

EXPLORE THE
EXPERIENCE



alive

STUDENT MINISTRIES

WORKER MANUAL – EST. 2019

Thank you so much for your interest in serving with ALIVE!

ALIVE exists to help Middle School and High School students find and follow Jesus Christ. ALIVE gets its name from Ephesians 2:4-5 which states, “But God, being rich in mercy, because of the great love which he loved us, even when we were dead in our trespasses, made us ALIVE together with Christ.” In light of this truth, our greatest desire is that Jesus is glorified in everything we do.

It's a miracle that God takes dead “things” and makes them ALIVE. It's because of Jesus Christ that we are ALIVE, redeemed through the blood of Jesus, and reconciled to God. ALIVE is a celebration of what the Gospel has done, and is doing, in our lives!

So, a typical night at ALIVE will be filled with corporate worship, relevant teaching of God’s Word, tons of action in our game room, and lots of food!

These guidelines are designed to aid and protect everyone involved in leadership at ALIVE so that we can work together in a way that allows us to focus on the real reason we are joining together in this ministry – the spiritual growth and benefit of the students.

Please let us know if we can answer any questions or serve you in any way!

Tim Wadsworth
Director of Student Ministries
Timw@northhillschurch.com
864-609-5321 ext. 217

Hope Tinnin
Administrative Assistant
[Hopet@northhillschurch.com](mailto:Honet@northhillschurch.com)
864-609-5321 ext. 226

Bryan Gilbert
Worship Leader &
Middle School Coordinator
Brygilb@gmail.com

Dawson Martin
Middle School Coordinator
Dawsonm@northhillschurch.com

Typical ALIVE Schedule

- **Check In:** Starting at 6:00 p.m. all students, leaders, and visitors check in at the bottom of the front stairwell where they receive a nametag that they are expected to wear during ALIVE.
- **Dollar Dinners:** From 6:15-7 p.m. a dinner is served to all those that signed up on the Dollar Dinner tab on our ALIVE website (alivestudentministry.com). First time guests always eat for free!
- **Services:** Middle School and High School services start promptly at 7 p.m. (Everyone meets together for worship in the high school auditorium, then Middle School goes to their room for their service).
- **Life Groups:** Following the service, students meet in Life Groups appropriate to their grade and gender. Life Groups provide a time for students to ask questions and personally go deeper into God's Word.
- **Pick-up Procedure:** ALIVE finishes at 8:30 p.m.; however, parents have until 8:45 p.m. to pick up students (doors close at 8:45 p.m.).

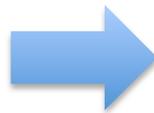
Communication and Connecting Points

ALIVE communicates primarily through weekly leader emails. Bulk texting will be used for cancellations and emergencies.

You can also stay connected through these avenues:



Planning Center Online



Welcome Email



Alivestudentministry.com



<https://www.facebook.com/ALIVEstudentministry/>

Please also "like" our Facebook Leadership page

Search: "ALIVE Student Ministry Leadership Team"



@alivegreenville



@alivegreenville

Ministry Needs and Responsibilities

High School Life Group Leader:

Life Groups are a follow up to the curriculum teaching. We want this to be a time of personal application and going deeper in God's Word. Leaders help shepherd groups of students organized by gender and grade. We expect our leaders to have faithful attendance on Sunday nights to better connect with the students. Leaders are also strongly encouraged to be available for the students in your group throughout the week if they need your advice, prayers, or just someone to talk to.

Be sure to communicate with the other leaders in your Life Group to make sure everything is covered.

Middle School Life Group Leader:

ALIVE volunteers involved with our Middle School program will help the Middle School Coordinator facilitate the ALIVE service for our 7th and 8th graders. As you build relationships with these students, you will interact with them through a time of worship, games, and sometimes breaking up into small groups to pray for one another. The biggest part of serving the Middle School students is by helping them focus and helping them remember the real reason for ALIVE.

Crowd Control:

Individuals are needed to make sure all students are properly checked in; help introduce first time guests and their families; introduce them to Tim Wadsworth or to the Middle School Coordinator.

It is crowd control's responsibility to help clean up any messes that are made and protect students from injury; have access to the first-aid kit; and when ALIVE is over, help put up game equipment and lock everything up.

Dollar Dinner:

These are leaders who organize and serve dinner along with operating our snack shop on Sunday nights from 6:15-7 p.m. Help is needed to gather the groceries throughout the week and prepare the food for serving. Each individual needs to serve one week a month but can serve more if they would like. Dinners are on a three-week rotation. Clean up takes place once serving is done.

Check-In Team:

This team is made up of individuals who can help check our students in from 6-7:15 p.m. on our computer system as well as assist first time guests fill out the proper paper-work information and then connect them with someone from Crowd Control or a student leader.

