

4:12

LEADER HANDBOOK



CHURCH AT THE GATES



Introduction

VISION

We desire for every student in the Missoula area to experience the real Jesus and to experience real, life-long change.

PURPOSE

To extend the ministry and message of Jesus to the next generation and help them cultivate a lifelong relationship with God.

FOUNDATIONAL SCRIPTURES

Don't let anyone think less of you because you are young. Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity.

-1 Timothy 4:12

Therefore, go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit. Teach these new disciples to obey all the commands I have given you. And be sure of this: I am with you always, even to the end of the age.

-Matthew 28:19-20

Jesus replied, "'You must love the Lord your God with all your heart, all your soul, and all your mind.' This is the first and greatest commandment. A second is equally important: 'Love your neighbor as yourself.'"

-Matthew 22:37-39

We loved you so much that we shared with you not only God's Good News but our own lives, too.

-1 Thessalonians 2:8

Remember your leaders who taught you the word of God. Think of all the good that has come from their lives and follow the example of their faith.

-Hebrews 13:7

You have heard me teach things that have been confirmed by many reliable witnesses. Now teach these truths to other trustworthy people who will be able to pass them on to others.

-2 Timothy 2:2

Our Team

LEADER EXPECTATIONS

To help students take ownership of their faith, leaders:

1. Pursue Jesus

- Leaders are involved in their own discipleship and pursuing Jesus with their lives alongside a community.

2. Show Up

- Be consistent
- Be physically, emotionally, and spiritually present
- Attend a minimum of 75% of the time.

3. Prioritize Safety

- In everything we do, we want students to be safe—from driving cars to playing games.
- All leaders have the authority to stop anything at any time if it is unsafe.

4. Never Settle

- Learn more about youth culture and current struggles of students.
- Push and encourage students to grow in their faith.

CHURCH & STAFF EXPECTATIONS

To equip leaders to shepard students:

1. Pursue Jesus

- The staff are involved in their own discipleship and pursuing Jesus with their lives alongside a community.

2. Show Up

- Be physically, emotionally, and spiritually present.
- Communicate when group will be canceled and plan for group

3. Prioritize Safety

- Create a safe space for leaders and students to pursue Jesus.
- Empower leaders to have the authority to stop anything unsafe.

4. Never Settle

- Learn more about youth culture and current struggles of students.
- Push and encourage students to grow in their faith.

Our Team

THREE TRAITS OF A HEALTHY TEAM:

People intentionally and actively valuing and celebrating each other.

1. Honor

You are here to serve leaders and students.

Words of life, not words of death.

A team with joy together is better than a team with money and resources.

2. Selflessness

Celebrate each other.

Look for ways to serve leaders and students.

3. Encouragement

Always be building up members of the team.

Highlight others in how they were encouraging.

3 TRAITS OF AN UNHEALTHY TEAM:

1. Competition

When we compete, we want to win, which means someone has to lose.

2. Comparison

We compare our worst to others' best.

3. Cynicism

Unwilling to believe the potential good in things.

4:12 LEADERSHIP: HOW IT GROWS

At 4:12, you start out volunteering as a Co-Leader. As time progresses, if you have a desire to be involved in Youth Ministry, there's always more discipleship that can happen! Here's an outline of what this growth looks like, and what it takes to grow your involvement.

CO-LEADER

TIME COMMITMENT: 2.5 HRS A WEEK

WHAT WILL I DO?

- At least 2 months serving at 4:12.
- Become a member of CATG.

- Share the Gospel
- Meet new students
- Learn student names
- Assist in leading Small Group
- Learn & teach game rules (optional)
- MC or open in prayer (optional)

SMALL GROUP LEADER

TIME COMMITMENT: 3 HRS A WEEK

WHAT WILL I DO?

