

Glynwood Baptist Church

2019-2020

Leader Handbook

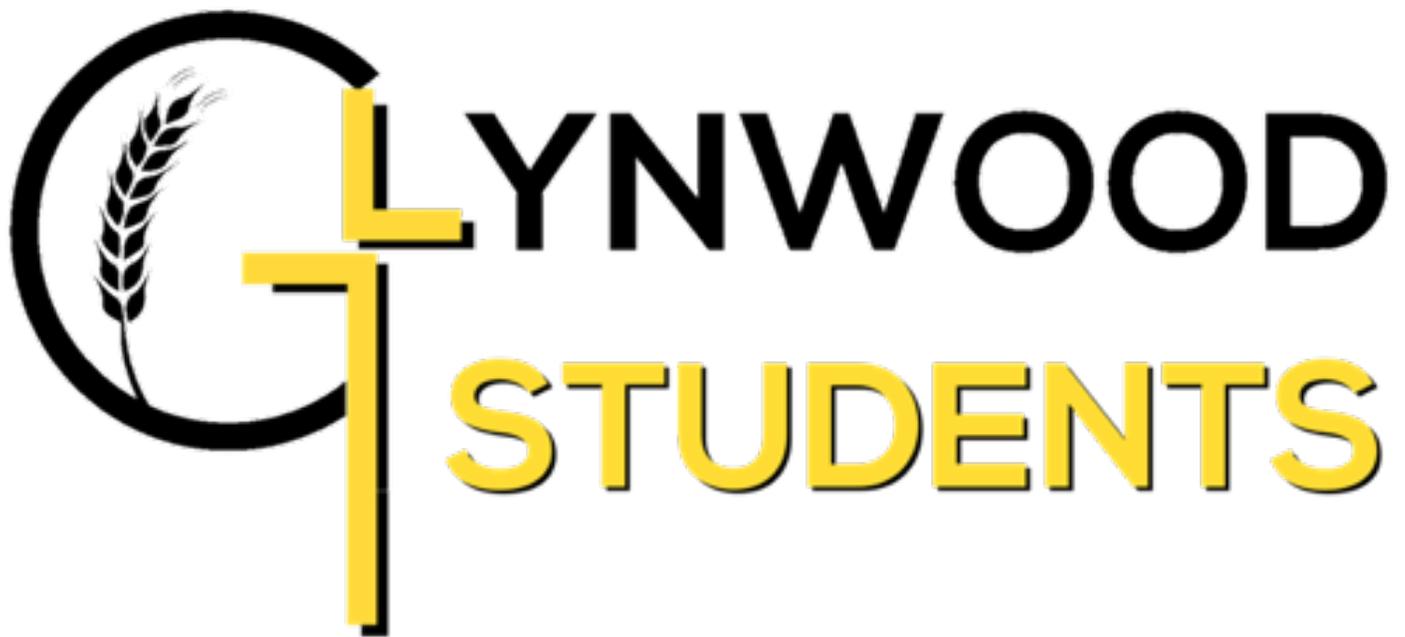


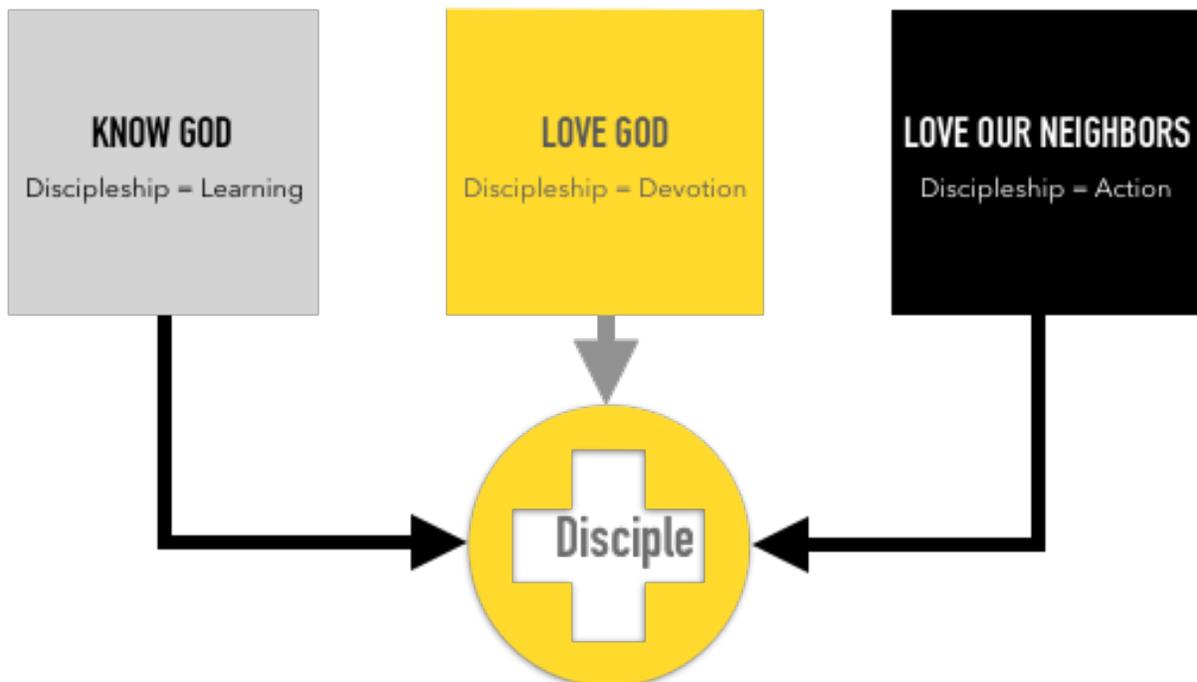
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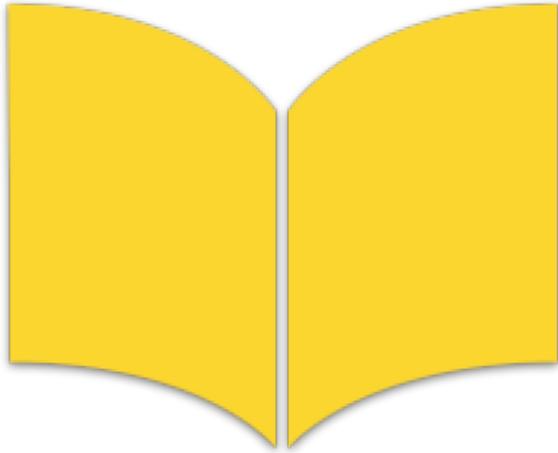
The Mission of Glynwood Baptist Church



Our church and the Glynwood Student Ministry believe that discipleship happens when we put our people in a position to Know God, Love God, and Love Our Neighbors. In the Student Ministry we are intentional about structuring our services and events around these three elements. In order to worship God rightly, we must know the truths the one true God has revealed in His Word (Mark 12:29). A relationship with God is more than simply knowing facts. Instead, the truths of Scripture should call us to awe and wonder, thanksgiving and