

# FOCUS

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Volunteer Handbook

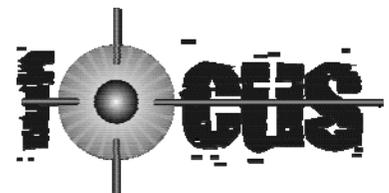


## **CONCEPT:**

**Wednesday nights are our largest weekly activity for middle and high school students; consequently, during Focus we have the greatest opportunity to consistently reach more teenagers than any other time of the week. In order for this to successfully occur and grow, we must accomplish the following:**

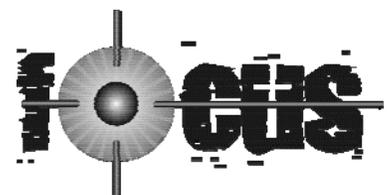
- ⇒ Keep track of who is coming**
- ⇒ Take note of absences**
- ⇒ Develop a relationship connection between church and student**
- ⇒ Contact absentees**
- ⇒ Individually challenge students to apply the Truths of Scripture to their lives**
- ⇒ Maintain a safe, orderly environment conducive to effectively reaching the teenage culture of Dover**

**Taking this a step further, in order to develop viable church contacts and encourage not only students, but their families as well to become involved in activities and church services above and beyond Wednesday nights, we must accomplish the following:**



- ⇒ Keep accurate contact information on the attending students
- ⇒ Contact the families of those attending who are not church members
- ⇒ Ensure that students and families receive information about relevant upcoming events
- ⇒ Be in regular prayer concerning these outreach efforts

This is where adult leaders come in to play. As Focus is our weekly crowd attractor, adult leaders serve as the front door of not only the youth ministry of First Baptist Church but the church itself. Through following the job descriptions and making the personal commitments outlined in this guide, the stage is set to meet the above objectives through our diligence, it is my prayer that the Lord will bless our efforts by growing the youth ministry in both spiritual maturity and attendance.



## **SMALL GROUP LEADER COMMITMENT:**

**1 year commitment**

**3-4 hours per week**

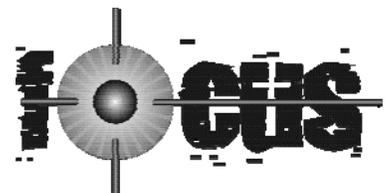
- ⇒ **Weekly meeting with your small group**
- ⇒ **Meeting with small group members as needed**
- ⇒ **Contacting small group members regularly**

## **ASSISTANT SMALL GROUP LEADER COMMITMENT:**

**1 year commitment**

**3-4 hours per week**

- ⇒ **Weekly meeting with your small group**
- ⇒ **Meeting with small group members as needed**
- ⇒ **Contacting small group members regularly**

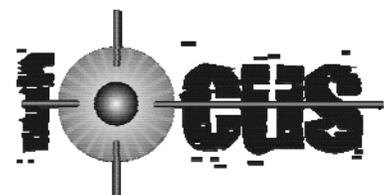


## **SAFETY TEAM COMMITMENT:**

**1 year commitment**

**2-3 hours per week**

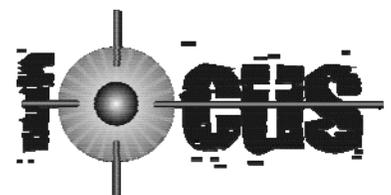
**⇒ Weekly door duties**



## **ADULT LEADER PERSONAL COMMITMENT:**

**As the students you will interact with will see you in town, it is imperative that you have a consistent, Christian lifestyle.**

- ⇒ Regular devotion time with God**
- ⇒ Growing in relationship with Christ**
- ⇒ Maintain a clean Facebook, Twitter, Instagram, or other social networking profile/page. Don't post questionable pictures, words, or applications.**
- ⇒ Praying for youth group members and unbelieving friends**
- ⇒ Living a life consistent with Scripture**



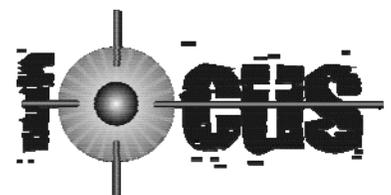
## SMALL GROUP LEADER JOB DESCRIPTION

### Purpose:

Small Group Leaders are essentially “mini youth pastors” to their small group. They help students process spiritual matters, relationally connect with the church, and stay plugged in to FOCUS.

### 1. Be at FOCUS.

- A. Arrive 15-30 minutes before start - or as soon as your work and school schedule will allow; review questions for the evening.
- B. Let the Minister to Students know if you are going to be absent.
- C. Hang out with students, look for new or uninvolved kids; introduce them to others. Get to know them, help them to not be isolated. Interact with students.
- D. Serve in a supervisory/crowd control capacity and maintain a safe environment.
- E. Help students pay attention and participate during lesson time.
- F. Sit with students during worship and the message. Do not sit in the back with other leaders. Do not sit in the café chairs.
- G. Do your best to be in attendance every Wednesday. Vacations, illness, family, and work issues do come up, but outside of these, leaders need to be present.



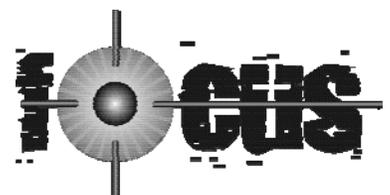
2. **Lead your group.**
  - A. **Guide the discussion sessions, following the weekly questions.**
  - B. **Take note of absent students. Contact them during the week.**
  - C. **Develop appropriate relationships with the students in your group.**
  - D. **Periodically organize a group activity outside of the planned youth events.**
  - E. **Contact the families of the students in your group, thanking them for letting their teen participate in Focus and inviting them to church services and activities.**
3. **Let the Minister of Students know of anything unusual or requiring further attention.**

## **ASST SMALL GROUP LEADER JOB DESCRIPTION**

### **Purpose:**

**Assistant Small Group Leaders are essentially “mini youth pastors” to their small group. They help students process spiritual matters, relationally connect with the church, and stay plugged in to FOCUS.**

1. **The responsibilities are essentially the same as those of a Small Group Leader. The assistant assists the Small Group Leader in leading the small group.**



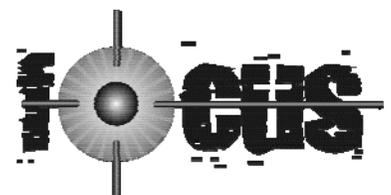
## **SAFETY TEAM JOB DESCRIPTION**

### **Purpose:**

The purpose of the Safety Team is to help maintain a positive, orderly atmosphere conducive to worship and learning. As students respond to correction more positively when they know the correcting adult cares about them, it is imperative that bouncers get to know the students by name. It is also imperative that the safety team members be committed in their attendance, missing sporadically and only for illness, family matters, or work.

Safety Team Members will be stationed at each of the youth room stairwell doors.

1. Attend Focus regularly, arrive as soon as you can each Wednesday evening.
2. Get to know the students by name.
3. Monitor the doors and bathrooms in the youth room.
4. Send students back to their seats if they get up in the middle of the message or worship to use the restroom.
5. Do not let students leave the youth room unless they are cleared by the Minister to Students.



6. Intercept adults coming upstairs during worship or the message and keep them from interrupting the atmosphere. If they need a student, have the adult wait by the door and then bring the student to the adult.
7. If you see students talking, texting, or being a distraction, ask them to stop. If they are repeat offenders, have them move to a different seat.
8. Enforce the posted youth room rules.
9. Bring anything out of the ordinary to the attention of the Minister to Students.