- Lead small group discussion
- Model small group skills for Co-Leaders
- Affirm questions, model grace & bring vulnerability
- Handle deeper theological questions in group
- Check-in weekly with students (through text/at church)
- Meet up with students to disciple outside of regular 4:12 (Ask Luke for tips on how to do this well before starting)

TEAM PLANNER

TIME COMMITMENT: 3 HRS A WEEK + 2 HRS A MONTH

WHAT WILL I DO?

- Be up to date with current student trends and culture
- Discuss student needs/concerns with Student Director
- Give insight & assist w/ direction of 4:12

YOUTH INTERN

TIME COMMITMENT: 5+ HRS A WEEK

WHAT WILL I DO?

- Weekly planning & prep
- Cast vision, 4:12 culture, & future
- Plan larger events
- Work on longer-term projects behind the scenes



THE FOUR PILLARS OF YOUTH MINISTRY

ENGAGE | PLAY | GUIDE | PRAY

As youth workers, we should always be doing one of these while we are with youth. Over the next four chapters of the handbook, we'll cover what each of these words entail, as well as give you some practical tips for how to apply them.

Engage

ENGAGE - Actively moving towards students.

Practically:

Be physically with students the majority of the time! With your consistency from week to week, memorize every student's name. Pursue students in conversations, and introduce them to others, building bigger circles within 4:12.

Personally:

Look for ways to hear every student's story, and actively listen to it. When talking to them, don't be distracted. Remember, as you connect with students, you don't have to be interesting, just be interested in them. One of the most magnetic things about a leader is simply their undivided love and attention.

Spiritually:

Students need to hear, "We care about you," "How can we pray for you?" and "We love you." Show that your faith is real! Talk about prayer, the Bible, and doubts - talk about your own walk with God, and invite students along for the journey. Find out where that student is at with their beliefs, and where they are with God (You can use scales, for example: "On a scale of 1-10 how much do you think God loves you right now?").

The more you engage with students, the more you can point out when they reflect Jesus or if you see that they are gifted in a specific way. For example: "It is so cool to see how God has made you to desire justice!" Or, "I saw how you bought Jimmy a soda his first night, that was really kind."

Practical Tips to ENGAGE

Students are unconsciously asking three questions:

1. Can I trust you?
2. Do you care about me?
3. Do you know what you're talking about?

They are watching you during 4:12, during small group, and after 4:12. We want to answer these questions with our words and actions.

These are the students we want to create a space for at 4:12, at every stage they need love from leaders!

The Community:

Students that don't attend church – they are living apart from Jesus.

The Crowd:

Students that are committed to attending 4:12 for periods of time – they are hearing about Jesus.

The Congregation:

Students that attend 4:12 regularly – they have a relationship with Jesus and other Christians.

The Committed:

Students that are committed to spiritual habits – they are growing in Jesus.

The Core:

Students that are committed to doing ministry – they are serving because of Jesus.

Measurable Wins to Celebrate:

- New students are met by every leader on their first night.
- Students are told they are loved by leaders.
- Students bring a friend to 4:12.
- Students volunteer to pray in small groups.

Play

PLAY - Embody a disposition of play. Be fun-loving. Laugh often! Take God seriously, but don't take yourself too seriously.

● **Celebrate:**

Celebrate whatever you can with students! Whether it's big or small, mark the moment. Whether it's passing their driving test, getting a new dog, or the end of a semester, take any opportunity you can. Create funny traditions that are unique to your group!

● **Laugh:**

Choose to enjoy moments with students even if it's not your exact sense of humor. Delight in them, laugh with their silly jokes and antics, and allow yourself to be light with students. Find funny videos or goofy ice breaker questions. Look for and create moments of joy.

● **Adventure:**

There's a real power in games and activities! Where possible, encourage students to join you and get moving - be physically active. Adventure is fun! It's not avoiding deep moments, it's leading us into the deep moments. So much bonding happens within these adventures that lays the foundation for a deeper relationship built on all the memories of good times together.

Practical Tips to PLAY

- Encourage kids who are shy or "too cool" to engage in the game.
- Hype up your team and encourage them to victory. Shout out names of kids!
- Make the game accessible to the kids it doesn't immediately fit with.
- Actually try yourself! Model enjoyment and participation, making it something that is irresistible to join.
- Think of fun and silly questions, and get a students opinion on the answers.

