



**SOUTHBROOK**  
**STUDENTS**

**Volunteer Handbook**  
**2017-2018**

## Welcome

Welcome to the Students Ministry team at Southbrook Church! We are so thankful that you have chosen to invest a portion of your life into the lives of our students!

We believe that spiritual growth and maturity happens best in the context of community. So here at Southbrook, we have chosen to design our schedule and ministry programming in a way that intentionally seeks to cultivate discipleship-based relationships.

We live in pretty chaotic and uncertain times, which simply reveals how desperately our world needs Jesus. And so it is our desire to help equip them to be salt and light to an entire generation where they LIVE, WORK, and PLAY.

I hope and pray that your own life will also be changed as you seek to lead and serve them in the name of Jesus. And that you would come to see and experience that serving in ministry is not our gift to God, but rather it is His gift to us!

Because of Jesus,

Kasey Carter  
Student Pastor

## Ministry Vision & Values

It's our desire at Southbrook Students to provide a safe environment where students can grow in their relationship with God and with each other. The following values form the boundaries and expectations for all Southbrook Student activities and/or events. This applies to all church sponsored events for every student and adult, whether on or off campus. Every individual is subject to appropriate steps being taken if or when these values are infringed at the full discretion of Student Leaders. This is a necessary exercise of truth and grace in order to protect the reputation of the individual, the safety of the whole and to provide opportunities for everyone to grow in both health and maturity.

As Southbrook **Students**, we will strive in Word, Attitude and Action to...

**LOVE** We will strive to demonstrate our love for one another through appropriate expressions of care, concern, compassion and commitment. This includes putting the best interests of others ahead of our own as we follow Jesus' example.

**RESPECT** We will strive to offer respect to one another, our leaders and to the church. This includes our relationships with people as well with the physical property and

spaces where we gather on/off campus to meet and participate in student sponsored events.

**HONOR** We will strive to honor both God and man through the avoidance of any substances, images or objects that are illegal or considered Biblically immoral. This includes anything that could be considered either physically or morally dangerous.

**PURITY** We will strive to avoid any speech, action or clothing that could be considered provocative or morally distracting. This includes any physical touch or contact that is deemed inappropriate at the discretion of Student Leadership.

**UNITY** We will strive to seek unity in all things. This includes any personal views, opinions and preferences that others may disagree with. We agree to disagree and choose to not let our differences with others affect our relationships in a negative way.

As Southbrook **Leaders**, we will strive in Word, Attitude and Action to...

Make every effort to model these values well ourselves and to be an example for students to follow as we follow the example of Jesus. In the times where these values are broken, we will make every effort to be fair and objective as we resolve violations in a way that honors the individual, the student ministry, Southbrook Church and the Lord.

### **Ministry overview**

**SUNDAY MORNING** (9:00 & 11:00 am) Students are invited to sit together in a designated section of the main auditorium. This is not intended to pull them away from worshipping with their families, but a simple way to encourage them towards staying connected with each other and with the greater church. We want them to be a part of Southbrook Church, not just Southbrook Students.

**SUNDAY NIGHT** (5:00 - 7:00 pm) This is our primary time for kids to engage in recreation and relationships through our Student Growth Groups. The first hour is focussed on food and recreation, while the second hour is focussed on study and relationships. Once kids arrive and get checked in, they are free to join any number of activities that are taking place across the campus. A "pizza meal" is also available for purchase in the lobby during this time. The second hour involves time to study and discuss the Bible through interactive conversation, while also learning about each other and growing in relationships with their leaders and peers.

**WEDNESDAY NIGHT** (6:30 - 7:45 pm) This is our primary time for kids to engage in worship and teaching during the middle of the week. Our students are spread out in so many different schools throughout the week. This mid-week gathering offers them a chance to get together for worship and teaching while being reminded of God's love and purpose for them. This generally begins with a time of worship through music, a message or teaching from Scripture and then closes out with smaller group discussion.

## **Leadership responsibilities**

**REQUIREMENTS:** (See volunteer screening process as detailed in the Southbrook Family Ministry Child Protection Policy Handbook.)

