



# **NAPC Youth Ministry Handbook**

New Albany Presbyterian Church



Dear future 222 Team Member,

You are a critical player on our team! Thank you! Through your time, passion and gifts you are making a great investment into the lives of the next generation. Our mission is to disciple our youth so that they will become disciples of Christ who make disciples.

This incredible mission of discipling our youth takes a team of us...parents, volunteers and staff. On the following pages, you will find our 222 Youth Ministries Volunteer Handbook.

We want to thank you in advance for familiarizing yourself with these materials. This information will assist you greatly as you teach and care for our students. If you have any questions, please bring them to Pastor Brady during your meeting.

Remember, together we are making an impact that will last for eternity!

In His Service,

Brady Robinson

# Student Ministries Handbook

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# About 222

We are the 7-12th grade student ministry of New Albany Presbyterian Church and our vision is to see **“Every Youth Become a Disciple Who Make Disciples.”** We accomplish this in a few ways. First, our middle and high school students gather in rooms 109 and 111 in the classroom building between the two services for a time of Bible Study and attend service with their parents. We also have semimonthly youth nights where the youth gather with their leaders (more information later). We have monthly Boys2Men and Girls2Women meetings as well. We top this all off with fun trips, a winter retreat, and service opportunities. In the future, we hope to add an annual mission trip.

**Mission:** Make Disciples (Matthew 28:18-20) Who  
Make Disciples (2 Timothy 2:2)

**Our Vision:** We labor to see **every student become a disciple** of Jesus Christ who fulfills the Great Commission while they serve and love people

**Strategy:** One to Many, One to Few, One to One

# Values/DNA

**Multigenerational Worship-** Within the book of Acts (Acts 21:5) we see a multigenerational church on display. Studies show that many students who spend time worshipping in a multigenerational context go on to experience an authentic faith post high school. Therefore, we take advantage of opportunities that allow our students to have meaningful multigenerational interactions within our church body. We want our students to be discipled by our community and add value to our church through their gifts and service.

**Openness and Acceptance-** We will love with open arms anybody who attends one of our events. We do not discriminate against any race, economic status, sexuality, or religion in terms of who we allow to attend an event. Everybody needs Jesus and we desire to give the Gospel to anyone and everyone who comes through our doors.

**Discipleship-** In Matthew 28:18-20 Jesus told his disciples to go and make more disciples. A good definition of discipleship is “the active, community-driven process by which those who have placed their faith in Jesus grow in their relationship with God and in their likeness to Jesus Christ, for the purpose of glorifying God and fulfilling the Great Commission.” Through our small groups and relationships we want to invest the Word of God and our very lives into our students. We desire to create more than

programs, but meaningful relationships in which the Gospel can be rooted.

**Gospel Centrality-** Romans 6:23 states, “For the wages of sin is death, but the free gift of God is eternal life in Christ Jesus our Lord.” We believe that the gospel of Jesus Christ is the central message of Christianity and seek to impart that truth into the lives of students.

**Lasting Faith-** We believe that our students are created in God’s image (Gen. 1:26-27) and therefore have the ability to serve and make an impact in his Kingdom. We seek to equip our students with an authentic faith so they will live the life Christ desires for them, not only in middle and high school, but after graduation as well.

**Partnering With Parents-** Scripture teaches that the family unit is the primary institution of influence and discipleship for children (Deut. 6:4-7). Therefore we seek to partner with and not compete with parents in discipling and investing in the spiritual life of a student.

# What We Teach

## Scripture:

We believe that our ultimate authority is the Word of God. During our youth events, no matter what we teach, it will come directly from Scripture. Our ideas and advice are not what students ultimately need, but they need the Word of God.

## Justification:

Students are coming to us with a variety of issues and sin in their life. We teach that nothing they do or could ever do can justify themselves to a holy God. Justification comes only from Jesus Christ, who purchased us with His blood on the cross and defeated death when He rose. We teach that they are justified because of Jesus' life and work alone. This is the only way they can have salvation.

## Sanctification:

As students and leaders grow in their faith they will become more and more like Jesus. With this in mind, we teach tough topics and what the Bible

teaches about those topics with the commands that come with that. Sanctification is the process in which we become more and more like Christ through the work of the Holy Spirit.

## **Glorification:**

Students (and all of us) need hope. The fact that one day we will all live with Christ in glory and everything will be made right (Revelation 21:4) is the ultimate encouragement to make it through this life. Our hope is in our eternity being in His presence, not in our current circumstance.

For a more comprehensive list of what we believe and teach at NAPC, please see the EPC Essentials of Faith and the Westminster Confession of Faith on our website.



