



essentials



the essentials



student
ministry

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The biblical story starts with a God who looks into an empty chaos and sees potential. Out of that chaotic potential a good world was created. God is famous for taking things that seem to have nothing to offer, seeing potential in it, and then forming it into something great. This is exactly what Student Ministry is all about. We have been entrusted with the raw potential of hundreds of lives that God longs to do something great in.

It is our desire that students we work with and love will become *fully devoted followers of Jesus*. This journey towards knowing Jesus is not one to be done alone — this is where you come in. As a leader in the Student Ministry, you have committed yourself to something huge. You are joining a team of adults who believe deeply that students have the capacity to love God with all their hearts, souls and minds and to love others like they love themselves.

As you work with these students, joining God in the work He is doing in them, you will be stretched, challenged, inspired and blessed. Investing into the lives of students is a wild ride. But the reward is that you will help shape this raw potential into an incredible future of walking with Jesus.

Thank you for your commitment,

LCBC Student Ministry Staff



staff
information



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Why • How • What • Where

WHY we do what we do • mission

Student Ministry desires students to become *fully devoted followers of Jesus*, believing they have the ability and passion to love God and others deeply.

HOW we will move towards our mission • values

Our intention is to see students live out the mission as they *Gather, Connect and Serve*.

Gather

Believers, past and present, have gathered together to worship, learn from scriptures and hear from God. At these large group gatherings, students get a sense that they are part of something bigger than themselves.

Connect

Life is not designed to be lived alone. As students connect into relational environments they experience accountability, ask questions, receive care and develop lasting friendships. Students are involved in LIFE Groups allowing caring adults to invest in their spiritual journey and guide them.

Serve

Faith expresses itself in action. God is putting the world back together again through Jesus and has called students to join Him. Students are regularly involved in serving the community through InsideOut projects.

WHAT our priorities are • foundation

Based on our convictions about scripture and student culture, four elements should be prioritized in every aspect of Student Ministry environments: *God Centered, Relational, Experiential* and *Accepting the Process*.

God Centered

Gatherings, LIFE Groups and serving opportunities are centered on Jesus Christ. Our ministry environments are filled with creativity, teachings, and LIFE Group experiences that center on the one true God revealed in Jesus and made known through the Spirit.

Relational

Ministry environments have responsibilities to help students form God honoring friendships because life change happens within community.

Experiential

Participating in teachings, LIFE Group experiences and serving opportunities engage students' senses, not allowing students to be passive observers.

Accepting the Process

Students are all over the map spiritually and we are thrilled that they have chosen to explore their faith in Jesus with our ministry. Understanding that there are students in our gatherings that have never opened a Bible, or have never considered the role Jesus plays in their lives -- we will not force them to move, but continually give them opportunities to take the next step.

WHERE students end up @ Manheim

As students grow and move through our Manheim Campus environments, they should gain a deeper understanding of what it means to function as a part of the larger church body.



Where we want students: 5th and 6th graders should be in 56 during weekend gatherings.

Desire: Students will make a smooth transition into Student Ministry and feel safe to engage in LIFE Groups.

Why: The foundations of their faith need to be built now.



Where we want students: 7th and 8th graders should be in JCrew during weekend gatherings.

Desire: Students will connect with other middle school friends in LIFE Groups.

Why: Friendships are important to middle schoolers. Forming God centered friendships make all the difference in their journey with Jesus.



Where we want students on weekends: High schoolers should do two things on weekends: serve and worship with the larger church body.

Where we want students mid-week: Wednesday nights at 7pm students are encouraged to be a part of the Circl3 gathering, to connect with other high schoolers.

Desire: Students will begin to feel a sense of connection to the larger church.

Why: Many students drop out of church after high school. The best way to confront this is to give them a chance to be active in the life of the church through participating in the main gathering and serving.

WHERE students end up @ Harrisburg & Lancaster City

As students grow and move through our Harrisburg and Lancaster City Campus environments, they should gain a deeper understanding of what it means to function as a part of the larger church body.

JCREW **Where we want students:** 5th-8th graders should be in JCrew during weekend gatherings.

