

## OVERFLOW SMALL GROUP LEADER Commitment and Application Process

Thank you for prayerfully considering becoming a *Small Group Leader*.

**First**, read through the “**Description**” and “**Leader Agreement**”, which all volunteers must agree to. Any questions can be addressed during your interview.

Mandatory Commitment:

- Wednesday from 6:45p-10:00p (Sep.-May)
- Leader Trainings (Sep., Dec., March & Apr.)
- Leader Retreat (May)
- Grace Fellowship Church Involvement

Highly Encouraged Commitment:

- Sunday Youth Gathering Presence
- Annual Trips & Events

**Second**, submit a written or online “**Volunteer Application**”.

**Third**, schedule the following interviews as an opportunity to get to know you, answer your questions, and hear your heart for youth.

- Interview 1: Youth Staff (1 Hour)
- Interview 2: Executive Pastor (30 Minutes)

**Lastly**, your first month as a small group leader is intended to be a probationary period to discern together the best long-term fit.

**Sincerely,**

Trevor Lawrence | [tlawrence@gracefellowshipchurch.org](mailto:tlawrence@gracefellowshipchurch.org)  
OVERFLOW Pastor

## OVERFLOW SMALL GROUP LEADER

### Description

We believe the most important role in youth ministry is that of a volunteer small group leader: those who consistently and intentionally invest in the lives of our youth. Please read below for a reminder of our expectations for this role:

### Wednesday Small Groups | Wednesday from 6:45-10:00p

Wednesday small groups from 7:00-9:00p with Small Group discussion being an hour of that time. Small Group prompts will be identified each week in a “*Leader Weekly*” email.

\*Spend at least 30 minutes prepping for each small group discussion.

### Consistent Shepherding of Your Small Group

The hope is you would build consistent, long-term, Christ centered relationships with your students. Our goal is to journey alongside youth and guide them to Jesus. Here are some examples of how to connect with your small group.

- Take a student out to lunch / coffee / ice cream
- Attend sporting events, performances, etc.
- Write a letter of encouragement (we'll mail it)
- Postcards
- Text a weekly encouragement or prayer
- Plan a night out for your group – be creative
- Support them during difficult times

*\*You will get a \$100 a quarter for your small group **ONLY***

### Leader Trainings & Celebration Dinner

There are five annual, mandatory leader trainings where the Junior High and High School volunteer staff comes together to grow as leaders, be equipped in certain areas of ministry, and build community amongst other youth staff. These dates are in the Leader Calendar.

In May we have our *new mandatory leader celebration dinner to honor and celebrate you and what God did this year!*

### **Sunday Gatherings | Sunday from 10:30a-12:00p**

Being present for OVERFLOW Sunday's is *not* an expectation but is a great way to build relationships with students and be a part of what we are learning together. If you are not here with us in OVERFLOW we hope you are participating in one of the Grace Fellowship services at 8:30a or 10:30a.

### **Camps, Trips, Retreats, & Events Participation Expectation**

This is where relationships are able to go deeper and memories are easily formed. We ask you to commit to as many as you're able. We understand that life is busy so we don't expect you to be at everything, but we would love for you to try your best to be there and communicate with us as soon as possible as to what trips you can or can't attend.

## OVERFLOW SMALL GROUP LEADER

### Leader Agreement

Being a leader is a great responsibility. Beyond what we teach with our words, we know the greatest testimony to our youth is our own lives as we follow Jesus. As a part of the responsibility of being a leader, we ask you to agree to each of the following statements:

**Relationship with God:** Jesus Christ is my Lord and Savior. I have surrendered my life to Him, and I am committed to following Jesus and His way of life. I commit to cultivating my personal relationship with God by spending time in His word, in prayer, and other means of being with God. I agree to the values of Grace Fellowship Church.

**Mindful of How I Live:** As a leader, I understand following the way of Jesus and living above reproach is as important as anything, for that reason I commit to the following:

- **Personal Health:** I recognize that being healthy physically, spiritually and emotionally are priorities in order for me to lead. I commit to making healthy choices as I follow Jesus. I will communicate with OVERFLOW staff for additional support or guidance.
- **Mindful of What I Wear:** I commit to being mindful of what I wear and will avoid wearing things like yoga pants, short shorts, tight athletic shorts, low cut shirts, etc. I will model modesty and personal style. *\*This applies to both male and female leaders.*
- **Mindful of Romantic Relationships:** I will pursue sexual integrity by avoiding any sexual behavior outside of a lifelong covenantal marriage relationship and will pursue God's good vision and intention for relationships. If I'm in a dating relationship, or begin one, I will inform OVERFLOW leadership promptly. As a leader, one of my primary responsibilities is to protect and love the group, and I recognize that starting a dating relationship of any kind with another youth ministry staff member, full time or volunteer, may not be of the

best interest of our youth ministry. I commit to not pursuing a dating relationship with a youth staff without letting OVERFLOW leadership know immediately. I give permission for conversation if one develops or even if the appearance of one develops.

- **Mindful of What I “Consume”:** I understand that I am shaped by what I consume. I commit to being mindful of what I watch, listen to, and read, and will pursue what is Good, True and Beautiful. I will avoid explicitly immoral content like pornography.
- **Mindful of Social Media:** I will be mindful of my time, consumption and participation in Social Media. I will be careful of what I post, recognizing I cannot control who and how my content will be perceived. I will be especially mindful of my interactions with students on Social Media such that my behavior cannot be questioned as inappropriate or insensitive.
- **Mindful of Relationship with Alcohol:** I will be mindful of my relationship with Alcohol and any other potential vices that have a grip on our culture. I will be mindful of where I am, who I am with and how much I drink. I will avoid drunkenness in every setting and will not drink in conjunction with any youth events.