# Programs

## Small Groups

In the fall and the spring, we have our own small groups as well. These take place on a week night at Brady's home and you are not required to help with this if you sign up for 222. These are led by student leaders and you are welcome to be a part of them as well.

## Youth Nights

Twice a month on Sunday nights we meet at Franklin Church to worship together with our youth. During this time, we eat dinner, fellowship, play, sing, hear a message from the Word, and meet in small groups (split by age and gender) to discuss the lesson. We meet with the entire youth ministry (middle

and high school) to encourage friendships and relationships across various ages. This will be your main focus as a 222 leader. Our goal is to transition to meeting on Wednesday evenings at 7:00pm for an hour and a half on a weekly basis. When we make this move, we will take breaks the day before Thanksgiving, during Christmas break, spring break, and summer.

## **Boys2Men**

Once a month, our Father-Son ministry gathers at the Youth Barn. This ministry is lead by fathers who teach each other and their sons about various biblical topics.

## **Trips**

Throughout the year we go on various trips. These trips require a certain

number of volunteers. Whenever these trips occur, they are offered to the youth leaders first. If you decide to attend as one of the leaders that is needed, your cost will be covered. More information will be given as the trips come up.

# Volunteer Expectations

Thank you so much for volunteering to be a part of 222 Ministries. There are expectations of you as one of our Student Ministry volunteers. We felt it was best to spell these items out specifically so we are all on the same page. Please read the items below carefully. Do not hesitate to talk to Pastor Brady if you have any questions or concerns about any item. As a 222 Ministries volunteer we expect you to:

- **BE RESPONSIBLE.** Know the schedule and be there. If you are unable to teach when you are assigned and it is within 2 days of your commitment, you are responsible for making sure your area is covered. If you are unable to be at a Youth Event, please let Pastor Brady know more than 48 hours in advance. **We ask that you commit to serving for at least one calendar year from your first day of service.**
- **BE ON TIME.** We cannot stress how vitally important this is. When volunteers are late many people suffer. All volunteers are expected to be ready to serve **30 minutes** before Youth Nights.
- **BE PREPARED.** Most importantly, we ask that you prepare your heart to love and serve students. Ask the Lord to both use and teach you as you serve the students. Being prepared means reading through the Youth Night lesson before you come to Youth Night.
- **ENGAGE.** This is important with every student that you are serving. By building connections with your students, you are creating a safe place for them to explore their faith,

share their struggles, and develop meaningful relationships with others.

- **FOLLOW UP.** Just a simple text can let a student know that they are cared for by you. This requires you getting their contact information during Youth Nights.
- **BE FLEXIBLE.** Youth ministry can involve the unexpected. Because we are working with middle school and high school students, you truly never completely know what will happen. We will plan and plan and plan, but we have to be ready for the unexpected. During a youth event, you may be asked to do something in light of something unexpected happening. We ask that you are flexible with this.
- **BE PRAYERFUL.** We ask that you remain in constant prayer for our students, our leaders, and the staff.

# Volunteer Screening Procedures

All Student Ministry volunteers will have a background check.

**As Student Ministry volunteers you can expect Pastor Brady to...**

- 1. Provide** you with all the supplies needed to care for and lead the students in your groups. The lessons, and questions that may be needed will be sent out before any event.
- 2. Manage** the number of students in your group. We want our groups to be at an intimate enough size for students to be able to engage and connect at a deeper level. By you coming on board, you help us have the ability to do this more effectively.
- 3. Equip** you with training to help you efficiently teach and engage with students.

# Youth Volunteer Safety Procedures & Guidelines

**Overnight Activities:** At least two adults must supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. If these conditions cannot be met, then the event should be postponed. Pastor Brady must be aware of all overnight activities in advance. (Ratio of students to leaders should never exceed 5:1)

**Lodging Considerations:** If overnight stays occur in individual homes, it must be single gender, unless previously approved by Pastor Brady. If this requirement cannot be met, then the event should be postponed. No youth are permitted in the sleeping quarters of the opposite sex at any time.

**Transportation Guidelines:** Leaders are invited to transport students during extracurricular events such as movies, dinner, social events, etc. It is important for leaders to make sure parents have been informed as well as Pastor Brady. It is never okay for male volunteers to take female students home or female students to take male students home alone.

(ex. If you are taking a male and a female student home and you are a male, take the female home first and then the male.)

\*With respect to overnight trips (ie. Camps, Mission Trips, etc), it is vitally important for leaders (who will be driving students) to get at least 7 hours of sleep on the night before driving. This includes to and from. (Special accommodations will be made for leaders while on trips to ensure they are able to get the required rest)

\*Please follow all state laws and regulations while driving students (Speed limit, parking, seat belt, etc.)

