



# Leaders Manual

Dear Leaders,

Welcome to the leadership of the EDGE student ministry, also thank you for your commitment to our team and students. Here at the Edge we take ministry to our students and their peers very seriously. This ministry is their church, and they also will be the church of tomorrow. We've created this manual to help communicate the vision, policies, and procedures I believe that is required to be effective in this ministry. Please read the entire manual and keep it handy to refer to as we work together to train up students in the way they should go. Thank you for volunteering to help make a difference in the lives of students (I pray that God blesses you greatly). Without you, we could not provide the students of our ministry with the Godly example and the ministry of helps that they need in order to take their place as a part of the body of Christ today. Remember we are a team and if at any time you need anything please do not hesitate to contact myself or Jeania.

Pastor Jared

# **The Edge Student Ministry** **Vision Statement**

The EDGE student ministry will provide a safe place for students to come and worship God. Here at the EDGE student ministry we will make it our first priority to love God with everything within us, and provide a place for students to worship freely and build relationships with one another. The EDGE student ministry will be an example, a light, and the salt of the earth to show the love of Jesus Christ to our lost friends and community. It is through Christ reigning in our life that we may accomplish the great commission.

\*We believe that Jesus Christ was crucified for our sins and on the third day He rose from the dead.

\*We believe in the power of the Holy Spirit and the gift of speaking in tongues.

\*We believe that the Holy Bible is the inspired, inerrant, and infallible word from God.

## **Leadership Qualifications-**

Leaders in the Edge Student Ministry are required to be examples in faith, conduct, and life affairs. To maintain a high standard in our life is one of the best ways to present Christ to our students. Therefore, the following qualifications will be required of any person who is in a leadership position at the Edge Student Ministry.

*As a leader in the student ministry department you must...*

1. Be a born again Christian and have asked the Lord Jesus Christ into your heart and must be baptized in the Holy Spirit or actively seeking the gift.
2. Be in agreement with the tenants of faith of the Assemblies of God.
3. Be able to make at least a 6 month commitment.
4. Submit to a background check.
5. Be loyal to the EDGE Student Ministry and First Assembly of God.
6. Be faithful to my assigned position.
7. Live a life above reproach.
8. Attend all leadership meetings, services, fun nights, and fundraisers.
9. Be faithful in church attendance.
10. Keep my home life in order according to scripture.

## ***Leadership Expectations-***

***As a leader in the student ministry these are the following expectations that are required to adhere to.....***

1. Leaders must continually live a life of repentance to be prepared for ministry.
2. Be holy in all areas of your life, your life is the life our students will model.
3. Be a servant in all you do and serve others with a humble heart.
4. Must have a daily personal relationship with Jesus Christ through daily devotions and prayer.
5. As the Youth Pastor, I request for all leaders to attend services, fun nights, fundraisers, and events unless unforeseen circumstances restrict you from doing so.
6. If you are unable to attend any services, fun night, fundraisers, or events please provide me with the courtesy of a phone call or text message to inform me of your absence. *(it is vital that you fulfill your responsibility as we are a team and depend on one another to accomplish Gods will and work for this ministry)*
7. As leaders we must make all visitors and students feel welcome.
8. Be prepared to receive from God at any service, never let your position keep you from receiving from the Lord!
9. Be prepared to assist in clean up and place furniture and equipment back to their designated areas.
10. In honor of our church supporting our student ministry, leadership is required to support other ministries within the church. (i.e. church outreaches, work days, and Sunday School, etc.)

## ***Ministry Activities-***

1. As a leader in the EDGE student ministry I ask that you attend all services, fun nights, outreaches, fundraisers, and meetings.
2. As a leader there will be times when the cost of an event will be heavily discounted or even paid for when possible, the reason for this is that you are sacrificing your time to further this ministry and students. If a leader does not follow the guidelines for attending student services, fun nights, fundraisers, meetings, etc. the right for the events to be paid for can be revoked.
3. As chaperones on our trips you are required to follow all safety guidelines and procedures including PDA rules.
4. As a leader it is important for you to help the youth pastor to maintain control with the students on trips.
5. As a leader please make sure you are available to help clean up after activities.

Our activities are always to encourage the relationships between our students and their peers, we are a team and God is the leader so let's make sure we work as a team and accomplish great things for the kingdom.

## ***Authority-***

### **Youth Pastor-**

The youth pastor is the ultimate authority over the EDGE student ministry. The youth pastor's wife will assume the ultimate authority in the absence of the youth pastor. The youth pastor reports to the senior pastor as his authority.

### **Leaders-**

The leaders of the EDGE student ministry act as a support team for the youth pastor. The leaders are a presence of authority in the student ministry. Any situation in the student ministry that requires attention must be reported to the youth pastor or in his absence his wife immediately.