Desire: Students will connect with other middle school friends in LIFE Groups.

Why: Friendships are important to middle schoolers. Forming God centered friendships make all the difference in their journey with Jesus.

CIRCL3 **Where we want students on weekends:** High schoolers should do two things on weekends: serve and worship with the larger church body.

Where we want students mid-week: Wednesday nights at 7pm students are encouraged to be a part of the Circl3 gathering, to connect with other high schoolers.

Desire: Students will begin to feel a sense of connection to the larger church.

Why: Many students drop out of church after high school. The best way to confront this is to give them a chance to be active in the life of the church through participating in the main gathering and serving.

3 B's

Be Prepared • Be There • Be Involved

All Student Ministry leaders commit to the 3 B's as a way to stay focused on caring for students with excellence.

BE prepared

Review the LIFE Group guide before the gathering

Leaders are provided with a weekly guide designed to enhance the large group teaching. Each group is unique; by reviewing the material you can best relate the content to the students.

Attend the Pre-Gathering Leader Meeting

During the team meeting, we share stories, go over details of the gathering, upcoming events and pray together.

Manheim Campus Pre-gathering Leader Meeting times:

56 Saturdays @ 5:55pm – 6:15pm

56 Sundays @ 8:25am – 8:45am or 10:25am – 10:45am

JCrew Saturdays @ 5:55pm – 6:15pm

JCrew Sundays @10:25am – 10:45am

Circl3 Wednesdays @ 6pm – 6:45pm

Harrisburg and Lancaster City Campus Pre-gathering Leader Meeting times:

JCrew Sundays @10:25am- 10:45am

Circl3 Wednesdays @ 6- 6:45pm

BE there

Weekly Gatherings*

Connecting with students on a weekly basis significantly impacts their life. You play an active role in the 3 parts of a weekly gathering:

- During the pre-gathering, connect with students in your LIFE Group and help new students get connected.
- During the gathering, lead by example as you actively engage in the gathering, keep students engaged and redirect them when needed.
- During LIFE Groups, all students should be present the whole time, lead the group with excellence. (see page 30 for *How To Lead a LIFE Group with Excellence*)

**Note: If missing a gathering, please make sure your co-leader will be there. If not, contact the LIFE Group Coordinator.*

Leader Trainings

These quarterly trainings are designed to be rallying events providing relevant training and to keep leaders connected.

Student Ministry Leader Retreat

There is an annual, all-expense-paid retreat for leaders. To keep our vision aligned, this retreat is a priority. Spouses are invited to attend cost-free.

Student Ministry Events (Optional)

There are several events each year that you are welcome to be a part of cost-free. Events are great ways to connect with students and leaders.

BE involved

Relational Contact Twice a Month

Contacting students in your group can potentially make the most impact. Whether it is a phone call, email, text or note to show you care.

LIFE Group Parties Twice A Year

Connecting as a LIFE Group outside of the gatherings deepens relationships. September/October should be the first party to help bond your group. March/April should be the second party to keep them connected. *(see page 34 for How To Plan and Lead a LIFE Group Party)*

Consistent and Informed Prayer

The most important thing you can do is pray for your students to align your heart with what God wants. Ask students and parents how you can pray for them and follow up later.

policies

Safety • Emergencies • Crisis • General

SAFETY

① One-on-One Interactions

With Opposite Gender Student

- Leaders are NEVER to be alone with a student of the opposite sex.
- Students of the opposite gender expressing the need to talk should be encouraged to talk to their LIFE Group leader. If you must talk with them, it must be in a *ministry* setting and stay focused, maintaining appropriate physical touch and language at all times.
- When necessary, phone calls, emails, texts, etc. are for informational purposes.
- If a student of the opposite gender is last to leave to an event, ask a leader to stay until they are picked up.

With Same Gender Student

- You must have parental consent to spend time one-on-one. Make an attempt to greet parents and remind them of your plans when picking up or dropping off.
- Always have accountability. Your co-leader or LCBC staff must know the date, time, location and purpose. (ex. call, leave a voicemail or email)
- Meet in public places: restaurants, malls, coffee shops, student's house (with parents at home), school events, etc.
- Never meet in private places such as bedrooms, secluded park areas, parked cars, etc.