**Extracurricular Activities:** Make sure all activities are age appropriate. It is not okay to show underage students a PG-13 or R rated movies without permission from Pastor Brady AND THAT

STUDENT'S PARENTS. Whenever a plan is submitted and approved, no last minute deviations unless absolutely necessary. Change of plans must be immediately submitted to Pastor Brady and parents of any students involved.

**Confidentiality:** Youth workers must report to their corresponding leader if a minor discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with youth. Questions about such cases or other issues of confidentiality must be discussed promptly with Pastor Brady. Any serious issues discussed in confidence should be reviewed with Pastor Brady, Pastor David, or Pastor Ken, who will also protect the confidential nature of the discussion. Conferring with a leader on sensitive issues is not considered breaking a confidence.

**Gifts:** Youth workers are generally discouraged from giving personal gifts or money to youth. When the giving of personal gifts is desired, the youth worker must first notify parents and Pastor Brady. Gifts can be easily misinterpreted. Gifts given to groups of young people are appropriate, such as graduation presents or awards for participation. For birthday gifts, please limit to candy and a card, and only give to students in YOUR SMALL GROUP.

**Supervision and Communication:** Youth workers must meet on a regular basis with Pastor Brady periodically to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings, or other issues that may interfere with youth ministry efforts.

We want to make sure we are caring for the students God has given us. With that being said, everything we do we want to avoid even the appearance of misconduct. This is necessary in order to maintain parental confidence and avoid mistaken allegations.

**Physical touch:** We expect youth workers to respect the space and body of fellow volunteers and students. Keeps hands, feet and objects to yourself.



# SMALL GROUPS at Youth Nights

**What Do Small Group Leaders Do?** Small Group Leaders are responsible for providing their groups with discussion, direction, and support. Leaders are successful when they are personally growing in their intimacy with God, have community with fellow believers, influence people outside of the church, and are leading their groups in such a way as to encourage the group members growth in these three relational areas as well.

## PREREQUISITES:

1. Have a growing, personal relationship with Jesus Christ.
2. Actively participate in an adult small group or men's/women's group.
3. Be committed to maintaining unity by understanding and supporting the core values of New Albany Presbyterian Church.

## RESPONSIBILITIES:

1. Plan ahead and be prepared for each small group meeting.
2. Pray for everyone in your group on a weekly basis.
3. Contact members of your group on a regular basis. This can be done through email, phone calls, one-on-one get-togethers, or going out with your students as a group. Build a sense of community amongst your group by assigning different group members different roles within the group (such as praying, leading icebreakers, etc.), caring for those who

have special needs as they occur, and meeting for extra curricular events regularly.

4. Prepare for small group lessons. Facilitate group discussions, questions, and challenges that will enable the group to grow deeper in their walk with Christ.
5. When the opportunity arises, identify and develop potential leaders within your small group through mentoring.
6. Make yourself available to your group members.

# Youth Ministry Leading Best Practices

**1. SHOW UP PREDICTABLY.** You cannot lead without trust. You cannot build a community without trust. And the first step to gaining the trust of a few is making sure they know you will show up. Predictably.

**2. SHOW UP MENTALLY.** In order to show up mentally, you need to be prepared, awake and engaged. When you show up mentally, you commit to engaging your few in meaningful discussions and to listening to what your students have to say.

**3. SHOW UP RANDOMLY.** Once you start showing up predictably, your few will begin to expect it. Good. But what if, on occasion, you surprised them? What if you showed up at a time and place they weren't expecting? Showing up to a student's game or event means more to them than you may realize.

# Your first 6 months

## 1. Months 1 and 2

- Show up to Youth Nights and observe/talk to students. You will again not be asked to lead anything but allow yourself freedom and space to meet with students. Introduce yourself to 2-3 students every Youth Night.

## 2. Months 3 and 4

- During these months, you will be asked to push yourself a bit. Ask 3-5 students (your same gender) for their phone numbers and start to build a deeper relationship with them. Please run the names of who you will ask by Pastor Brady because we don't want the same kids always being pursued, we want every kid to be loved.

## 3. Months 5 and 6

- One of the small group discussions at Youth Night will be lead by you.

# Small Group “What If’s”

## 1. **What if one of the students in your group shares a deep need (suicide, abuse, addiction, eating disorder, cutting)?**

-Thank them for sharing and being open. Ask if you can talk with them one on one after the meeting time is over so that the issue does not dominate the time.

-Tell them at the beginning of the conversation that you want to help, but you are NOT a counselor or trained professional, and you will have to go to one of the pastors at the church to get proper care and guidance.

-After showing love and concern for them and listening to their story, pray with them and ask them to go to their parents.