Guide

GUIDE - Life is hard, everyone needs a guide. You're not the hero, you make the student the hero. A guide is not an expert: they don't know all the answers, but they will help search for them. 1 Corinthians 11:1

● **Example:**

You are always guiding by example. What example are you setting? Students will pick up way more by what they see you do than what you say. Way more is passively caught from how you live than what is actively taught by your words alone.

● **Laugh:**

We want to guide students to conclusions, instead of always immediately supplying the “answer.” How you respond to a student is so important - from body posture, all the way to the words you say. When you’re getting into real life-advice moments with students, and you want them to come away with the truth of the Bible, leverage your relationship with that student before authority as their youth group leader. A student is way more likely to listen to what a leader has to say once trust and respect have been earned, and that student knows the leader loves them. Ask good questions before you advise: “How does this make you feel? What is driving that thought/decision? How has what you’ve tried in this situation worked out?” Ask the questions that guide them to a conclusion based on truth.

Dialogue over monologue! As you talk with students, 80% of the talking should come from students, and 20% from you. The goal is to get students to talk and engage more and more with you over the weeks!

● **Adventure:**

Our instinct is always to command and confront first, but invitations and questions are often so much better. The way of Jesus is right, but it is also good and brings life. What is the healthy next step in the student’s journey? You may have modeled it, now invite them to do what you’re doing. How can you invite them into the way of Jesus, instead of just commanding them to it?

Discipleship has a really easy pattern: first, I Do, then We do, and finally, You do. You lead the students in the way, then you model and walk with them in the way, and then you give them opportunities to walk the way on their own. Guide them through things, from things, and to things.

Practical Tips to GUIDE

SMALL GROUPS

The structure of small groups typically consists of:

1. **Ice breaker** - A time to catch up from the week or dive in with a question.
2. **Prayer** - Pray before the discussion so there is a clear start.
3. **Discussion** - Discuss questions or study what is provided.
4. **Prayer** - Ask for prayer requests, if a student shares ask if someone will pray for that prayer. Leader can close prayer and also pray for students.

We are God's ambassadors for our students. There are two general ways that we can set the tone, and be good ambassadors, using:

Words: Use simple words! Anyone can talk about the Gospel, and anyone can talk to God, no special or fancy words needed. Whether you're praying, teaching, or discussing in small groups, model this truth by using simple words.

Approach: God is approachable - we should be too! It's okay to be goofy in small groups. We want kids to learn that you don't have to be someone else when you come to God. Rather than *always* correcting goofiness, lean into *modeling* authentic faith. We can be focused and value small group discussion and prayer while still being your genuine (and sometimes even goofy) self.

Follow-Up Questions in Small Group.

1. What does God's word say about that?
2. Is God trying to teach you something through that?
3. What do you think God wants you to do next?
4. What do you think?
5. That's Interesting...Tell me why you think that.
6. Wow, that's a great point. When you said that, it made me think about___. What do the rest of you think about that?

Practical Tips to GUIDE

SMALL GROUPS

Sharing Your Own Story

Adult leaders should lead their small group from a place of authenticity. Your personal testimony and life experiences are important components of your ministry to students. God wants to use your personal story to lead students to His love. It is our goal to present what Jesus has done in our lives in such a clear, simple, and attractive way that those who hear about our life will not only want to know God, but they will also know how to begin a real relationship with Him.

When leading students, you should be careful when sharing your story that past sin is not the focus, but the work of Christ in your life. Avoid details when describing past sin, especially sexual sin, drugs, and alcohol. Keep the age of your students in mind as you share.

Do not ever glorify past sin. We don't want to give students the excuse that they can sin in the same way and still turn out like you. The Bible says sin satisfies for a season (Hebrews 11:25), so let students know that any momentary sinful pleasure has negative consequences. On the other hand, do not discount your past sin as no big deal. We want our students to understand that all sin is sin, and no matter what it is, it separates us from God.

