

Youth Ministry Leader Application Packet

Dear Potential Youth Ministry Leader,

I'M THRILLED YOU ARE INTERESTED IN BEING A SIGNIFICANT PART OF OUR MIDDLE OR HIGH SCHOOL MINISTRY!

At Church of the Open Door we believe **healthy youth ministry is built on healthy relationships**—between adult staff and students.

The quality of our staff is very important. We are looking for men and women who have a deep commitment to Christ and a desire to care for students.

Please feel free to observe one of our Sunday School classes, LIFE Groups, or “The Door”, our Sunday night program.

As you know, COD is a great church and our Youth Ministry in particular is a place **where the time you invest in student's lives will have eternal benefits!** I'm looking forward to meeting you and spending some time talking about your hopes and desires for ministry. If you have any questions, please feel free to call the church office at 767-6491.

Excited to minister with you,



Brett Ayers
Youth & Family Pastor

3 Keys to Being Involved In Student's Lives

- 1) The first key to being involved in student's lives is to understand the **PURPOSE and PLANNED VALUES** of the middle school and high school ministry:

PURPOSE STATEMENT

We exist to ignite a passion for God in the lives of students.

PLANNED VALUES

Planned values are descriptive words that reflect the values, attitudes, styles and beliefs that help fulfill our purpose. We try to incorporate these key approaches into all of our programs. **One of our goals for our ministry is to be the friendliest place for teens in all of York County.** It's a big goal, but we believe a worthy one. To be this kind of ministry we must be about RELATIONSHIPS.

Relational approach	We want to spend time with students
Encouragement	We want to build students up
Laughter and Celebration	We want to help students enjoy life
Acceptance	We want to meet students where they are
Transparency	We want to be real with students
Involvement of students	We want to get students participating
Outreach	We want to reach the lost students
Numerical growth	We want to reach the masses
Spiritual growth	We want students to mature
Homelike environment	We want students to feel like they belong
Intimate relationships	We want students to feel cared for
Professional demeanor	We want to do things well
Strategic follow up	We want to know where students are

- 2) **The second key to being involved in student's lives is to be a person of CHARACTER:**

We need leaders who consistently pursue an authentic and growing faith in Christ. We need our leaders growing spiritually and relying on God's power and wisdom. We need our leaders praying that they will see students the way Jesus sees them, listen to students the way Jesus listens, and speak to students the way Jesus would speak to them.

- 3) **The third key to being involved in students' lives is to commit to a MINISTRY and a TEAM w/in that ministry.**

Commit to One of the following:

MINISTRY: Middle School or High School on Sunday Night & Events &/or Sunday School & Events &/or Wednesday Night Life Groups.

TEAM w/in the ministry: Greeting, Worship/Tech, Games, Snacks, or Teaching

MINISTRY: SUNDAY NIGHT, “THE DOOR”: 5:45 – 7:45 PM (Prog is 6:00 – 7:30 pm)

For Both Middle School & High School Ministries

This is our large group meeting that’s designed to have a friendly, fun, challenging and exciting atmosphere. This program shatters the “church is boring” stereotype and helps students celebrate life. It is filled with laughter, antics, videos, singing, dramas and a message that challenges students towards spiritual maturity.

CALL:

To create a comfortable environment for students during our Sunday Night Program, this includes facilitating conversation, remembering names, caring for immediate needs, and helping get students plugged into our ministry.

COMMITMENT:

- **Arrive 15 minutes prior to the start of the service.** Early arrival demonstrates care. Arriving before the students will allow you to secure a seat and **greet** students as they enter the room.
- **Encourage student interaction.** Introduce students to other students and facilitate group interaction in your small groups.
- **Know Students’ Names.** Students love to be known by their name.
- **Help visitors with the registration sheet.** Help student “seekers” fill out the information sheet during registration. This will place them on our mailing list and attendance sheet.
- **Model genuine worship during singing.** The genuine worship of believers can witness effectively to seekers. Singing during the worship songs models a true heart after Christ.
- **Ask students...“Will I see you next week?”** Foster a recognize-level interaction by asking to see them the following week.
- **Follow-up** on students’ needs (as needed) throughout the week through email, Facebook, letters, phone calls or personal visitation. Plan one afternoon or evening a month that you can visit a teen at a game or event that they are in. Also, be sure to connect with students who you haven’t seen for a week or two.
- **Respond to noise and disruption lovingly.** Encourage students to pay attention and to respect the attention of others during the message.
- **Plan to attend the special events that correspond with your ministry.** Our events are intentional and are designed for specific purposes. Every event is another great opportunity to build relationships with our teens.
- **Help create an environment** of community, family, and encouragement within your class.