praise, reverence and humility, and most of all love. We are called to love Him with all our heart, soul, mind, and strength (Mark 12:30). When we love God, we obey Him (John 14:15) and love the things He loves. Just as God loves the world and all those in it (John 3:16), we are called to love all those around us, including our neighbors (Mark 12:31). We believe that when we emphasize these three elements, discipleship happens and we fulfill the Great Commission (Matt 28:18-20). Our goal as a church is to see you and all the students that come through our ministry become disciples of Jesus Christ who know Him, love Him, and love their neighbors.



Making the Mission a Reality

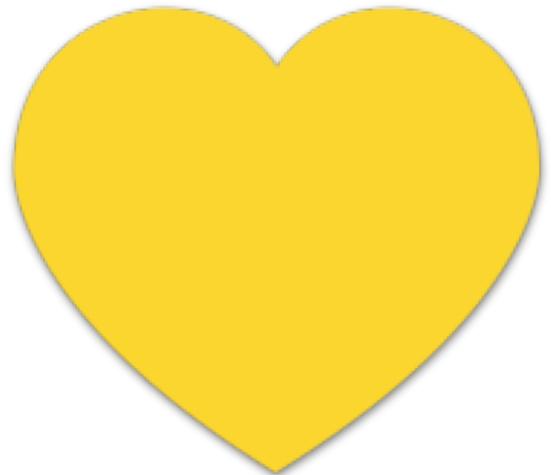


KNOW GOD

Sunday School
Bible Study Within Discipleship
Groups
Discipleship Retreats and Camps