② LIFE Group Interactions

- Have parental consent for students to participate in a planned group activity.
- Inform the LIFE Group Coordinator by email or phone before any activities.
- Students must stay with a leader at all times.

SAFETY

③ Physical Touch

- Physical touch is important in developing trusting relationships.
- Always err on the side of safety, especially with the opposite gender.
- Stick to “the basics” -- high fives, handshakes, side hugs and fist pounds.
- Physical touch should happen in a public space, never in private.
- Use your judgment to determine a student’s motive for your touch if consistently asking for physical touch.

④ Student Privacy

- Any personal information about students or parents/ guardians should not be shared with anyone outside Student Ministry team.
- To protect the students’ private documents should be shredded or deleted.

⑤ Attendance

- Students must remain in the designated areas until the event is completed.

EMERGENCIES

① Inclement Weather

Cancellations are reported via the website (LCBCchurch.com), email, church office (653-6266) and/or the radio (WJTL FM90.3). Check before traveling.

② Injuries

- In case of injury, notify LCBC staff as soon as possible.
- First Aid kits are located in the Student Ministry office and at Guest Services in the South Atrium.
- Call 911 immediately if an injury is life-threatening.

③ Fire

- In case of a fire or fire alarm, all leaders are to take control of their groups and evacuate the building as instructed.

④ Responding to a Threat or an Emergency Situation

- Notify LCBC staff immediately.
- Call 911 and give a detailed description.
- Keep track of your students and keep them calm.
- If possible, quietly evacuate the building and find a safe place.
- If the threat is too close to evacuate, lock the doors and hide all students.
- Make the room appear empty, turn off light and be silent.
- Share just enough information with the group to keep them safe.

CRISIS

① A Crisis is When...

- a student informs you of planning to harm or has been harming himself/herself. (*ex. suicide, drug abuse, self-injury*)
- a student informs you of planning to harm or has harmed another person.
- a student informs you of physical, emotional or sexual abuse.
- you suspect a student is being abused. (*ex. change in behaviors, unbelievable or no explanation for injuries or poor hygiene*)
- you suspect a student may be in danger.

****In any of the above situations try to get clear information: name(s) of people involved, plans, place and date.***

② Handling a Crisis Situation

- Notify LCBC staff immediately should any crisis (past, present or future) arise so situations are documented and reported.
- Always take students in crisis seriously. Assume that they are telling the truth.
- Never make confidentiality promises to students. Do not promise to keep secrets from parents, pastors and authorities.
- If anyone is or if you suspect that someone is in immediate danger, call 911 immediately.

GENERAL

① Approved Leadership

- All potential leaders must go through an application process.
- Approved leaders must complete a New Leader Orientation.

② Driving

- Do not drink alcohol 12 hours prior to driving.
- A valid PA driver's license and car insurance is required.
- Follow all traffic rules.

③ Parental Consent

- Parental consent is required to spend time one-on-one or to participate in group activities.

④ Money

- Up to a \$20 reimbursement of expenses is available for each LIFE Group Party.
- Turn in receipt(s) to the LIFE Group Coordinator to receive a check in the mail.
- Please see staff if money is needed for a one-on-one but you cannot afford to do so.

④ Discipline

If a student's behavior is disruptive, take the following steps:

- 1• Discuss his/her behavior one-on-one in love and encourage better choices. If behavior persists, follow step 2.
- 2• Discuss his/her behavior with another leader present, preferably your co-leader, in love and encourage better choices. Explain if the behavior persists, disciplinary actions will follow. If behavior still persists, inform the Student Ministry staff.
- 3• Disciplinary actions will be taken at the discretion of the Student Ministry staff in love.



understanding
students

Physical • Mental • Emotional • Social
Spiritual • Needs from Adults

PHYSICAL understanding

- puberty begins
- 5th&6th Grade**
 - need physical activity, love to play
 - growth spurts
 - awkwardness
- sexuality is developing
- 7th&8th Grade**
 - hormones kicking in
 - weight gain
 - physically awkward
- sexuality is developing
- 9th-12th Grade**
 - hormones are in full bloom
 - maturing at different rates
 - ego-driven, new abilities equals new arrogance