7 CHALLENGING SMALL GROUP MEMBERS TO PREPARE FOR:

Take initiative and address difficult, disruptive or irritating members. This lets the group know that the leader is aware of issues and willing to address them.

A good leader will speak up immediately during Small Group or go to individuals in private after group time is over.



1. The Excessive Talker

Thank them for sharing and remind them that the group needs to hear from everyone. Example "You've added a lot tonight. Let's make sure we hear from everyone." If needed, address the issue outside of the group time by affirming them, asking for their help in making the group a fun, equal place, and asking for permission to stop them if they talk too much in the future.



2. The Mute

Address the issue outside of the group, and see if there is a reason they might not be sharing (e.g. nervousness, shame, concern about what others think of them). Ask if it would be ok for you to call on them next week with one of the questions during the discussion.



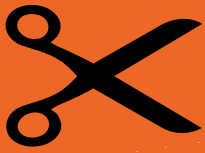
3. The Rambler

Don't be afraid to cut someone off if they talk in circles or cannot keep it brief. One way is to pause them, and paraphrase what you think they are saying and address that issue. If the problem persists, talk to them outside of the group and ask them to think through some of their answers ahead of time, and how they could answer them succinctly.



4. The Surface-Leveler

Some people will talk a lot but won't actually say much. Ask deeper follow-up questions to draw out their true thoughts or feelings.



5. The Interrupter

Lay the ground rules for how and when people share before group starts. Ask them to let others finish. If the problem persists, talk to them outside of the group and ask them to be mindful of others.



6. The “Me Too” Member

Don't let someone continually share a similar story or somehow relate each issue to themselves. Identifying with someone is helpful occasionally but reveals a focus on self if it happens continually.



7. The Goof

The goof always turns something serious into something funny, either making light of what someone's going through, or simply derailing the group's focus. Challenge them outside of group to help the group stay on track, or in the group, gently guide the conversation back. Let them know that these topics are important, and matter for life. Let them know that others in the group would be more comfortable sharing deeply if they knew they weren't going to be made fun-of. Ask them to recall if they have ever tried to be vulnerable, and were laughed at - ask them to create a different experience for others.

Pray

PRAY - Always be interceding on behalf of students. Pray for the four F's: Faith, Friends, Future, & Family. If you pray for students, it will change your students and change you.

● **Pray WITH:**

Many students who have been in youth ministry can remember a time they were prayed for by a leader, and it meant a lot to them. God works through His people to bring His presence. Ask that student if you can pray for them. Ask if you can put your hand on their shoulder. As you pray with and for students, you are modeling for them how to pray themselves.

● **Pray TOGETHER:**

Ask for prayer requests as a large group. Pray right then when possible, or let the kids know you'll pray for those requests throughout the week. Eventually, have students pray for each other. Show the kids how to care for each other, and show them that we have a God at work. Make prayer approachable, de-mystify it, and create a journey that students can start. Show them they have access to God, it's not only pastors who do. No prayer is too small for God.

We want to point them past us to God. Students will bring issues that are way bigger than we can solve. Show them that God is the one who intercedes, and even the adults in their life rely on His power to bring about change. God has ordained that He will work through prayer. Because of what Jesus did on the cross, we can enter His presence. We can't control the outcomes, but we can pray and trust God. Youth leaders can be the people who can guide them to the presence of God.

Practical Tips to PRAY

Start with these:

- **Ask for permission:** Can I pray for you?
- **Let them lead:** How can I pray for you?
- **What is the need behind the need?** Ex: Stress - Grade - parent expectations.
- **Keep it simple:** Pray for God's Love, God's peace, God's healing, etc.
- **Don't rush:** Take time to let the Holy Spirit lead and work

LEAP

RESPONDING TO HURTING STUDENTS

It's not always easy to know how to respond when we find out a student is going through a difficult time. What do I say to a student whose parents are fighting? How do I care for a student who is lonely or depressed? What if a student is stuck in sin? These four tips will go a long way and help you "take the LEAP" into pastoral care.