LOVE GOD

Sunday Night Student Worship
Accountability Within Discipleship Groups
Discipleship Retreats and Camps



LOVE OUR NEIGHBORS

Fellowships and House Parties
Missions Within Our Community
State Missions
National Missions
Foreign Missions

Weekly Schedule

Sundays

- **8:30 am - Corporate Worship Service**
- **9:45 am - Sunday School**
- **11:00 am - Corporate Worship Service**
- **5:00 pm - Student Worship**

Wednesday

- **6:30 pm - Student Discipleship Groups**

Expectations of Students

1. To respect both Leaders and peers.
2. To arrive and depart according to the scheduled times that are given for church and other events.
3. Understand that aggressive contact will not be accepted because of the chance of injury to self or to others as well as damage to church property.
4. No fireworks, weapons, alcohol, tobacco, or illegal drugs are allowed. Appropriate action will be taken if these are found in anyone's possession.
5. Avoid any inappropriate language, such as cursing, derogatory statements, inappropriate jokes, or statements that are inappropriate for mixed company.
6. Youth are to avoid any inappropriate contact. Translation: no public displays of affection. Embrace the side hug.
7. When traveling, couples must sit and stay in sight of a chaperone at all times.
8. Youth dress will be appropriate at all times. At no point should anyone be able to see another's undergarments at any of our events or services. Of note:
 - Avoid wearing tank tops or tight-fitting clothing. Please practice modesty.
 - Avoid leggings and yoga styled pants without a t-shirt that covers your bottom.

Consequences for Rules Violations

We will follow the Biblical code of **Matthew 18:15-17**.

First Offense: We will address it with the student first as a warning.

Second Offense: Cody will contact the parents to let them know what has happened.

Third Offense: Cody will schedule a meeting with the student, his or her parents, and the pastor to discuss a solution.

NOTE: If a student's behavior is unbecoming while the youth group is on a trip, a student may be sent home at the first offense at the parents' expense. This is to avoid a disturbance to the entire group during times for spiritual growth.

Commitment of Leaders

Be faithful in your walk with the Lord. (1 John 1:6-7)

Be faithful to your family. (1 Timothy 3:4-5)

Be faithful to the church. (Hebrews 10:25)

Be faithful to the ministry. (1 Peter 2:9-10)

Be a giver of: yourself. (2 Corinthians 9:6-8; Colossians 3:17)
your time.
your money (tithing).
your talents. ^[1]_[SEP]

Love the kids and serve them. (1 Thessalonians 2:8)

Be charitable and gracious towards all. (Ephesians 4:32)_[SEP]

Be flexible, teachable, and commit to growing as a Leader. (2 Timothy 2:15)

Communication with Leaders

1. Availability:

After my family and the church staff, our Leaders are who I want to be the most available to. Call, text, email, or set up an appointment with me as needed. I want to be as responsive as possible to my leaders, but please bear in mind that I have small children and there are times I will be unavailable.

2. Regular Communication:

Our Student Ministry emails a monthly calendar of all scheduled events provides physical copies of the calendar on the resource wall, and loads the calendar on the student ministry website. In addition, we try to send out text reminders about all special events and upcoming deadlines via our Instagram page, Facebook group,

and GroupMe group text. For our Leaders we utilize GroupMe to communicate about information that all Leaders need to know.

3. Parent Luncheons: Parent Luncheons are held for all Student Ministry Leaders and parents of youth. Current status of the youth program, upcoming events and future direction for the ministry is discussed. Parents are given the opportunity to ask questions and offer input and/or insight to assist in the student ministry. These meetings typically include food and fellowship activities to enhance the working relationship between parents and student ministry Leaders.

Occasions will occur when the Student Pastor is not around and a you are approached by a parent. You have the authority to answer on behalf of the Student Ministry as long as you have the correct information and if you are comfortable doing so. If you do NOT know the answer or have an appropriate response, excuse yourself and find someone who is able to handle the situation.

Cody Hensley

Pastor to Students and Families

Cell Phone: (334) 649-9393

Email: gbccody@gmail.com

Please schedule office hours

Volunteer and Leadership Application Process

We desire to keep our students and our volunteers safe. Part of safeguarding the Student Ministry is having a consistent application and screening process that our volunteers and Leaders must go through. Any adult who plans to be around Students on a regular basis, on an overnight trip, or on a trip that leaves the Prattville area must go through the application and screening process.