MENTAL understanding

- sees the world in black and white
- 5th&6th Grade**
 - are not rigid, change their minds quickly
 - dislike the unknown
 - extremely concrete thinking
- starting to ask a lot of questions
- 7th&8th Grade**
 - jumps to conclusions
 - can start to reflect more deeply
 - able to start thinking in abstract ways
- self reflection leads to self righteousness
- 9th-12th Grade**
 - number one felt need is acceptance
 - number one drive is independence
 - unrealized need: interdependence

EMOTIONAL understanding

- see their feelings as unique to only them
- 5th&6th Grade**
 - over dramatic
 - self-indulgent
 - extremely lovable
- 7th&8th Grade**
 - fluctuate between emotional extremes
 - beginning to feel deeply about things
 - very ego-centric
 - doesn't think how behavior will affect others
- 9th-12th Grade**
 - tend to exhibit stability but are uncertain beneath the surface
 - friends are the emotional backbone to coping
 - new things are filtered through friends and how they view themselves
 - guys tend to shut down emotions or appear flat, girls tend to exhibit emotions, but are reluctant to reveal too much

SOCIAL understanding

- friendships are growing in importance
- introverted when uncomfortable, extroverted when comfortable
- 5th&6th Grade**
 - sensitive of appearing different than others
 - does not want to be considered a child
- 7th&8th Grade**
 - becoming more autonomous
 - more aware of how they are perceived by others
 - awkward socially
 - friends become increasingly important
- 9th-12th Grade**
 - friendship clusters determine world view
 - aware of how they are perceived by others
 - socially exclusive
 - does most things in groups

SPIRITUAL

 understanding

- 5th&6th Grade**
 - discovering personal morals, ethics and values
 - faith becomes personal and applicable in daily life
 - very inquisitive
- 7th&8th Grade**
 - will start questioning abstract aspects of faith
 - beginning to let go of handed down faith
 - wants and needs to know how to live for Jesus TODAY
 - aware of guilt and falling short
- 9th-12th Grade**
 - spiritual truths processed through cluster
 - questioning parental hypocrisy
 - needs to make it their own
 - making their own way spiritually

NEEDS

 from adults

- emotional safety
- 5th&6th Grade**
 - help controlling their actions, patience
 - encouragement and frequent affirmation
 - clear guidelines and limitations
- 7th&8th Grade**
 - help in developing good, positive friendships
 - space to question and push back
 - rules and boundaries
 - permission to be in process, patience
- 9th-12th Grade**
 - trust, both given and received
 - acceptance for who they are and where they are at
 - gentleness in guiding them
 - someone who listens and understands

how to

Lead a LIFE Group with Excellence

- Build Relationships • Plan & Lead a LIFE Group Party

LEADING a LIFE Group can be both challenging & rewarding.

As students discuss issues, they get to engage in what they're learning and wrestle with truth allowing you, as a leader, to facilitate. The group will learn from each other and you. As a leader, you have the authority and responsibility to lead your LIFE Group with excellence.

Before LIFE Group:

- **Pray.** Pray for students in your group, your co-leader and for God to do something awesome during your time.
- **Be Prepared.** Review the LIFE Group Guide. Read and meditate on the scriptures and process the questions.

During LIFE Group:

- **Surrounding.** Find a space free of distractions so students focus on interacting with the group. Sit close, in a circle, keep rowdy students near and position quiet students across from you to encourage eye contact.
- **Safe Place.** Students should know they are safe in your LIFE Group. There is no mocking or bullying accepted. Make an agreement to keep what is shared in the group (see page 23 for Crisis Policy). Also, make sure all students are present for the length of your time together.
- **Use the LIFE Group Guide.** The guide is designed to enhance the large group teaching. The guide is not a script -- adjust, delete or add questions as needed. Questions should be open-ended to move past concrete answers.
- **Think Small.** To maximize student participation and to give all leaders opportunities to lead, split groups into two when possible.
- **Adult Leaders.** Leaders can be tempted to act like students they lead. Students need adults secure in their adulthood to correct and challenge when needed. Balance between friendship and leadership. Be careful to what you let slide behaviorally, you can rarely take back authority once lost.