Listen

1. Just listen. Eye contact. Give them your attention.
2. Let them set the pace - this is their journey, that they are letting you into. Be ok with silences, and be patient with whatever speed they are comfortable going as they share.
3. Show up, and be sad with them. You don't always need to "fix" it - simply be there for them in their pain.

Empathize

1. Thank them for sharing - they've let you in on something that's really important to them. *"Thank you for trusting me with that," "I'm so glad you shared that with me."*
2. Communicate how much you care. *"I love you." "I care for you." "I don't see you any different." "I am so glad you came to 4:12 tonight."*

Act

1. If a student needs help or resources, act! Ask: *"What can I do for you?" "Would it be helpful if I sent a video about that for you to watch?"*
2. Don't be afraid to bring another leader into this situation, especially when it becomes a safety concern, or is simply a topic you feel unsure about. Ask: *"Can we talk about this with ___?"*
3. If students need to bring what they're discussing to a friend or family member, brainstorm with them how they can take that step for themselves. *"It sounds like ___ needs to know you feel that way." "How can I help you tell them?" "Would you like me to go with you?"*
4. Follow through, and keep your word - if you've said you'll keep the conversation going, make sure to check back in with this student about what they've shared with you.

Pray

1. Pray for: peace, restoration, and God's power. *"God I thank you for ___. I pray that they would know your love. I pray that they would know your peace and know you're with them. I pray that you would show up and heal/encourage/be with them."*
2. Use the language they would use. Youth workers are waiters. We take the request and deliver it to God.
3. It is easy to be overwhelmed with everything that is happening, but God is not overwhelmed. We have access to God's power through prayer.



SAFETY POLICY & SCHEDULE

*In the following pages are a few nuts & bolts!
You'll find out weekly schedule of how a given night of 4:12 runs,
as well as two copies of our safety policy.*

***Please make sure to carefully read the safety policy, keep one for reference,
and return the other to Luke Overland.***

SCHEDULE

A TYPICAL NIGHT, AND YOUR RESPONSIBILITIES

6:10 - ENGAGE - (Hang-out)

Leaders arrive, grab your name tag, and head to any place you've been stationed (if you have one). At your station, make it your goal to chat with kids, and make them feel seen and known!

6:35 - WELCOME - (Start)

Head to the 4:12 room, and help corral any straggling kids in that direction, too.

At 6:35, we'll start the night out officially in the 4:12 room, pray for the evening, and go over ground rules for 4:12. *At this time you can help by encouraging kids to listen as we explain and pray.*

6:40 - PLAY - (Game 1)

We'll start our first game/activity for the night. Frequently, this game is down the hall in Kid's Cabin. Have fun with the kids, help them listen well to rules, and keep an eye out for those who are on the fringes, so that they are included in the activity. We strongly encourage everyone to participate. *At this time you can help by encouraging kids to listen to the rules, play the game, keep it safe, and have fun!*

7:05 - GUIDE - (Teaching)

We'll send all the kids back to either the 4:12 room, or the adult classroom that's across from 4:12 for the teaching. We'll pray and do announcements, and for the teaching we'll either watch a video, or listen to a leader present a message. Sit with kids, help them listen and focus, and re-seat those who are causing disruptions. *At this time you can help by encouraging kids to listen and not distract others.*

7:30 - PLAY - (Game 2)

We'll use this time for our second game or activity. Often, this will be "the Impossible Shot!" Hype up the person who's doing the shooting, and/or stir up excitement for whatever activity we're doing. *At this time you can help by encouraging kids to listen as we explain and play along.*

7:45 - GUIDE & PRAY - (Small Groups)

We'll split by gender and age for small groups. Typically, small group consists of deeper relational time, as we try to work with the content and apply it to life. Make sure to close out group praying for one another. *At this time you can help by encouraging kids to participate and listen to others.*

8:30 - SEND - (Pick-up)

Send kids home! Continue conversations while you wait with them for rides. Some leaders will have walkie-talkies upstairs and downstairs, so we can communicate which parents have arrived outside and are waiting for their child. Find and send kids outside when their ride shows up. *At this time you can help by encouraging sending kids home if parents are here and grouping kids together.*

8:45 - 4:12 LEADER MEETINGS

On occasion, we'll stay after the kids have been picked up to clean up a little, debrief the night, share highs, lows, or safety concerns, do leader announcements, and pray for our students.

