SPRINGWELL

STUDENTS

MINISTRY PLAYBOOK

SPRINGWELL CHURCH

HERE'S WHAT'S INSIDE

4 - THE FOUR CORE VALUES
5 - MIDDLE AND HIGH SCHOOL SPECIFICS
7 - VOLUNTEER POSITIONS & EXPECTATIONS
9 - THE CROSSING SPECIFICS
11 - VOLUNTEER POSITIONS & EXPECTATIONS

THE FOUR CORE VALUES OF SPRINGWELL STUDENTS

The following Core Values drive everything that we do and say within Springwell Students. Whether it is in The Crossing (5th Grade) on Sunday morning, or with Middle and High School students on Sunday evening, these four things will be the basis of Student Ministry at Springwell Church.

1. YOU MATTER.

   As soon as you walk through the door, you're family. This goes for someone who has been coming to Springwell his or her entire life, or if it's their first time. We want to be a safe place that is life-giving, encouraging, and intentional with how we love people.

2. NO ONE SITS ALONE.

   People only know that they matter when they can count on someone to be in their corner. This goes beyond a student sitting by himself or herself. This is about walking with each other through the good times and the bad, and knowing that Springwell Students is a group that will always have your back.

3. WE NOT ME.

   We live with an attitude of "we not me." This plays out in multiple ways. One, we live and act in a manner that emphasizes what's best for others. Two, it manifests itself in serving others. Serving is not something that we HAVE to do, but something that we GET to do.

4. CIRCLES > ROWS

   We were created to do life together. We were created to build and foster community. In our setting, we believe this is best experienced in a Small Group setting. Don't get us wrong, large group teaching is important, but it's difficult to build relationships and community while sitting in a row... looking at the back of someone's head. This happens while sitting around a circle, and looking each other in the eye. As a result, we continually look for ways to help students build community (both on Sunday and throughout the week).

(SUNDAY, 6:00 - 8:00 PM)

MIDDLE AND HIGH SCHOOL SPECIFICS:

Planning Center & Prep:

Respond promptly to Planning Center invites (sent out on Monday morning of each week). Please review the service plan, and any curriculum (Large Group or Small Group) that pertains to your role. Please note that all confirmations should be made by Thursday at 3 PM.

Arrival Time:

Be in the Student Auditorium at 5:15 pm for huddle. Be in position by 5:45 pm.

If You Are Unable to Serve:

if you have accepted a Planning Center invite, but then, at a later date, find that you are unable to serve, please contact Brian by text message (864-607-4960) as soon as possible, preferably before Thursday.

All Volunteers are Required to Wear Name Tags:

This is important and serves to help parents and students know who is a church-approved and background-checked volunteer. This also helps people know your name as you engage with them.

Student Arrival, Check-In, & Dismissal:

Every student is required to check-in as soon as they arrive on campus. Adults do not have to enter with their students; therefore, it is our responsibility to ensure that every student is checked-in and wearing his or her name tag.

If a student is here for the first time, have the student complete (fully) the First Time Guest form, and add him or her to Planning Center. Also, make sure that the first time guest receives a t-shirt, and is introduced to his or her Small Group Leader(s) and Pastor Brian.

Adults are not required to enter the building and check-out their students. At the end of the night, Outside Greeters will need to help watch that students are going to the right car, and are being picked-up.

Nightly Schedule: Our Middle and High School students have a unique set-up for the weekly student service. A typical night will operate as follows (times are guides and may be adjusted on a weekly basis):

- 5:45 PM – Doors open
- 6:00 PM – Dinner begins
- 6:40 PM – Countdown timer for everyone to move to Large Group
- 6:45 PM – Combined Large Group (announcements, games, worship)
- 7:00 PM – High School Large Group teaching/Middle School Small Groups
- 7:30 PM – Middle School Large Group teaching/High School Small Groups
- 8:00 PM – Dismiss students and clean-up the Family Ministry Aduitorium

In-Service Engagement:

Volunteers are expected to sit with and engage students during dinner. During Large Group, volunteers are expected to sit with students, and ensure that distractions are handled appropriately. It is difficult for a speaker to address distractions from stage while holding everyone's attention. Because you have buy-in with students, it will be easier for you to ask them to stop talking, put up a phone, etc. than a speaker doing it from stage.

Lock Down Policy and Procedure:

In the event of a Lock Down, Pastor Brian will notify the team, and will ensure that the outside door is locked. Volunteers will need to move the students to the opposite side of the room (from the door), and turn off the lights. No one is to move or leave the auditorium until the Lock Down has ended (unless your assistance is requested by Pastor Brian). Once the Lock Down has been lifted, Pastor Brian will notify the team.

VOLUNTEER POSITIONS & EXPECTATIONS:

Check-in Leader

- Make sure that EVERY student checks in, and work with greeters to make sure every student is greeted, made to feel welcome, and called by name.
- New Students need to fill out a First Time Student form, be introduced to their Small Group Leader and to Pastor Brian, and given a First Timer's Gift (t-shirt).
- Pay attention to excellence in the Lobby. Keep area clean of trash, keep room doors closed, and ensure that no one "sits alone."

Greeter (Door and Outside)

- Make sure every student is greeted, made to feel welcome, and called by name.
- Work with Check-in Leader to make sure students check-in. If students are outside, make sure they are safe, and pay attention to excellence outside and the entry-way area.