### **EXPECTATIONS:**

- Arrive on time (When possible, 30 minutes early for a team huddle, prayer and briefing)
- Communicate (We greatly value your observations while serving on the front lines!)
- Stay Connected (We believe that ministry should be from an overflow of your own heart. Please don't neglect your own "receiving" at the expense of your "giving".)

## **Serving commitments**

### **SCHEDULE:**

Most positions are specific to either serving on Sunday nights or Wednesday nights. Although you are **welcome** to attend both, there is no expectation that you need to attend both nights.

### **DURATION:**

Student volunteer opportunities are for annual basis which runs from the beginning of September to the following end of August. (This follows the public school calendar for our regular ministry programming.)

### **ATTENDANCE:**

The most valuable ingredient for effective discipleship is time. This means that regular, consistent presence is needed to win trust and develop relationships with the kids that you are leading. Please make every effort to be present for the times that correspond with your leadership position.

In the event that are unable to attend, please do the following:

- Make arrangements with another leader who can fill in for you.
- For Group Leaders: Contact the Growth Group Coordinator with the change
- If you are unable to secure a replacement, please contact the Student Pastor asap.

## **Team huddles**

Please report to the designated area 30 minutes prior to the start time. This allows us time to get ourselves prepared and organized before students begin arriving. Huddle talks may include ministry updates, security positions, topic briefing and/or other related details. This also allows us to pray together and be reminded of our need and dependency on God to perform His work.

## **Staff & Leadership Contact information**

Kasey Carter - Students Pastor: [kcarter@southbrookchurch.com](mailto:kcarter@southbrookchurch.com) (M) 704.517.8911

Jami Oppold - Ministry Assistant: [joppold@southbrookchurch.com](mailto:joppold@southbrookchurch.com) (M) 763.218.8432

## **Serving opportunities: Coordinators & Team leaders**

### **GROWTH GROUPS COORDINATOR**

Oversee & manage team leaders of the following areas:

- **MALE LEADERS** (Organize, Coach, Encourage)
- **FEMALE LEADERS** (Organize, Coach, Encourage)
- **CURRICULUM** (Selection, Schedule, Distribution)
- **TRAINING** (Shadow, Equip, Lead)

### **MID-WEEK COORDINATOR**

Oversee & manage team leaders of the following areas:

- **WORSHIP** (Musicians, Song Selection, Playlists)
- **HOST** (Welcome, Announcements, Icebreakers)
- **TEACHING** (Theme, Topics, Speakers)
- **PRODUCTION** (Audio, Visual, Lighting)

### **LOGISTICS COORDINATOR**

Oversee & manage team leaders of the following areas:

- **PROCESSING** (Volunteers, Forms, Payments)
- **WELCOME TEAM** (Check-In, Guests, Follow Up)
- **SUPPLIES** (Special Events, Sundays, Wednesdays)
- **COMMUNICATION** (Promotion, Email, Social Media)

## **SPECIAL EVENTS COORDINATOR**

Oversee & manage team leaders of the following areas:

- **ON-SITE** (Themed, Holiday, Seasonal)
- **OFF-SITE** (Camps, Retreats, Missions)
- **HOMES** (Socials, Summer Studies, Overnights)
- **HOSPITALITY** (Food, Environment, Atmosphere)

### **Serving Opportunities: Specific Positions**

Along with the opportunities to serve in one of the above leadership capacities, are the following specific positions currently available:

#### **GROWTH GROUP LEADER (Sunday)**

- Responsible to lead a group of students in Bible study/discussion for 45 minutes
- Encouraged to keep in touch with your group impersonally once a week
- Must never be alone with a student unless directly adhering to Southbrook Child Protection Policies

#### **PRODUCTION ASSISTANT (Sunday or Wednesday)**

- Help run production equipment on either Sunday or Wednesday nights
- Receive hands on training from the Production Coordinator

#### **SMALL GROUP LEADER (Wednesday)**

- Facilitate group conversation following the Wednesday night teaching
- Follow provided questions with flexibility to use your own
- Groups divided into: MS Guys / Girls and HS Guys / Girls

#### **SECURITY (Sunday or Wednesday)**

- Must be authorized member of Southbrook security team
- Be alert to campus activity and students whereabouts

#### **HOSPITALITY**

- Serving our Sunday night meals during Growth Groups
- Help to provide a fun atmosphere and environment for special events
- Preparing and/or serving meals for special events