SAFETY POLICY

SIGN ONE, KEEP ONE

1. TOUCH

- **Safe touch** includes high fives, fist bumps, shoulder taps, and handshakes. Safe touch is encouraged and beneficial for relationships.
- Hugs - At 4:12 we don't initiate or do frontal hugs. Transition to side hugs. Student initiated same-sex side hugs are okay. At 4:12 leaders don't initiate or do opposite-sex hugs.
- **Non-safe-touch** areas are those that would be covered by a swimsuit - the general rule being anything below the shoulders and above the knees, with exceptions of the safe-touch areas above.
- Non-safe touch: sexual touch, kissing, tickling, massaging, slapping, poking, hitting or wrestling.
- Leaders are not allowed to have sexual relations with students.

2. COMMUNICATION

- At 4:12 we don't text students after 9 pm unless it's about a crisis or the 3 hurts. At this point, bring Luke or Shannin into what is going on.
- Keep in touch with parents when planning to meet with students. Before meeting up with a student, reach out to the parents and let them know.
- If texting with the opposite sex, create group texts and have very clear boundaries. It is always encouraged to text groups of students rather than one-on-one.
- At 4:12 we don't use Snapchat or video chat/Facetime with students.
- Keep a record of text messages sent to students.
- At 4:12 we don't joke about drugs, sex, bullying, or drinking.
- Always try to have long conversations or deep conversations in person rather than text. If more than three messages are needed to communicate, try to find another time to get together with that student in a public space.

3. ONE-ON-ONE TIME AT 4:12

- At 4:12, leaders must always be in the eyesight of at least one other leader.
- When engaging with students, keep it public: make sure you are in a clear line of eyesight, open doors, and when possible, with groups of students.
- If you are one-on-one with a student, you must be in sight of other leaders. If more privacy is needed, get some more distance, and maybe another leader remaining in a clear line of sight.
- NEVER be alone with a student, if this happens send the student to an area with more leaders or bring other leaders in.
- Be "above reproach."

4. ONE-ON-ONE TIME OUTSIDE OF 4:12

- Time with students outside of 4:12 is best if done in larger groups, but doing one-on-one meet-ups are okay for leaders & students if they are of the same sex.
- Before meeting up, check with Luke first.
- Introduce yourself/reach out to the parents beforehand. Let them know what you have in mind, and work with them to arrange rides for their student.
- Meeting spaces must be in public places: CATG (during office hours), coffee shops/restaurants, or walks that are in-town, and public. Always be in places where others are nearby.
- Let parents know where you're going, what you will do, when you'll leave, and when you'll be back.

5. PHYSICAL INJURY

- If a student has any kind of physical injury it must be reported to Luke and passed on to the parent. If you are not sure, tell Luke.

SAFETY POLICY

SIGN ONE, KEEP ONE

6. DRIVING

- You may drive groups of students if given permission from Luke or parents.
- Be safe: Seat belts required, no texting, no speeding, stay focused on driving, no getting out of the car unless it's your destination.
- For 4:12 events, leaders may not drive students alone. There must always be 2 or more students in the car.
- Two or more leaders may give a student a ride.

7. BATHROOMS/CHANGING

- If you are in a situation where you need to change, it must be a bathroom away from students.
- If students need to change, have them do it in the bathroom or a place with privacy.
- Never be naked in the presence of a student.
- Never be in the presence of a naked student.
- At 4:12 leaders will use the bathroom at the far side of the building (North side). Students will use the one near the auditorium (South side).