Student Meal Volunteer

- Make sure dinner is set up by 6:00 PM. This includes paper products being placed on the serving table and drink stations being set-up.
- Ensure items in the back are stored in a neat fashion.
- Keep track of items that need to be restocked or thrown-out due to expiration. Communicate with Pastor Brian when items are needed.
- Make sure students feel welcomed as they get their dinner; calling them by name and welcoming them.

Computer (Pro Presenter)

- Look over plan for that night and any presentations, and turn on Spotify for crowd-music by 6:00 PM.
- Run over any needed slides and videos with the speaker prior to the doors opening.
- Help keep counter around computer clean—throw away any trash or relocate any clutter.
- Help ensure that the service folder and officer folder are staged on the left side of the desk.
- At the end of the night, ensure that all screens, sound board, and amps have been turned-off.

Small Group Leaders

- Look over Small Group Discussion Guide (Attached to Planning Center Schedule and includes main point, scriptures and questions) to prepare for Small Groups.
- Welcome students and connect with them before and after service time.
- Connect with them outside of Sunday to encourage them, pray for/with them, take an interest in their activities, remembering their birthday, etc. Let Pastor Brian know of any needed counseling or needed parental follow-up about concerns for a student.
- Ensure that no one sits alone. Volunteers are expected to lead the way in this area, but it's helpful to invite 1-2 students to join you when greeting a new student.
- Commit to the Springwell Leadership Agreement.

Large Group Communicator/Host

- Look over Large Group Curriculum (attached to Planning Center Schedule) to prepare for Large Group.
- Welcome students and connect with them before and after service time.
- Ensure that Large Group props and supplies are ready to go. Place them in the appropriate service basket behind the TV after the service ends.
- Help with Small Groups and Check-Out as needed.

(SUNDAY, 9:00 AND 11:00 AM)

THE CROSSING SPECIFICS:

Planning Center & Prep:

Respond promptly to Planning Center invites (sent out on Monday morning of each week). Please review the service plan, and any curriculum (Large Group or Small Group) that pertains to your role. Please note that all confirmations should be made by Thursday at 3:00 PM.

Arrival Time:

Be in The Crossing at 8:30 AM or 10:30 AM (depending on the service you are serving) for huddle. Doors will open to the room at 8:40 AM or 10:40 AM (depending on the service you are serving).

All Volunteers are Required to Wear Name Tags:

This is important and serves to help parents and students know who is a church-approved and background-checked volunteer. This also helps people know your name as you engage with them.

If You Are Unable to Serve:

If you have accepted a Planning Center invite, but then, at a later date, find that you are unable to serve, please contact Brian by text message (864-607-4960) as soon as possible, preferably before Thursday.

Check-out:

Make sure that you check each student's name tag and match it to the security tag given to you by the adult who picks-up the student. If an adult has lost his or her security tag, please let Pastor Brian or Pastor Matthew know. One of them will need to take a picture of the child's name tag and the adult's Driver's License.

Take-Home Materials:

At check-out, remind students and adults to pick-up the weekly devotion from the Resource Wall. There are Parent Cue resources available, as well. Parent Cues will update adults with information about what we're teaching throughout the month, and give them cues to follow-up at home.

After Dismissal:

Please ensure that TVs and video game systems are turned-off, replace furniture if needed, and reset the Bibles and video game controllers.

Lock Down Policy and Procedure:

In the event of a Lock Down, Pastor Brian or Pastor Matthew will notify the team, and will ensure that the door is locked. Volunteers will need to move the students to the opposite side of the room (from the door), and turn off the lights. Once the Lock Down has been lifted, Pastor Brian or Pastor Matthew will notify the team.

There are occasion Lock Down Drills that will take place. They will usually take place once a quarter. Pastor Brian or Pastor Matthew will let you know that we are doing a drill, and will ask you to lead the room like you would in the event of an actual Lock Down. Once the Lock Down Drill has been lifted, Pastor Brian or Pastor Matthew will notify the team.

SAFETY & SECURITY:

Evacuation

- Help your kids remain calm. They will reflect your response in the moment. No need for panic.
- Gather the children in your room and (with the direction of your ministry leader) make your way to the closest available exit. Make sure to do a headcount before you leave.
- Once outside, get as far from the building as possible and make your way to the front lawn. Double check your headcount and let a leader know of any discrepancies.
- If adults try and pick up children, calmly explain that we have to account for everyone in the building before we can dismiss. If they would prefer, the adults are welcome to stay with your group.
- Once given the all clear, staff (and other leaders) will dismiss group by group. Inform adults to organize themselves in single file lines and we will dismiss children to them when the staff/ leaders who are running check out make their way to your group.

Inclement Weather

- In the case of inclement weather during a service, we will move all children to the Family Ministry Building auditorium.
- Help your kids remain calm. They will reflect your response in the moment. No need for panic.
- As directed by your ministry leader, please gather your children and make your way in a single file line to the auditorium. If possible, bring some activities with you that your group can do together.
- Once inside the auditorium, double check your headcount (let a leader know of any discrepancies).
- Gather your groups in order of age and keep separate from other groups (for the purposes of dismissal).
- Wait for further direction. Depending on the state of the weather we will either direct you back to your small group spaces at an appropriate time or complete dismissal in the auditorium.
- Dismissal will happen as usual, ensuring that the adult picking up has a matching tag.

NOTES:

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