Tech Team:

Are you tech-savvy? Well then, we need you! The tech team cues lights and videos, runs the soundboard for our worship team, and slides for worship. These volunteers need to be available for band practice from 3:30-5 p.m. on Sundays before ALIVE and then back for ALIVE from 6:30-8:15 p.m. When ALIVE is over, they also turn the system off and secure things for the following week.

Prayer Team:

People who are prayer warriors, every week receive a sheet of requests that need prayer during the service. This form of serving can be done from home, out of town or in the back of a MS or HS service.

Transportation/Special Events:

This is for people who can only serve at ALIVE three or four times a semester. They are utilized in various ways such as transportation for special events and additional leadership at our quarterly events (fun, service, and outreach).

One-on-One Mentor Team:

We need leaders who are gifted in direct, one-on-one counseling that happens outside of our Sunday night gatherings. We would like for this student to have time with the mentor once a week and also have follow up info meetings with Tim Wadsworth to give a check-up report. We will also meet to figure out how to partner with parents more effectively.

Know

Show

Grow

Ask in Life Groups

1) What stood out to you?

**2) What are you going to do about
it?**

Child Safety Policies and Procedures

North Hills' Screened Volunteer Process:

In order to become an official ALIVE leader, every new volunteer has to go through and complete North Hills' Screened Volunteer Process. There are seven steps in this process.

- Step 1 – Membership: Potential volunteers over the age of 18 are required to be members of North Hills for 6 months.
- Step 2 – Application: Potential volunteers need to complete the Child/Youth Worker application. If you meet the membership requirement from Step 1, please complete the application and return it to the ALIVE admin at your earliest convenience!
- Step 3 – Child Safety Policy: Potential volunteers need to read and sign the NHC Child Safety Policy.
- Step 4 – Background Check: A background screening is required for working in a ministry with children.
- Step 5 – Online Training: After your background check has been performed, you will receive a link to online child safety training. This training provides some basic, foundational information on child safety.
- Step 6 – Interview: Once the above steps have been completed, we will schedule a time for you to briefly talk with Tim again. This meeting is to go over and review what you learned through the child safety process. Once this step is done, you're ready to begin serving.
- Step 7 – NHC Training: This is the last step in the process and can be completed after you begin serving. NHC will offer our own church-specific child safety training twice a year. We ask that you attend one of these trainings which are offered in the Spring and Fall.

If you have any questions about the child safety process, please contact the ALIVE admin.

Child Safety Policies and Procedures

Protection Policies:

ALIVE is blessed to minister to a great group of students. It is of utmost importance that these students are protected. These guidelines have been put in place to protect both our students as well as our leaders.

- It is our standard policy that adults and student leaders do not meet with a student of the opposite sex.
- While on campus staff members and volunteers will not be in secluded or isolated one-on-one interactions with any student that participates in ALIVE. If a situation arises in which a student must speak with an adult privately this will occur in either an open area, an office with a door open, or with a closed door that has a window and also includes one other adult. Additionally, in these instances some other leader will be informed of that meeting so that they can view or interrupt this meeting at any time.
- Travel Arrangements:
 - A volunteer is NEVER to be in a car with only one student. There must also be another adult or a group of students present in the vehicle. The volunteer must also have parent permission.
- NHC encourages parents to be wise about one-on-one interactions with their student and any staff member or volunteer from ALIVE when off campus.
 - Before an event or an appointment takes place with students off-site, both the parents and ALIVE Student Ministry team need to be notified in advance.
 - For off-site meetings in public places (such as coffee shops) leaders may meet with a student one-on-one with parental consent.
- If a student pursues a volunteer for one-on-one interaction, the volunteer must notify Tim as well as the student's parents prior to a meeting taking place.

CAMP: The above guidelines apply to staff and volunteers who travel with students to and from various camps. These guidelines also govern their behavior while at camp.

Any student ministries worker who suspects a student is suffering from neglect or physical/sexual abuse must follow the NHC Child Safety Policy protocol as well as report that information to the Director of Student Ministries.

Emergency Evacuation Procedures:

- Middle School exits through the front stairwell exit and proceeds to the upper parking lot. Locate the check-in leader to make sure that all students are accounted for.
- High School exits through the rear stairwell and proceeds to the upper parking lot. Make sure that all of your Life Group students are accounted for.
 - If the emergency occurs after Life Groups have been dismissed, each Life Group leader should make sure that all of your students are accounted for once you reach the upper parking lot. (Life Group leaders who lead groups that may meet in other parts of the building, lead your group to the closest outside exit and then proceed to the upper parking lot).

In the event that someone cannot be accounted for, leaders should contact the Director of Student Ministries or a Safety Team member to search the building. Once the building is exited, no one should re-enter for any reason until the building has been cleared by official personnel.

C – Consider The Situation

A – Assist The Persons In Need

L – Lead To Help The Situation

M – Move Uninvolved People Away From The Situation.