All plans, schedules, and/or ideas involving the student ministry will be brought to the youth pastors attention and be authorized by him before any action is taken. (Any ideas will need to be brought up in the monthly leaders meeting.) All final decisions are made by the youth pastor with the recommendation of the leadership.

## ***Student Safety Policy***

### **Abuse Tolerance –**

The EDGE youth ministry has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of leaders in the EDGE youth ministry to act in the best interest of students in every program.

In the event that a student ministry leader observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their personal responsibility to immediately report their observations to the Youth Pastor, Youth Pastors wife, or the Senior Pastor.

### **Reporting Violation of Policy –**

In order to maintain a safe environment for students, EDGE leaders must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious behavior should be directed immediately to the Youth Pastor, Youth Pastors wife or the Senior Pastor.

### **Consequences of Violation –**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Youth Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a leader or volunteer in all activities and programming that involves students or vulnerable populations at the EDGE student ministry.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for dismissal as a leader. Leaders who fail to report a prohibited act may be restricted from participation in any activities involving students or vulnerable populations at the EDGE student ministry.

### **Building Safety –**

No student will ever be left unattended or unsupervised during youth ministry programming, events, meetings, or services. Youth Ministry staff leaders are prohibited from being alone with an individual student in any room or building. In the event a staff leader finds himself/herself alone with a single student, that leader will take the student to a room or building occupied by others, or to a location easily observed by others. (If a student seeks additional conversation make sure you are in a place where other people can be witnesses.)

During service leaders will be tasked to monitor restroom use and entry and exit of the building. Any two students together in an unseen or less easily viewed area should be directed to an more populated open area.

### **Staff to student ratio –**

For groups up to and including 10 students, there will be at least 2 student ministry leaders supervising. For groups ranging 11 to 29 students, there will be at least 4 student ministry leaders supervising. For groups larger than 30 students, there will be at least 6 student ministry leaders supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify the responsible Student Ministry Pastor or the Student Ministry Pastors wife. The responsible Student Ministry Pastor or the Student Ministry Pastors wife will make diligent efforts to immediately bring leader to student ratios into compliance with this policy.



## **Discipline –**

It is the policy of the EDGE student ministry that leaders are prohibited from using physical discipline in any way for behavior management of students. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by students. If a student is unruly or fails to comply with verbal warnings or instructions from any leader, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, a leader will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to the Youth Pastor or the Youth Pastors wife.

## **Physical Contact Policy –**

At the EDGE student ministry we are committed to protecting students in our care. To this end we have implemented a "physical contact policy" which promotes a positive environment for our student ministry. The following guidelines are to be followed strictly by student ministry leaders.

- 1) Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and students are important for student's development and are generally suitable in the church setting.
- 2) Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to the Youth Pastor.
- 3) Physical contact should be for the benefit of the student, and never be based upon the emotional needs of a leader.
- 4) Physical contact and affection should be given only in observable places or when in the presence of other students or leaders. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
- 5) Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of leaders in the Student Ministry must foster trust at all times. Personal conduct must be above reproach.

- 6) Any inappropriate behavior or suspected abuse by leaders will not be tolerated and will be reported immediately to the Youth Pastor, or Youth Pastors wife.

### **Sexually Oriented Conversations –**

Leaders are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexuality with any student. However, it is expected that from time to time student's ministry discussions and lessons may address issues related to purity, dating, and human sexuality. These lessons will convey to the students the church's views on these topics.

### **Sleeping Arrangements –**

It is anticipated that certain Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and leaders (i.e. lock-ins, camping trips, etc.). In the event an activity requires sleeping arrangements, leaders will strictly observe the following rules:

- 1) Staff to Student ratio rule must be followed. The leaders present must have previously completed the EDGE student ministry screening process and have a signed acknowledgement on file.
- 2) As long as any student is awake, a leader of the same gender must also be awake and monitoring the students behavior. (All overnight stays will have a lights out time)
- 3) All leaders must wear appropriate modest sleeping attire.
- 4) Lock ins being held on campus that involves both genders, they will sleep in separate rooms properly supervised by leaders of the same gender.
- 5) All events that require lock ins or sleeping arrangements, leaders and students will use single sleeping bags, blankets, etc. The "one person to one bag" rule will be enforced.

**Policies and Procedures**  
**Statement of Acknowledgement and Agreement**

I have received and read a copy of the EDGE student ministry policies and procedures manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at the EDGE student ministries.

I further understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at anytime by the youth pastor at the EDGE student ministry.

I also acknowledge that I have reviewed and agree to fulfill the responsibilities listed in this manual. While I'll ideally serve this ministry for the full term specified in the qualification section I understand that my service is voluntarily and that I can end this relationship at any time.

Finally I understand that it is my responsibility to review new guidelines that are created and distributed as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the leader manual.

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**Leader name (Please Print)**

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**Leader Signature**

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**Date**