MINISTRY: Wednesday Night “LIFE Groups”, 6:15 – 8:15 PM (program is 6:30 – 8pm)

For Both Middle School and High School Students

CALL:

To commit to leading or helping with a small group of students that will meet weekly on Wednesday nights for Bible Study, service, encouragement, prayer, etc.

COMMITMENT:

Same as above.

MINISTRY: SUNDAY SCHOOL, 9:30 - 10:30 AM

CALL:

To oversee and care for the spiritual development of a Sunday School class of middle or high school students.

COMMITMENT:

Same as above, plus **Faithfully** prepare/study and teach your students the word of God.

THE APPLICATION PROCESS TO BECOMING A YOUTH MINISTRY LEADER

- ❑ **Express Interest, contact our Youth Ministry Staff and receive a Youth Ministry Packet:** This is what you are looking at right now. Hope it isn't too boring. We want to make sure right away you know what you're getting in to.
- ❑ **Observe Programs:** While you are completing the application packet, you are encouraged to observe our programs. This is an important opportunity to get a feel for the ministry without expectations or responsibilities placed on you. You will have a chance to meet students, staff, and write down questions or thoughts for an upcoming meeting.
- ❑ **Prayerfully Consider Your Commitment**
We want you to take time to pray and think through this commitment as well as seek counsel of family and/or friends about your commitment.
- ❑ **Complete Application Packet** (i.e. Paperwork)
This application packet was developed with care in order to obtain appropriate information to be used in the selection process. Two references need to be submitted. You can choose a 1) pastor 2) close friend and/or 3) an employer within the past year. You must also submit to a background check (See pgs. 6-8). Please hand those documents in to Karen Riedy.
- ❑ **Interview with Pastor Brett**
This is an opportunity for you to share thoughts from your observations, describe your spiritual journey, and discuss in more detail your gifts and desires for working in the youth ministry.
- ❑ **Follow-up Placement Meeting with a Team Leader**
Based on your gifts and time availability we will discuss a more specific job description. As you've read we have two groups to minister in: Middle School & High School. You'll serve in one. Then we have 5 ministry teams: Greeting, Worship/Tech, Games, Snacks, & Teaching... some of these serve the whole youth ministry & others will just be in your group this varies on the events & seasons.
- ❑ **Return Signed Commitment Sheet and begin ministry**
Once you've decided you want to make a commitment and we've received your application material and background check, you'll sign a commitment contract that lays out agreements and expectations for ministry (pg 5).
- ❑ **Participate in 30-Day Check-up Meeting**
You will meet with Pastor Brett to evaluate your feelings and perceptions regarding your involvement. Throughout the year we will continue to evaluate your ministry involvement in order to adjust your role to best fit your style, personality, and strengths.

What You Can Expect From Us.

- Structure, leadership, training, and learning opportunities
- Encouraging words, emails, and/or letters of support and direction
- Prayer and support
- Challenges to develop your ministry

Congratulations, you made it through this packet. I know it seems like a lot of information, but through this "process" you will learn valuable information to make your transition into the youth ministry much easier. I hope you will continue on and complete the application and distribute your reference forms. Again if you have any questions or would like additional information, please feel free to call Brett at 767-6491.