1. Review the Leader Handbook:

Review the mission of our Student Ministry, the commitments we are asking of our Leaders, the expectations we have of Students, our communication methods, and the various Leadership roles.

2. Review Student Ministry Policies and Procedures:

These policies are in place to protect our students and our Leaders. You will be asked to commit to adhering to these policies and procedures and keeping other volunteers accountable to them as well. Upon reviewing the policies and procedures, if you can commit to following them, sign the Acknowledgment and Agreement Form at the end of the document and turn it in to Cody along with the Application Form.

3. Turn in the Application Form for Volunteers and Leaders.

While we want to make sure our students are emotionally and physically safe, we also want to care for their spiritual safety. The Application and subsequent interview will help locate where the Leader fits best in the ministry.

4. Turn in Background Check Release Form:

If you have not had a Background Check done by the church within the last 3 years, turn in the Background Check Release Form to Cody.

5. Schedule an Interview:

These interviews are informal and brief. The goal of these interviews is to ask questions that are easier answered verbally than written and to allow Cody or Kendyl to answer any questions or further explain the Student Ministry's Mission and Values.

Leadership Opportunities and Descriptions

Weekly Program Leaders

Our Weekly Programs happen on Sundays and Wednesdays every week. Our goal is to help students get Connected to our student ministry on Sunday Nights @ our 5:00pm service. From there we want to see those same students grow in community by joining one of our Sunday School groups on Sunday morning @ 9:45am. Finally, we want to push our students toward our Commit groups where students will grow in their faith through regular Bible Study and accountability. Despite the flair and the fun we have in our Special Events, our weekly programs are the most important activities of our Student Ministry.

Connect (Sunday Nights @ 5:00 pm)

Sunday Night Connect Team

Role: This team will make it their priority to interact with students, and help create a welcome environment for students. Saying "hi" to new students, shaking kids hands, playing games with students, contacting students outside of church, etc. are activities that are beneficial in reaching students and keeping them involved. Additionally, they will be asked to make sure the room is set up to welcome students (E.g. "Is the room clean? "Is there soap in the bathroom?" "Are the chairs organized?" etc.)

Time Requirement: Around 1 1/2 hours every Sunday. These Leaders will be asked to attend regularly. If we are going to build relationships, these individuals will need to be consistent and regularly reach out to students and even other adults.

The AMP Team

Role: This team will coordinate with TR and Kasey Hope to go pick up kids on the church bus @ 4:00 pm. Additionally, they will travel with TR and Kasey to take kids back to their home. This is one of the greatest needs in our ministry. This ministry has a genuine opportunity to reach unchurched students.

Time Requirement: At least 2 hours weekly or monthly. These Leaders will be asked to ride the bus regularly and build relationships with students that we pick up. These individuals will need to be comfortable or be capable of becoming comfortable in non-typical ministry settings.

The Producer

Role: This person will focus on promotional graphics and production. He or she will video youth at worship services, Bible studies, camps and youth events to create promotional videos or graphics. This position is open to students and adults who are members of Glynwood.

Time Requirement: As needed; primarily special events and camp.

THE PHOTOGRAPHER

Role: This person is expected to attend as many special events as possible and take pictures of the youth and youth Leaders as they participate. These events range from Sunday mornings to youth camps. This position is open to students and adults who are members Glynwood.

Time Requirement: As needed; primarily special events and camp.

THE TECH TEAM

Role: These individuals will assist the worship team in preparing the music and video production for our Sunday Night service. They will be responsible for changing slides, adjusting volume levels, and preparing videos or illustrations during the service. Steps should be taken in advance to make sure that power point slides are loaded and operating properly. This will be open to both students and adults.

Time Requirement: Around 2 hours on Sunday Nights.

THE HISTORIAN

Role: This person is responsible for checking in students. This means keeping attendance, retrieving information on new students, and sometimes helping with registration for events. If need be, the recorder will be responsible for sending out a list of students who have been absent so that the student pastor and youth Leaders can check on them.

Time Requirement: Around 1 1/2 hours on Sundays Nights and 1 hour on Wednesday Nights.