Explore the Experience

STEP 1 — I DO, YOU WATCH

In this 2-week step, each volunteer spends their first week in High School and the second week in Middle School. This is done so that one can see both aspects of ALIVE. After completing this step, turn in Explore the Experience paperwork and communicate which age group you would like to serve with.

STEP 2 — WE DO

Once you have narrowed down where you would like to serve, you will observe and shadow one of ALIVE's current leaders to see if that position is a good spot for you.

STEP 3 — YOU DO, I WATCH

This step is a chance for us to see you in action. You will be mentored by your partner from Step 2 and monitored as you begin to actively serve. This is not an opportunity for us to "judge" you, but to come along side you and teach you.

STEP 4 — YOU DO

The final step in the ETE process you will serve without your Step 2 partner. This is the first chance for you to experience what it will be like once you become an official leader at ALIVE.

Each person that goes through the Explore the Experience process is responsible to keep up with the steps and inform Tim Wadsworth when ready to move on to the next. We believe that after you complete these four steps, then we have adequately set you up for ministry success.

On the second Sunday of every month, from 6:30-7 p.m., there is a **Family Meeting** in the Middle School room. Please make these meetings a priority. This monthly meeting is how we keep open lines of communication as we shepherd these students together.

Life Groups don't meet during the Summer.

Alive Student Ministry Covenant

The opportunity to invest in students is a great one. There is a mandate from God to commend the works of God to the generations that come after us; to speak of His splendor and faithfulness; to testify to His provision and proclaim the good news of His son. It comes with a great weight, responsibility, and joy. In light of this, we would like to enter into a ministry covenant with you as a North Hills ALIVE Volunteer.

As you initial and sign below, we become partners in the gospel (Philippians 1:5), with each of us making a pledge to uphold and abide by the Statement of Faith of North Hills Church, to honor the Membership Covenant, and to abide by the expectations and policies set by ALIVE student ministry.

_____ I pledge to uphold and abide by the Statement of Faith and honor the Membership Covenant. This includes protecting the unity of my church, growing in my personal relationship with Christ, serving the ministry, and sharing in the mission of my church.

_____ I pledge to complete all forms and steps necessary in North Hills' ALIVE Student Volunteer enlistment and screening.

_____ I pledge to conduct myself with integrity and discretion in any relationship that I may have with another volunteer or staff member such that my relationship models godliness and does not serve as a distraction to ministry.

_____ I pledge to dress in a modest and appropriate way at all ministry-related functions.

_____ I pledge to walk in integrity by being faithful with my time, in my preparation, in my stewardship, and in small things. I pledge to be prepared to fulfill my ministry commitment by spending time in prayer and study. I pledge to communicate according to ministry policies about times I will be out of town or unavailable.

_____ I pledge to maintain a teachable spirit and humble attitude. I pledge to live above reproach, understanding that I am a role model for the students who will look at me to model Jesus.

_____ I pledge to submit to spiritual authority and to resolve any conflicts according to the biblical process outlined in Matthew 18.

Applicant Signature _____ Date: _____

Alive Student Ministry Curriculum

Our teaching is a response to a burden to help teenagers know Christ through His word by providing biblically based teaching followed by a strategic plan through Life Groups.

Here's what we know:

- Students are developing their belief system.
- Students need help seeing how Scripture relates to their lives.
- Students need to internalize truth.
- Responsibility for spiritual development for students falls to family.

To meet these needs, students at ALIVE journey through God's Word through topical expository teaching:

Middle School lessons give students a foundation for their beliefs as they grasp the big picture of God's work in the world. High School lessons build on the foundation laid in Middle School.

Middle School

- Students will be challenged to see how an encounter with God will change their lives forever as illustrated in the Old Testament.
- Using the Book of Acts as a backbone, students will learn the history of the New Testament church as well as their roles as members of the modern day Church.

High School

- Students will come face to face with Jesus Christ, the Son of God.
- They will learn about God's overarching plan as well as His individual plan for each person to impact the world around him.
- They will learn practical applications for living in relationship with God and other people through such topics as worship, justice, grace, and the future.
- They will be challenged to focus on their personal relationship with God through practical applications and will be prepared for life after youth group.

Each leader will receive the teaching outline plus Life Group questions every week so they can prepare for the upcoming Sunday!

Explore the Experience Questionnaire

Describe three major ways in which you have grown in your spiritual journey since you became a Christian.

What is your greatest strength?

What is your greatest weakness?

What do you believe God is teaching you right now?

What are activities you enjoy doing outside of North Hills?

What does the word “ACCOUNTABILITY” mean to you? Do you have an accountability partner? If so, who?

Questionnaire Continued

How do you handle conflicts with others?

Are there any special circumstances or issues in your life (past or present) that would have an impact on your commitment and involvement in the student ministry?

Which age group would you rather serve in: Middle School or High School? Why?