourage students through interaction, communication, and life-sharing.
10. Have been baptized, and have beliefs that align with those taught by LifeBridge.
11. Communicate with Student Impact staff on a regular basis.
12. Attend regular Coaches meetings and trainings.
13. Attend special events and volunteer to help in the planning process of several events a year.
14. Commit to a volunteer role for one year (August-July).
15. Notify Student Impact staff if a responsibility cannot be met.

Student Discipline

In the course of normal events, activities, and programs, it will 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 Coach in discipline is to be the first responder in a discipline scenario. Only use discipline when calm and never out of anger.

Always involve another Coach or minister.

Discipline Steps

- First warning: Subtle and non-embarrassing verbal warning
- Second warning: Removal from the situation and from others. Inquire as to what might be bothering the student or creating the issue. Offer encouragement and give them a goal (to be quiet for the rest of the hour.) Remind them that the next step will be a discussion with parents.
- Third warning: Completely remove student. They will not be returning. Call parents and ask them to pick up their student. A follow-up call from a minister is required. A meeting with minister, Coach, and parent(s) may also be possible.

Major Violations

Alcohol use, drug use, stealing, vandalism, sexual contact, fighting. No matter the discipline issue that may arise with a student, you MUST notify a minister.

They may feel as though you've handled the situation appropriately. They may also choose to contact the student/parent for follow-up.

Only a minister is allowed to ask a student to leave a LifeBridge event.

Volunteer Dress Code

The lifestyle of a Christian should reflect who we are in Christ by our actions, character, relationships, speech, and how we dress, especially when acting as a role model to teens.

Women:

- Avoid sexually provocative clothing with inappropriate words or clothing that exposes cleavage, private parts, or undergarments.
- Refrain from spaghetti straps, halters, or clothing cut short to reveal stomach. Pants, shorts, or skirts should not be too low at the waist to show bare skin, or too high to show upper legs.
- Only wear one-piece swimsuits, or a cover up.
- Avoid tight-fitting, stained, or sloppy clothing that could be offensive. Remember, your activity might require bending, stooping, and being in positions that could compromise modesty.

Men:

- Avoid sexually 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 (no Speedo's!)