8. ROLE-MODELING

- **Movies** - When in doubt about watching movies with students- preview the movie first, check commonsense media, and reach out to a parent.
- **Social Media** - Be aware of what you post, favorite, like, or comment on. Even if you didn't "say it" to a student at 4:12, you said it.
- **Language** - No cussing, vulgar jokes, inappropriate comments about celebrities, politicians, etc. Be conscious of how you speak about anything that is sensitive. i.e. gender, sex, abortion, divorce, abuse, etc.
- **Alcohol/Drugs** - During or leading up to any student events, abstain from alcohol. Abstain from excessive or inappropriate drinking at any time. Abstain from the use of illegal drugs at any time. Consider what you post on social media when it comes to drinking.
- **Relationships** - Maintain relationships with students as a loving youth leader, not just as a peer. It is not permitted for leaders to ever have romantic relationships with students.
- **Attire** - Please wear clothing that is modest and that you can be semi-active in.

9. SENSITIVE INFORMATION

- Never agree to keep something confidential for students; communicate ahead of time that what they share with you may be shared with others if it is in their best interest.
- Let Luke or Shannin know if a student shares something we should be aware of to better love or serve that student, anything from a family divorce to self-harm. Always err on the side of sharing with us.
- If a student shares one of the "3 Hurts," you **MUST** tell the staff that same night. Montana is a Mandatory Reporting State, and as a youth worker, you are a mandatory reporter. You and Luke will take the next steps together.
- **The 3 Hurts: 1. Hurting Themselves, 2. Hurting Others, 3. Being Hurt.**

YOUR SIGNATURE: _____ **DATE:** _____

STAFF SIGNATURE: _____ **DATE:** _____

4:12 LEADER AGREEMENT

SIGN ONE, KEEP ONE

DESCRIPTION

- To extend the ministry and message of Jesus to the next generation and help them cultivate a lifelong relationship with God in a safe and fun environment.

RESPONSIBILITY

- Engage, Play, Guide and Pray with students.
- Build meaningful relationships with students.
- Ensure a safe environment for students and other leaders.
- Play games, lead/co-lead small groups, help students pay attention.
- Respond to scheduling emails/texts in a timely manner.
- Help lead special events as available.
- Be flexible, bring a good attitude and have fun!

DURATION

- The Student Ministry season runs from September 2023 to August 2024. If there are periods of time that you know you are unavailable, list them here.

POLICY

- Each year we ask our volunteers to re-read our policy and confirm they've read and understand the policies and requirements. If you have any questions about the policy, please reach out!
- CATG Child Abuse Prevention Policy.
- 4:12 Safety Policy.

I have read and understand:

- ☐ Job description
- ☐ Responsibilities
- ☐ Duration
- ☐ Child Abuse Prevention Policy
- ☐ 4:12 Safety Policy.

NAME

DATE

MORE RESOURCES



Training

SCAN

SCAN



Resources

SAFETY POLICY

SIGN ONE, KEEP ONE

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- Hugs - At 4:12 we don't initiate or do frontal hugs. Transition to side hugs. Student initiated same-sex side hugs are okay. At 4:12 leaders don't initiate or do opposite-sex hugs.
- **Non-safe-touch** areas are those that would be covered by a swimsuit - the general rule being anything below the shoulders and above the knees, with exceptions of the safe-touch areas above.
- Non-safe touch: sexual touch, kissing, tickling, massaging, slapping, poking, hitting or wrestling.
- Leaders are not allowed to have sexual relations with students.

2. COMMUNICATION

- At 4:12 we don't text students after 9 pm unless it's about a crisis or the 3 hurts. At this point, bring Luke or Shannin into what is going on.
- Keep in touch with parents when planning to meet with students. Before meeting up with a student, reach out to the parents and let them know.
- If texting with the opposite sex, create group texts and have very clear boundaries. It is always encouraged to text groups of students rather than one-on-one.
- At 4:12 we don't use Snapchat or video chat/Facetime with students.
- Keep a record of text messages sent to students.
- At 4:12 we don't joke about drugs, sex, bullying, or drinking.
- Always try to have long conversations or deep conversations in person rather than text. If more than three messages are needed to communicate, try to find another time to get together with that student in a public space.