Volunteer Staff Commitment Sheet

Church of the Open Door Middle & High School Ministries Commitments

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

- I have a personal relationship with Jesus Christ and want to serve Him with my life.
- I am committed toward growing and maturing in my relationship with God through quiet times, active attendance at church, and involvement in accountability.
- I am committed to choices and a lifestyle that are both Godly and "above reproach", knowing that my lifestyle is a model for the students.
- I am making a commitment to the youth ministry for at least the full school year.
- I will faithfully attend staff meetings and training events.
- I commit to memorizing the youth ministry purpose statement.
- I will promote unity within the youth ministry.
- I understand the philosophy of this youth ministry and agree with its purpose and commit to shepherding the students that God brings to me.
- Because I am making a significant commitment and my presence is important, I agree to be consistent and timely to the program(s) I commit myself to. I also agree to communicate with Ministry Team Coordinator or Brett Ayers if I will be absent.

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

- Middle School
- High School
- Sunday Night: **The Door** & Special Events
Ministry Team: Greeting Worship/Tech Games Snacks Teaching

Extra Ministry Stuff...

- Sunday School Class _____ & Special Events
Class Role
- Wednesday Night mall Group
- Ministry Team Coordinator - Ministry: _____

Signature: _____ Date: _____

Child Protection Policy Letter & Paperwork

Dear Ministry Workers:

As stated in the Child Protection Policy of Church of the Open Door, any adult age 18 or older desiring to serve in a ministry that includes direct contact with minors, must complete the enclosed Screening Form, as well as, the other form which will give us the information needed and your permission to obtain a background check. Please return the completed form at your earliest convenience to my mailbox located inside the porch entrance to the church or drop it off in the church office.

COD will take care of the screening process, including all required fees. The results will be provided to the church online. In addition, you will receive a copy of the results in the mail.

Please call me in the church office with any questions concerning this process.

Sincerely,



Brett Ayers

Youth & Family Pastor

**SECONDARY SCREENING FORM
FOR CHILDREN OR YOUTH WORK**

Church of the Open Door
8 Carlisle Ct., York, PA 17404

This questionnaire must be completed by all current workers for any position involving the supervision of minors. It will be used to help Church of the Open Door provide a safe environment for the children who participate in our ministries.

Full Name: _____ **Date of Birth:** _____

Address: _____

Home Phone: _____ **Social Security Number:** _____

Church Activity

1. Do you agree to observe all church policies regarding working with youth or children?
YES _____ NO _____

2. Have you ever been convicted or, or pleaded guilty to, a crime other than a minor traffic violation?
YES _____ NO _____ If yes, please explain:

3. Were you a victim of abuse or molestation while a minor? (NOTE: If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with any pastor of COD rather than answering it on this form. Answering yes, or leaving the question unanswered, will not necessarily disqualify an applicant for children or youth work.

YES _____ NO _____ **STATEMENT**

This information contained in this questionnaire is correct to the best of my knowledge. I authorize any references, churches or organizations listed in this document to supply any information (including opinions) they may have regarding my character and fitness for children's work. I release all such references from any liability for furnishing such evaluations to Church of the Open Door, provided they do so in good faith without malice. I waive any right that I may have to inspect references provided on my behalf. I hereby authorize Church of the Open Door and/or its agents to request information regarding my criminal record and/or child abuse history from such federal, state or local authorities as they deem necessary or appropriate. Should I be accepted to minister at Church of the Open Door, I agree to be bound by the by-laws and policies of Church of the Open Door and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I have read and agree to abide by the Child Protection Policy of Church of the Open Door.

Signature _____ Date: _____

Permission to Obtain a Background Check

(This form authorizes the church to obtain background information and must be completed by the applicant. The church must keep this completed form on file for at least five years after requesting a background check.)

I, the undersigned applicant (also known as "consumer"), authorize _____ through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to _____, if such is made within a reasonable time from the date it was produced. I

insert church name

also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act. Signature: _____

B

Identifying Information for Background Information Agency (also known as "Consumer Reporting Agency")

Print Name: _____
First Middle Last

Other Names Used (alias, maiden, nickname): _____

Current Address: _____
Street/P. O. Box City State Zip Code County Dates

Former Address: _____
Street/P. O. Box City State Zip Code County Dates

Social Security Number: _____ Daytime Telephone Number: _____

Driver's License Number: _____ State of Issuance: _____ Date of Birth: _____ Gender: _____