**Attend All Leadership Trainings:** I will commit to attend all Volunteer Leader Trainings in their entirety and the Leader Remember & Celebrate Event. If I have a conflict that is unavoidable, I will contact OVERFLOW staff immediately. I understand these are all mandatory meetings and will do everything in my power to organize my schedule accordingly. If missing a training is necessary, I agree to make up any training ASAP on my own dime.

**Regular Involvement:** I commit to —

- Wednesday nights from 6:45pm – 10:00pm If I have a conflict, *I understand that it is my responsibility to communicate with OVERFLOW staff immediately to brainstorm options*
- Reading the Leader Weekly each week
- Occasional *Sunday Gatherings* from 10:30am - 12:00pm
- Trying my best to attend trips and events
- Grace Fellowship Church Involvement

**Student Development:** I understand that as a leader, one of my primary focuses is the spiritual shepherding of my group of students. I commit to consistently build into the lives of students. (*Refer to “My Role, Not My Role”*)

**Inappropriate Student Relationships:** I will avoid even the appearance of inappropriate relationships with students. For example, I will:

- Only show appropriate affection to students – especially towards those of the opposite sex such that my behavior cannot be questioned.
- Not use any flirtatious or suggestive language, even in jest, which could be misinterpreted or could cause some offense.
- Use discretion in correspondence to members of the opposite sex.
- Avoid one-on-one appointments or travel with a member of the opposite sex.
- Avoid one-on-one appointments or travel with a member of the same sex where such behavior could be questioned.
  - Always communicate with parents
  - Never be alone with doors closed
  - Be mindful of physical boundaries

**Defend the Team:** I will never slander or speak disrespectfully about any other member of the Leadership Team. If I have an issue with another leader, I will communicate the issue directly with that leader in a spirit of grace and gentleness and/or I will elicit the help of a youth staff leader to facilitate a process of healthy communication with that leader. I will keep the problems and issues of the team within the confines of the team and commit to working them out together.

**Confidentiality:** If there is anything shared that puts into question the emotional or physical safety of a student, parent, or leader, I will report directly to OVERFLOW staff to discern the best process to support and care for that student. I understand that I do not need to initially disclose the name of that person to the OVERFLOW staff. I will never promise confidentiality, but if confidentiality is requested I will respond with: *“I can’t promise confidentiality but I can promise that your safety and care is my #1 priority and I will only share for that reason. And I will tell you before I share with anyone and if there are options I will give you that.”* Lastly, anything

shared by a student, parent, or leader is always to be handled with wisdom, discernment and compassion.

I hereby acknowledge my understanding and agreement with the statements contained in this agreement and will strive to live according to them. I understand and recognize that failing to acknowledge or follow any of these commitments above could result in conversation with youth staff and potential termination as a leader from this youth ministry.

X: \_\_\_\_\_

Signature

\_\_\_\_\_

Date

X: \_\_\_\_\_

Print Name

## OVERFLOW SMALL GROUP LEADER

Leader Application (Online Form Available, email Trevor)

### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apt. #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email Address: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available: \_\_/\_\_/\_\_\_\_

Days & Hours Available: \_\_\_\_\_

Are you a citizen of the U.S.A.? \_\_\_\_\_

In no, are you authorized to work in the U.S.A.? \_\_\_\_\_

If under 18, do you have a work permit? \_\_\_\_\_

Have you ever been employed with our church? \_\_\_\_\_

If so, when? \_\_\_\_\_ Under what name? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

If yes, please explain:

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### CURRENT EMPLOYMENT



Company/Church: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities:

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How long have you worked at this job? \_\_\_\_\_

## **EDUCATION & TRAINING**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate: \_\_\_\_\_

Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate: \_\_\_\_\_

## **REFERENCES**

Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Okay to Contact? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

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Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Okay to Contact? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

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Full Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

Okay to Contact? \_\_\_\_\_ If no, please explain: \_\_\_\_\_

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## ADDITIONAL INFORMATION

Please use this space to provide any additional information regarding your experience or other special qualifications not listed elsewhere in this application.

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## **PERSONAL RELATIONSHIP WITH JESUS CHRIST**

Please share with us about your personal relationship with Jesus and how it started:

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Do you regularly attend our weekend service? \_\_\_\_\_

If you do not currently attend our church, which church do you attend?

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Please list and explain any previous volunteer experience you have had with us or another organization:

[illegible]

## BACKGROUND CHECK

In the interest of safety and security I authorize **Grace Fellowship Church** through its independent source to get background information about me before, or during, my time serving with the organization. This report may include my driving history, any traffic tickets, social security verification, former and present places of residence, criminal and civil records, and the state sex offender records.

I understand I am entitled to a complete copy of any background information report of which I am the subject upon my request to **Grace Fellowship Church** if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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#### Identifying Information 4 Background Information Agency

*(Also Known as "Consumer Reporting Agency")*

Name: \_\_\_\_\_  
First Middle Last

Other Names Used (Alias, Maiden, Nickname): \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street/P.O. Box City State Zip

Date Lived In Address Above: \_\_\_\_\_

Former Address: \_\_\_\_\_  
Street/P.O. Box City State Zip

Date Lived In Address Above: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Cell #: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_