THE GAMER

Role: This person is responsible for demonstrating and leading in at least one weekly game during the Sunday Night worship service and may be called upon to assist/ lead in games at other youth functions. This position is open to students.

Time Requirement: Attendance at our Student Worship Service and some youth functions.

Community (Sunday School @ 9:45 am)

SUNDAY SCHOOL LEADERS

Role: Sunday school Leaders study the lesson materials and consider how to best communicate God's Truth to our students. They will teach weekly or co-teach with another adult on a weekly basis. Additionally, Sunday School Leaders will attempt to build community among their class, identify leaders among the students, and encourage students to participate in our Small Groups on Wednesday Night.

Time Requirement: Weekly preparation as needed and around an hour of teaching on Sundays. Generally this will require a weekly or monthly commitment to meet with students and invest (building relationships, teaching, etc.). This will require discipleship training from Cody or another approved adult.

Commit (Wednesday Nights @ 6:30 pm)

SMALL GROUP LEADERS

Role: Bible Study Leaders study the lesson materials and consider how to best communicate God's Truth to our students. These will be Bible Study Leaders (in and outside of normal church times), and sometimes Group Leaders on our trips.

Time Requirement: Weekly preparation as needed and around an hour of teaching on Sundays. Generally this will require a weekly or monthly commitment to meet with students and invest (building relationships, teaching, etc.). This will require discipleship training from Cody or another approved adult.

Special Events Roles

Special Events are often great times of ministry. We try to take advantage of getting students out of their rhythms and routines and redirecting them toward knowing God, loving God, or loving their neighbor. Special Events include DNOW, lock-ins, camps, retreats, house parties, etc.

SOCIAL COORDINATOR

Role: This person is responsible for recruiting and enlisting youth workers/parents in organizing, setting up, and cleaning up of the following events. This person will not need to help plan or coordinate any camps, retreats, or similar long-term trips. In the event that a worker/parent is unable to fulfill his or her commitment, the coordinator serves as the first point of contact. The coordinator is not required to attend every event, but he or she must ensure that an efficient number of youth Leaders will be at the event and are aware of their responsibilities. Coordinator must communicate with both the student pastor and student leadership team on a monthly basis. Lastly, the coordinator must remain in budget when executing events. Kendyl will assist closely with this position.

Time Requirement: This will be as needed and the time for planning or coordinating will vary.

Examples of Student Events:

House Parties

Game Days

Party @ the Park

Move Up Day - this is the day we celebrate the 6th graders moving into the Student Ministry.

Welcome to the Family Parties: in effort to celebrate with students who have recently accepted Christ as the Lord of their lives, a cake that reads, "Welcome to the family ____" will be purchased and a party will be planned.

Senior Night: this youth ministry would like to congratulate those graduating from high school. This event recognizes students for their great achievement (s) and encourages them to continue to succeed.

HOUSE PARTY HOST

Role: House Parties are meant to be a fun environment for our students and Leaders to grow in unity by having fun together. Hosts are able to decide what happens at their house. It can be something wild like a Ninja Warrior Course or something as chill as watching movies and playing board games. These are great ways to provide shared experiences for our students and house parties give them an opportunity to invite unchurched friends to see and experience our community.

Time Requirement: Short. A few hours at most.

SINGLE-DAY CHAPERONE

Role: Single-Day Chaperones individuals will be a part of the majority of our ministry events and our fun events that do not involve overnight stays. These individuals will model Christian maturity, help lead the students to grow closer to the Lord, and also help ensure the students' safety.

Time Requirement: Generally a few hours, but possibly up to a day.

MULTI-DAY CHAPERONE

Role: In some instances our group will be staying overnight somewhere outside of Prattville. These trips have the highest need of capable and godly Leaders. Individuals will often be needed to lead small groups, facilitate games or activities, drive vehicles, prepare food, maintain students' safety, and sometimes even handle emergencies.

Time Requirement: Generally this requires anywhere from a few days up to a week, including a heavy investment in students (building relationships, teaching, etc.). This will require discipleship training from Cody or another approved adult.

TRANSPORTATION TEAM

Role: We travel often and can almost always use some help transporting kids. If you have a CDL, for the love of all things, PLEASE join our team. If you can drive your vehicle for events, we'd love for you to join this team as well.

Time Requirements: As needed and at your discretion. This can be for single day events, retreats, or week long events.