-If they refuse, ask them if they will go with you to speak with Pastor Brady and he will take on talking with their parents.

## 2. **What if there is a person that dominates the conversation?** Privately, have a conversation with him/her where you thank them for their enthusiastic participation in the discussion, and then ask them to help you be aware of chances for giving others opportunities to share. Ask for their help in keeping a balance in the group. This is a difficult conversation, so be sure to sandwich the uncomfortable truth that you are asking him/her to pull back between affirming him/her on the front end and the back end of your conversation.

**3. What if someone offers unbiblical advice to another person in the group?** Affirm the person's heart to help so they feel heard and appreciated, and then gently tell what God's word says. You might also say something like, "We do hear that advice out there in the world and it may make sense from a purely human perspective, but God has given us principles to live by. . ."

**4. What if I have a quiet person in my group?** When you encourage them to talk by asking them a question, smile at them and make sure your voice is warm and inviting. If they are very shy, consider calling them during the week and asking them to come prepared to answer one or two of the questions. Tell them you want the group to hear from them because what they think is important.

**5. What if the conversation gets waayyyy off track?** It's your responsibility to apply the brakes and lead the way back on track. The youth are expecting you to! With a smile on your face, say something like, "OK, that was an interesting (and it might even have been important) 'rabbit trail,' but now let's get back to our questions."

**6. What if I have an exceedingly needy person in my group?** Exceedingly needy people have boundary problems, and they need you (and the group expects you) to provide limits. Some people are "EGR Folks" (extra grace required), and it's helpful to just accept that brokenness is a part of life (and Bible study). This kind of student needs a lot of affirmation, especially outside of the

small group, but be aware of the time slipping by and don't let them develop a pattern of dominating the group. Letting them go on and on about their problem (which is very effective at getting the attention they crave) will not change their neediness—or their problem. Seek to make them feel heard and understood, but also communicate in private that you want to make sure everyone gets their opportunity to share as well, and that means being sensitive to one person not taking up too much time.

**7. What if I am asked questions about a particularly difficult passage of Scripture?** Don't be afraid to say "I don't know."

Pastor Brady and the rest of the NAPC staff are here to be a resource for you. We want to know how things are going in your group. If you see any of these issues developing or have any concerns about your group, come to us. You don't need to shoulder it by yourself.

Know that Pastor Brady is praying for you on a daily basis as you lead! 2 Thessalonians 1:11-12 "We constantly pray for you, that our God may count you worthy of His calling and that by His power He may fulfill every good purpose of yours and every act prompted by your faith. We pray this so that the Name of our Lord Jesus may be glorified in you and you in Him, according to the grace of our God and the Lord Jesus Christ."

## Other questions you may have:

**1. My small group wants to go see a PG 13 or an R rated movie this weekend. They said their parents would be cool with it. Do I still need permission from Pastor Brady as well?**

This will need parent and Pastor Brady approval. For middle schoolers WRITTEN permission should be received from both a parent and Pastor Brady for both PG 13 and R rated movies. For high schoolers, the leader would need WRITTEN permission from the parent and Pastor Brady for R rated movies.

**2. As we were leaving after an event of the girls came up to me (male leader) and asked if I could take her home. Is that ok?**

No, at no time is it ok for leaders to be in a car with the opposite sex teenager ALONE. If there is no other option, contact their parents and let them know the scenario. When a situation occurs when you are taking boys and girls home, make sure you take the opposite sex student home first. (even if it's out of the way!)

**3. Some of my students want to come over to my house this weekend. Is that ok?**

Yes, we ask that you contact Pastor Brady and parents to inform them prior to the event.

**4. I would like to take a group of boys and girls somewhere outside of a home. Is that ok?** Yes, we ask that you again contact Pastor Brady to inform them prior to the event. Make sure that when you have both genders of students you have both



genders of leaders present. (Please make sure outside events don't overlap/compete with larger 222 events)

**5. I want to host a group of girls at my (female leader) house overnight. Is this ok?**

Yes, we ask that you contact Pastor Brady to inform him prior to the event, and that you have another volunteer present during sleepover. (This would be true for any out of town trips too) Don't guarantee your group that the permission will be granted as well.

**6. One of my students invited me to her track meet this weekend. Is it ok if I attend this competition?**

Absolutely! We encourage these types of interactions. Take a camera with you and with the student's permission, share the moment with the rest of us. It is appropriate to invite the other members of the small group so that favoritism isn't perceived. Showing support for each other is important.

***Please Note:***

***When in doubt about a situation, it's probably for a reason. Feel free to contact Pastor Brady at any time when you find yourself wondering..."Should I do this, or not?"***

**Contact Information**

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