3. ONE-ON-ONE TIME AT 4:12

- At 4:12, leaders must always be in the eyesight of at least one other leader.
- When engaging with students, keep it public: make sure you are in a clear line of eyesight, open doors, and when possible, with groups of students.
- If you are one-on-one with a student, you must be in sight of other leaders. If more privacy is needed, get some more distance, and maybe another leader remaining in a clear line of sight.
- NEVER be alone with a student, if this happens send the student to an area with more leaders or bring other leaders in.
- Be "above reproach."

4. ONE-ON-ONE TIME OUTSIDE OF 4:12

- Time with students outside of 4:12 is best if done in larger groups, but doing one-on-one meet-ups are okay for leaders & students if they are of the same sex.
- Before meeting up, check with Luke first.
- Introduce yourself/reach out to the parents beforehand. Let them know what you have in mind, and work with them to arrange rides for their student.
- Meeting spaces must be in public places: CATG (during office hours), coffee shops/restaurants, or walks that are in-town, and public. Always be in places where others are nearby.
- Let parents know where you're going, what you will do, when you'll leave, and when you'll be back.

5. PHYSICAL INJURY

- If a student has any kind of physical injury it must be reported to Luke and passed on to the parent. If you are not sure, tell Luke.

SAFETY POLICY

SIGN ONE, KEEP ONE

6. DRIVING

- You may drive groups of students if given permission from Luke or parents.
- Be safe: Seat belts required, no texting, no speeding, stay focused on driving, no getting out of the car unless it's your destination.
- For 4:12 events, leaders may not drive students alone. There must always be 2 or more students in the car.
- Two or more leaders may give a student a ride.

7. BATHROOMS/CHANGING

- If you are in a situation where you need to change, it must be a bathroom away from students.
- If students need to change, have them do it in the bathroom or a place with privacy.
- Never be naked in the presence of a student.
- Never be in the presence of a naked student.
- At 4:12 leaders will use the bathroom at the far side of the building (North side). Students will use the one near the auditorium (South side).

8. ROLE-MODELING

- **Movies** - When in doubt about watching movies with students- preview the movie first, check commonsense media, and reach out to a parent.
- **Social Media** - Be aware of what you post, favorite, like, or comment on. Even if you didn't "say it" to a student at 4:12, you said it.
- **Language** - No cussing, vulgar jokes, inappropriate comments about celebrities, politicians, etc. Be conscious of how you speak about anything that is sensitive. i.e. gender, sex, abortion, divorce, abuse, etc.
- **Alcohol/Drugs** - During or leading up to any student events, abstain from alcohol. Abstain from excessive or inappropriate drinking at any time. Abstain from the use of illegal drugs at any time. Consider what you post on social media when it comes to drinking.
- **Relationships** - Maintain relationships with students as a loving youth leader, not just as a peer. It is not permitted for leaders to ever have romantic relationships with students.
- **Attire** - Please wear clothing that is modest and that you can be semi-active in.

9. SENSITIVE INFORMATION

- Never agree to keep something confidential for students; communicate ahead of time that what they share with you may be shared with others if it is in their best interest.
- Let Luke or Shannin know if a student shares something we should be aware of to better love or serve that student, anything from a family divorce to self-harm. Always err on the side of sharing with us.
- If a student shares one of the "3 Hurts," you **MUST** tell the staff that same night. Montana is a Mandatory Reporting State, and as a youth worker, you are a mandatory reporter. You and Luke will take the next steps together.
- **The 3 Hurts: 1. Hurting Themselves, 2. Hurting Others, 3. Being Hurt.**

YOUR SIGNATURE: _____ **DATE:** _____

STAFF SIGNATURE: _____ **DATE:** _____