COOKING COORDINATOR

Role: This person recruits cooks and ensures that meals are provided during the event. They will be responsible for recruiting people to assist them throughout the event to cook meals, serve the food, and clean up afterwards.

Time Requirements: This position is as needed and generally requires a few hours. In addition to the event, the coordinator will need to spend time planning meals and purchasing ingredients prior to the event.

HOST HOME LEADERS

Role: A Host Home Leader makes a big commitment for one weekend out of the year. This will involve providing space for students, the band, or the DNOW speaker to sleep in your home. Additional duties include transporting them to and from various activities, and providing snacks at various times.

Time Requirement: Generally, this is short but intensive. These will often take place over a weekend.

Leaders, you are loved and vital to the students of this church. Our commitment to you is to assist you in fulfilling God's call on your life. Throughout the year we will hold each other accountable to grow in the Lord in unity, faith, fellowship and service.

Thank You!



Application Form for Volunteers and Leaders

Name: _____ Birthday: _____

Phone #: _____ Email: _____

Instagram: _____ Twitter: _____

Address: _____ State: _____ Zip: _____

Marital Status: _____ (*single, married, separated, divorced, widowed, etc.*)

Children's Name(s) and Age(s) if applicable: _____

How long have you lived at your current address? _____

Previous addresses: _____

Employment

Employed By: _____ Years Employed: _____

Briefly describe your job and what you do: _____

Church Involvement

Briefly describe how you became a member: _____

Other places of service you have in our church: _____

Place(s) where your spouse serves (if applicable): _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

I. A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free.

You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report; you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud; you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

I. States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:

- 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates
- b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:
2. To the extent not included in item 1 above:
 - a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks
 - b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act
 - c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations
 - d. Federal Credit Unions
3. Air carriers
4. Creditors Subject to the Surface Transportation Board
5. Creditors Subject to the Packers and Stockyards Act, 1921
6. Small Business Investment Companies
7. Brokers and Dealers
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

CONTACT:

- a. Consumer Financial Protection Bureau
1700 G Street, N.W.
Washington, DC 20552
- b. Federal Trade Commission: Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357
- a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050
- b. Federal Reserve Consumer Help Center
P.O. Box. 1200
Minneapolis, MN 55480
- c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106
- d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314
- Asst. General Counsel for Aviation Enforcement & Proceedings
Aviation Consumer Protection Division
Department of Transportation
1200 New Jersey Avenue, S.E.
Washington, DC 20590
- Office of Proceedings, Surface Transportation Board
Department of Transportation
395 E Street, S.W.
Washington, DC 20423
- Nearest Packers and Stockyards Administration area supervisor
- Associate Deputy Administrator for Capital Access
United States Small Business Administration
409 Third Street, S.W., 8th Floor
Washington, DC 20416
- Securities and Exchange Commission
100 F Street, N.E.
Washington, DC 20549
- Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

Glynwood Baptist Church Volunteer Background Investigation Release Form

In order to provide a secure environment for those to whom we provide services, our staff and volunteers, and our community, Glynwood Baptist Church, by and through its agents and representatives, routinely procures background investigations on those who minister on the Church's behalf. Please understand that this policy helps us ensure that our services are delivered in a professional and safe manner. This may include procurement of a consumer report (as defined by the Fair Credit Reporting Act) from MinistrySafe, LLC (dba Abuse Prevention Systems), a Consumer Reporting Agency.

By signing below, you grant permission to Glynwood Baptist Church, by and through its agents and representatives, to obtain such a report now or at any point in the future in connection with your volunteer position. You also grant permission to all parties to release information regarding your character, previous or current military service, or criminal or civil litigation matters to Glynwood Baptist Church, by and through its agents and representatives, or to MinistrySafe, LLC (dba Abuse Prevention Systems), including information that may be deemed negative.

Signature of Applicant/Legal Guardian Date

Identity Information

First Name:

Middle Name:

Last Name:

Other Names Used:
(maiden names or aliases)

Social Security Number: - -

Date of Birth: Month: Day: Year:

Current Home Address:

City: State: ZIP:

Drivers License State: Number:

Current Email Address:

Please list each city/county and state in which you have lived, worked, or attended school during the last ten years. Use a second form if necessary to provide full disclosure.

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State:

City: OR County: State: