

LIFEPOINT CHURCH

YOUTH DREAM TEAM HANDBOOK

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WELCOME

We are so excited to have you on this team! At Lifepoint Church we exist to lead people far from God into a full life in Christ.

We believe that every person's spiritual journey, teenagers included, consists of four steps:

KNOW GOD

FIND FREEDOM

DISCOVER PURPOSE

MAKE A DIFFERENCE

Regardless of the team you serve on, you play a critical role in guiding teenagers along this journey. This incredible mission takes people of all giftings coming together to be the body of Christ and allowing God to work through each of us as we serve in Youth. Thank you for being part of this team and impacting not only teenagers, but entire families through your commitment. We can't wait to see what God will do in and through you as you begin to serve on the Youth Team.

ONBOARDING PROCESS

- 1. Join the Team**
- 2. Interview Call**
- 3. Receive Onboarding Email**
- 4. Shadowing Session**
- 5. Follow-Up Call**
- 6. Final Placement**

EXPLANATION

1. Interview Call (30-45 minutes)

- Meet with the Youth Director, Coordinator, or onboarding team member(s)
- Discuss vision, expectations, and Youth Ministry basics

2. Receive Onboarding Email

- The onboarding email includes:
 - Honor code and expectations
 - Training documents and initial role overview
 - Background check
 - You will receive an email from “checkr.com”. It will ask you personal information, but you can trust it as we have used this organization for years to ensure safety.

3. Shadowing Session

- The Youth Director or Senior Coordinator at your campus will reach out to you via text or email to let you know when and where you will be shadowing in the Youth Ministry.
- Opportunity to learn by watching team members in action

4. Follow-Up Call

- Review shadowing experience and answer any questions
- Provide feedback and ensure readiness for next steps

5. Final Placement

- Assigned to serve in a Youth Group or Youth Night
- Introduction to the team in our rallies that happen before every youth gathering and assignment of a coach for ongoing support

ORGANIZATIONAL STRUCTURE

Director of Youth

- This person is ultimately responsible for oversight of all teams listed below, as well as establishing priorities and methods for the organization at large. This person works in collaboration with departments and campuses create a healthy youth ministry.

Youth Director

- Youth Directors are responsible for the campus Youth Team. This person is involved in all aspects of the youth team and youth experience at the campus. This includes, but not limited to scheduling, communication, team health/care, and development.

Senior Coordinator

- Role: Oversees campus coordinators, reporting to the Youth Director and keeping them informed on key team updates.

Coordinator

- Role: Manages specific Youth Ministry environments at their campus, in collaboration with the Youth Director.

Coach

- Role: Provides mentorship, care, and development for Youth Leaders.

Youth Leader

- Role: Engages directly with students, providing relationship-building and spiritual mentorship through small groups. This person is also committed to Youth Group and Youth Night as they continue to pour into students.

Youth Night Dream Team

- Role: This person helps create the environment for Youth Night through various serving responsibilities (check-in, greeter, parking, usher, etc.).

OUR CULTURAL VALUES

These values define our college and church culture at large, embraced by both our staff and the Dream Team.

LOVE GOD

Principle: INTIMACY IS PRIORITY

Description:

- Our relationship with God is the most important thing about us.
- We abide in the Spirit to bear supernatural fruits.
- We commit to prioritizing and cultivating spiritual disciplines.

Principle: CHARACTER OVER TALENT

Description:

- Who we are is more important than what we can do.
- Our integrity is produced through our intimacy with Jesus.
- We give our all with pure motives.

Principle: CONFIDENT IN CALLING

Description:

- We are called by God to sacrificially love others.
- Our assignment will change, but our calling remains secure.
- Our confidence comes from God's love; we have nothing to prove.

LOVE PEOPLE

Principle: CHOOSE HONOR

Description:

- We perceive everyone as treasured by God.
- We honor ourselves, our peers, our leaders, and those we serve.
- We look to give honor away rather than receive it.

Principle: LIVE GENEROUSLY

Description:

- Freely we have been given, and so freely we give.
- We live open-handed with our resources: time, energy, talent, and finances.
- We live open-hearted with our love: people are the point.

Principle: DEVELOP LEADERS

Description:

- We are developers, not doers: we bring people along.
- We look for potential, create opportunities, and empower purposes.
- We measure success by the value we add to others, not the value we get.

BE LIFE-GIVING

Principle: MY SPIRIT, MY CHOICE

Description:

- Choices lead, feelings follow: we choose joy.
- We are the thermostat, not the thermometer.
- We do hard work with light hearts.

Principle: CELEBRATE INTENTIONALLY

Description:

- We praise each other's efforts and success.
- We party on purpose (and as often as possible).
- We express gratitude freely.

Principle: BE RESILIENT

Description:

- We recognize that spiritual warfare requires endurance.
- We take things to heart, but not personally.
- We expect challenges, embrace change, and remain flexible.

PURSUE EXCELLENCE

Principle: STAY SHARP

Description:

- We develop our anointing through spiritual disciplines.
- We are committed to and hungry for growth.
- We take personal ownership of our development.

Principle: WE ARE OWNERS, NOT RENTERS

Description:

- We edify the Church and are committed to its advancement.
- We are sons/daughters: we have trust and permission.
- This is our house, our legacy: we care for every part.

Principle: ONE TEAM, ONE FIGHT

Description:

- We choose collective purposes over personal preference.
- We pursue accountability and feedback in order to grow.
- We are interdependent: collaboration is key.

OUR LEADERSHIP COMPETENCIES

Cast Vision

- Communicate the mission
- Connect people to it
- Inspire them to join

Communicate Clearly, Often, and Honestly

- Create clear expectations
- Provide consistent feedback
- Tell the whole truth (give your last 5%)

Create Opportunity

- Bring others with you
- Look for potential
- Empower people

Cultivate an Environment of “We”

- Be loyal to the team
- Embrace collaboration
- Love sacrificially

Convey an Attitude of Hunger

- Always be evolving
- Pursue innovation
- Ask insatiable questions

EXPECTATIONS

GENERAL EXPECTATIONS FOR ALL DREAM TEAM

Your leader will reach out to check on you by phone, text or email. Please communicate back to your leader promptly.

You will also have a one-on-one check-in meeting with your leader at an interval you establish with your leader. This time allows you to communicate with your leader and develop personally and in your role. Please think about where you desire to grow, come to the meeting with questions, and share what you are doing with the feedback you have received. You will be given various opportunities throughout the year for ongoing training.

Remember that we all have a sphere of influence and play a part in helping others take their next step. So, while we are serving and fulfilling a role, we should always bring someone along with us to join the team. If each person constantly has eyes to see people join them on the Dream Team, we will be in a consistent motion of recruiting new people.

Depending on your role, you may be asked to sign an honor code.

SPECIFIC EXPECTATIONS FOR VARIOUS LEADERSHIP ROLES

Senior Coordinator

REPORTS TO: Youth Director

Develop People

- Build strong relationships with Youth Coordinators and Coaches; care for them personally and spiritually.

- Focus on leadership development:
 - **Character:** Love God, Love People, Excellence, Attitude.
 - **Competency:** Give people opportunities to lead as well as give them honest feedback.
- Support Coordinators in executing strategies to grow their teams, instilling Lifepoint Church's culture.

Execute with Excellence

- Oversee Youth Environments, ensuring excellence in:
 - Weekly small group meetings.
 - Background checks, interviews, and training leaders.
 - Relationship-building within small groups. Help Youth Leaders build biblical relationships with their students.
 - Guiding youth toward the next steps in their spiritual journey.

Grow Your Team

- Actively recruit, train, and develop leaders for Lifepoint Youth.
- Attend Join the Team.
- Utilize CCB with the Youth Director for onboarding and leader care.

Communicate Effectively

- Upward: Weekly updates to the Youth Director on team health and issues.
- Downward: Share key information and encouragement with Youth Coordinators and Coaches.
- Maintain Lifepoint's vision and mission in all communications.

HOURS AND MEETINGS EXPECTED:

- Bi-monthly meetings with the Youth Director.
- Monthly 1-1 meetings with Youth Coordinators.
- Monthly team meetings with the Youth Director and Youth Team.
- Regular prayer and support for Coordinators and Coaches.

CCB TRAINING REQUIRED: Proficient in CCB for managing teams and communications.

Coordinator

REPORTS TO: Senior Coordinator

Develop People

- Build strong relationships with Coaches; care for them personally and spiritually.

- Focus on leadership development:
 - **Character:** Love God, Love People, Excellence, Attitude.
 - **Competency:** Give people opportunities to lead as well as give them honest feedback.
- Support Coaches in executing strategies to grow their teams.

Execute with Excellence

- Ensure Coaches maintain excellence in:
 - Weekly small group meetings.
 - Training for leaders.
 - Relationship-building within small groups.

Grow Your Team

- Actively recruit, train, and develop leaders for Lifepoint Youth.
- Utilize CCB with the Senior Coordinator.

Communicate Effectively

- Upward: Update the Senior Coordinator on team health and issues.
- Downward: Relay key information and encouragement to Coaches.
- Maintain clarity of the vision and mission in all communications.

HOURS AND MEETINGS EXPECTED:

- Bi-monthly 1-1 meetings with the Senior Coordinator.
- Monthly team meetings led by the Youth Director/Senior Coordinator.
- Weekly communication with Coaches.

Coach

REPORTS TO: Coordinator

Develop People

- Build relationships with Youth Leaders; care for them personally.
- Focus on leadership development:
 - **Character:** Love God, Love People, Excellence, Attitude.
 - **Competency:** Give people opportunities to lead as well as give them honest feedback.
- Evaluate team culture and celebrate Lifepoint's values.

Execute with Excellence

- Ensure Leaders maintain excellence (this means going the extra mile) in small groups:
 - Weekly meetings and relationship building.
 - Leading youth toward next steps.

Grow Your Team

- Actively recruit, train, and develop Youth Leaders.

Communicate Effectively

- Update the Coordinator on team health and issues.
- Communicate key information consistently with Youth Leaders.
- Ensure clarity of the vision and mission for the team.

HOURS AND MEETINGS EXPECTED:

- Monthly 1-1 meetings with the Coordinator.
- Monthly team meetings with the Youth Director/Senior Coordinator.
- Weekly communication with Leaders.

Youth Leader

REPORTS TO: Coach

Serve with Passion

- Bring a high level of excitement to everything you do with students. We are always in their corner.

Develop Yourself

- Focus on your relationship with Christ through worship, studying Scripture, and participating in adult small groups. Leading a youth small group does not excuse you from being in one yourself.

Execute with Excellence

- Go the extra mile in everything you do. Do everything with all of your heart.

Invite Others

- Actively invite others to join the Youth team.

Communicate Effectively

- Maintain communication with youth and families about events.
 - Never text a student of the opposite sex.
 - Always get permission from the parent before texting a student of the same sex.
 - Never text students after 9:00PM.
- Regularly update your Coach on group dynamics.

HOURS AND MEETINGS EXPECTED:

- Weekly communication with your Coach.
- Two meetings per semester with your Coach.

CCB TRAINING REQUIRED: Active CCB account for attendance and communications.

PROCESSES, SYSTEMS, AND RESOURCES

1. Resources

- **Texting Platform**
 - **Definition:** A messaging platform for team communication, allowing for real-time chat, file sharing, and collaboration (this will be determined by your Youth Director).

2. Processes

- **Onboarding Process**
 - **Description:** A systematic approach to identifying, interviewing, and onboarding new leaders for youth groups.
 - **Steps:**

- Promote recruitment during Join the Team.
- Conduct interviews and background checks.
- Provide training and resources to new leaders.

- **Event Planning Process**

- **Description:** A structured process for organizing youth events, from brainstorming ideas to execution.
- **Steps:**
 - Hold planning meetings with Youth Coordinators.
 - Evaluate event success through feedback forms that will be sent back to Youth Directors.

3. Systems

- **CCB (Church Community Builder)**

- **Definition:** A church management software for tracking attendance, managing groups, and facilitating communication among team members.
- **Access:** Team members must request access from the Youth Director and complete training on using CCB effectively.

- **Monday**

4. Execution

- **Weekly Youth Groups**

- **Description:** Regular gatherings for youth to gather at each of their campuses to worship together, hear teaching, and discuss in small groups.

- **Monthly Youth Nights**

- **Description:** Monthly gatherings where youth from all five campuses come together to have an elevated experience and for them to bring their friends.

- **Yearly Youth Conference**

- **Description:** Yearly 3-day event where youth come together to experience incredible worship, guest speakers, and life-changing experiences.

5. Standards

- **Quality of Communication**

- **Description:** Maintain a high standard of communication with youth, families, and team members.
- **Standard:** All communications should be clear, respectful, and aligned with Lifepoint Church's mission and values.
 - Never text a student of the opposite sex.

- Always get permission from the parent before texting a student of the same sex.
 - Never text students after 9:00PM.
- **Training and Development**
 - **Description:** Commitment to ongoing growth and improvement for all leaders within the Youth Ministry.
 - **Standard:** All team members must complete initial training and participate in at least one development opportunity global training per year.

SAFETY POLICIES & PROCEDURES

Working with Dream Team Members/Students Under 18 Years of Age

The following is standard information that pertains to all Dream Teams at Lifepoint Church.

Lifepoint Church has a policy of mandatory reporting. If a Dream Team member has reason to suspect that a child is abused or neglected, the matter must immediately be reported to a staff member by phone or in person. The *Guide for Suspected Child Abuse* has more information regarding this policy.

While working with young people, at times you may become aware or suspect that a student is harming/has desire to harm himself/herself or others. In these situations, speak with a staff member immediately so that assistance can be provided before the student leaves. Avoid promising a student that what they share with you is confidential or secret because at times you may need to share the information with someone who can help them. It is very important to report any suspicions (potential or proven) and allow staff to evaluate the situation.

All Dream Team members must ensure that communication and interactions (in person, via calls/texts, social media interaction, etc.) with students are not hidden/out of view from others, especially during one-on-one conversations. Physical contact should always be publicly appropriate and contextually suitable (example, high fives, side hugs), and never in a manner that could be interpreted as inappropriate or intimate. Parents must always approve of any mentoring or discipling relationships with students.

Mandatory Reporting Policy:

ABUSE OR NEGLECT:

Being legally bound, Lifepoint Church has a policy of mandatory reporting. Please note that these procedures are subordinate to global Lifepoint safety and security procedures.

If a Youth Leader has reason to suspect that a child is being abused or neglected, they must report the matter **immediately** to a Lifepoint Church Staff member by phone or in-person. If abuse or neglect is suspected, an incident report is to be filled out following conversation with staff.

ABUSE/SELF HARM FOR YOUTH TEAM:

All information shared with you regarding students should be confidential, except for when you are made aware of a dangerous situation such as abuse, depression/suicide, or substance abuse. Abuse, whether self-inflicted or from another person, must be reported to the Campus Pastor and Youth Director of said campus. If abuse or suicide is an immediate danger or imminent, call 911. Campus Youth Directors will be responsible for documenting the incident by way of Lifepoint Church's Incident Form using the following link:

[Lifepoint.org/reporting](https://lifepoint.org/reporting)

The following are possible situations that require reporting:

- Physical/Sexual Abuse
- Verbal Abuse
- Depression/Suicidal Tendencies
- Self-Harming
- Substance Abuse

Be prepared to give your Campus Pastor and Youth Director the following information:

- Youth Name
- Youth Phone
- Guardian Phone
- Guardian Email
- An account of the encounter which led to your suspicions.

Your Campus Youth Director and your campus staff will create a crisis plan for the students.

THANK YOU

We exist for youth but couldn't exist without leaders. Welcome to the Team!