During LIFE Group - continued...

- **Student Expectations.** Remind your group what is expected of them:

Respect: listen when someone is talking, never making fun of others.

Kindness: Caring for each other.

Honesty: truthfully sharing about my life.

Trust: information shared with the group, stays in the group.

After LIFE Group:

- **Debrief.** Questions to ask your co-leader:

What did and did not go well?

Was everyone included, feeling like they belonged?

Did we communicate the big idea?

Was a concern expressed that needs a follow-up this week?

BUILDING relationships with students

As you give your time and energy building relationships with students, remember that you are making an immediate and eternal impact in their lives.

Essentials

- **Pray.** Pray for students in your group, your co-leader and for God to do something awesome during your time.
- **Be Prepared.** Review the LIFE Group Guide. Read and meditate on the scriptures and process the questions.

Extras

- **Surrounding.** Find a space free of distractions so students focus on interacting with the group. Sit close, in a circle, keep rowdy students near and position quiet students across from you to encourage eye contact.
- **Safe Place.** Students should know they are safe in your LIFE Group. There is no mocking or bullying accepted. Make an agreement to keep what is shared in the group (see page 24 for Crisis Policy). Also, make sure all students are present for the length of your time together.
- **Use the LIFE Group Guide.** The guide is designed to enhance the large group teaching. The guide is not a script -- adjust, delete or add questions as needed. Questions should be open-ended to move past concrete answers.
- **Think Small.** To maximize student participation and to give all leaders opportunities to lead, split groups into two when possible.

Connecting as a LIFE Group deepens relationships. September/October should be the first party to help bond your group. March/April should be the second party to keep them connected.

3 THINGS you'll need to do:

Before the Party

- **Plan.** Determine the date, time, location and cost (see page 35 for party ideas). Plan your party 3-4 weeks in advance.
- **Communicate.** Provide detailed information for parents via email, phone or a flyer for students to take home.
- **Inform.** Communicate your plans via email or phone with the LIFE Group Coordinator.

Day of the Party

- **Parental Consent.** As students are dropped off, confirm with parents that the student can participate in the activity. If a student shows up with another student or parent/guardian leaves, you may obtain parental consent over the phone.
- **Safety.** No matter what activity, make sure students are safe. Students must stay with a leader at all times.
- **Have Fun.** Enjoy your time and have fun with your LIFE Group.

After the Party

- **Debrief.** Evaluate with your co-leader how the activity went.
- **Receipts.** LCBC will provide up to a \$20 reimbursement of expenses is available for each party. Turn in receipt(s) to the LIFE Group Coordinator to receive a check in the mail.
- **Share Stories.** Stories inspire people so tell parents, students and other leaders about your experience.



3 IDEAS for parties

- **House Party.** Have a party at your house, your co-leader's house or a student's house. You can keep the cost low. (ideas for guys: sports, video games, action movie marathon) (ideas for girls: sleepover, manicure/pedicure, crafts, movies)
- **Event Party.** Get your group together before or after an LCBC event to make the most of an already planned event. Ask a parent to drive if needed.
- **Community Party.** This type of party requires the most planning and time invested. Ask parents to help drive and keep the students safe. (ideas: bowling, laser tag, roller/ice skating, dinner/dessert, shopping, movies, outdoor activities, sporting event)

So there you go. These are the essentials you need to get you started in Student Ministry. We hope and pray that as you journey through life with these students, you are challenged, inspired and blessed in your own relationship with Jesus.

RESOURCES to continue learning and growing

- *A Tribe Apart* - Patricia Hersch
- *Help! I'm A Small Group Leader!* - Laurie Polich

books • *Hurt* - Chap Clark

- *Shaping The Spiritual Lives of Students* - Richard Dunn
- *Youth Culture 101* - Walt Mueller

- biblegateway.com
- cpyu.org

websites

- group.com
- relevantmagazine.com
- youthministry.com



student
ministry



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