

>>>Student Life @ Windsor Road
>>Introduction
>2011/2012

Thanks for your interest!!

Dear Potential Student Life Coach,

We are very excited that you've expressed interest in serving in Student Life. We think that teenagers are the coolest people on the face of the planet, and we're committed to finding only the best people in our church to help mold, shape, and inspire teens to change the world. As most of us can attest, the teenage years form the most crucial time in person's emotional, physical, and spiritual development, and we're looking for adults who want to help make those years some of the best of our students' lives.

According to the Barna Group (www.barna.org), two out of three born again Christians (64%) accept Jesus Christ as their savior before their 18th birthday. It's been said that Children's Ministry is about building a foundation, Middle School Ministry is about equipping, and High School Ministry is all about sending. If that's true, then the quality of our coaches in each of those areas is essential for us to have a real impact.

As you look through the following documents, please prayerfully consider whether God might be calling you to volunteer with teens. Some days it'll be the coolest job in the world, other days may leave you wondering what in the world you were thinking. In any case, you'll have a chance to make a difference in live today and for generations to come.

Once you've read through the packet, if you're interested in serving, please fill out the coaching application and the consent form for a background check, then turn them into Stef Wetzel. I'll be in contact as soon as we receive your forms.

If you have any questions, please contact Brandon Minett at 217.359.2122 or minett@windsorroad.org.

Thanks again!!



Jason Wetherholt
Family Life Minister
Windsor Road Christian Church

**>>>Student Life @ Windsor Road
>>What are we looking for?
>2011/2012**

Coaches in Student Life

We call our volunteers “coaches,” because we feel that’s the best description for what they do on a regular basis...helping to coach students through some of the most exciting, yet most tumultuous, years of their lives. We’re always looking for more coaches who will help inspire students to love God and love people. Of course, there are often some misconceptions about working with students.

Common misconceptions about working with students...

- >>You must be young and have multiple piercings
- >>You must have outstanding Bible training
- >>You must be a perfect example of a Christian
- >>You must be able to text message at a minimum rate of 120 words per minute
- >>You must be a captivating communicator
- >>You must be able to act like one of the students
- >>You must have at least 500 friends on Facebook and know what Twitter is
- >>You must play guitar
- >>You must know the 8 most popular videos on MTV
- >>You must be wild, crazy, and dynamic
- >> You must own a 15-passenger van
- >> All students must like you

You may have picked up this document thinking some of those things were true. In fact, some of them may even be true of you. But that’s not even close to our list of requirements. Here’s what we’re really looking for in the adults who will work with our students.

We ARE looking for adults who...

- >>Love God and do their best to live for Him each day
- >>Are interested in the lives of students
- >>Take the initiative to get to know students
- >>Pray for students
- >>Are real and genuine
- >>Look for ways to encourage students
- >>Believe in students and look for the best in them
- >>Laugh and have a good time
- >>Do their best to remember names
- >>Share God's love through personal experience
- >>Are consistent with attendance
- >>Are patient
- >>But seriously...if you have a 15 passenger van...let us know!!

**>>>Student Life @ Windsor Road
>>What's Student Life about?
>2011/2012**

Why we exist as a ministry

Every ministry / organization / person / program is driven by something. Student Life is no different. Underneath the loud music and exciting programs is a purpose, which mirrors our church's passion for God and people.

Student Life is all about inspiring teens to love God and love people.

We do that through 5 emphasis areas:

Love God

- Worship
- Grow (discipleship)

Love People

- Influence (outreach)
- Serve
- Community (fellowship)

Those emphases are reflected in each of our ministry areas:

Worship

- *Creating life-long worship habits, helping students make their faith their own so they'll stay connected to God for a lifetime*
- Route 56
 - Fuse on Sundays – 9 am
- MS
 - Fuse on Sundays – 9 am
- HS
 - Collision on Sundays – 10:45 am

Grow

- *Challenging students to dig deeper in their faith and grow closer to the God who created them*

- Route 56
 - Route 56 on Wednesdays – 6:30-8:30 pm
 - Class on Sundays – 10:45 am
 - SuperStart Conference
- MS
 - Crave on Wednesdays – 6:30-8:30 pm
 - Class on Sundays – 10:45 am
 - JH Camp @ Little Galilee – July
- HS
 - D-Groups on Wednesdays – 6:30-8:30 pm

Influence

- *Inspiring students to share their faith (we also work hard to create environments in which students can bring friends)*
- Route 56
 - Regular series each year on 'sharing your faith'
- MS
 - CIY Believe Conference – Spring
 - Regular series each year on 'sharing your faith'
- HS
 - CIY Move Conference – July
 - ICTC – November
 - Regular series each year on 'sharing your faith'

Serve

- *Giving them opportunities to put their faith into action*
- Route 56
 - Serving projects throughout the year
- MS
 - Inner City Mission service retreat – October
 - Know Sweat Mission Trip – July
 - Ministry Teams within Collision
 - Service projects throughout the year
- HS
 - Dominican Republic Mission Trip – June
 - Ministry Teams within Collision

- Volunteering with other ministries in the church
- Service projects throughout the year

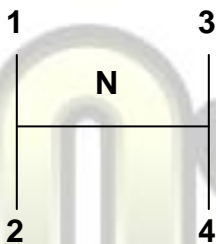
Community

- *Building community within our group*
- Route 56
 - Route 56 Promotion Party – June
 - Costume Party – October
 - Christmas Party – December
- MS
 - MS Promotion Party – June
 - Costume Party – October
 - Christmas Party
 - MS Gatherings throughout the year on Fridays
- HS
 - High School Promotion Party – June
 - 242 during the summer on Wednesdays – 6:30-8:30 pm
 - Christmas Party

>>>Student Life @ Windsor Road
>>What's your speed?
>2011/2012

14 Yes, the body has many different parts, not just one part. **15** If the foot says, "I am not a part of the body because I am not a hand," that does not make it any less a part of the body. **16** And if the ear says, "I am not part of the body because I am not an eye," would that make it any less a part of the body? **17** If the whole body were an eye, how would you hear? Or if your whole body were an ear, how would you smell anything? **18** But our bodies have many parts, and God has put each part just where he wants it. **19** How strange a body would be if it had only one part! **20** Yes, there are many parts, but only one body. (1 Corinthians 12:14-20 – NLT)

For Student Life to remain a healthy ministry, reaching all types of students at various points in their faith journey, we need lots of coaches with differing personalities, skills sets, and passions. Some roles require a larger time commitment than others, some roles require prep time, and others don't. In keeping with our "road" theme, a gear shift may be the best way to explain how we organize our coaches.



1st Gear (no Coaching Application / background check needed)

- "Crowd Control" for events
- Check-In Table
- Administrative Help
- Prayer Partner

2nd Gear

- Fuse Coaches
- Collision Coaches
- 242 Coaches

3rd Gear

- Route 56 Coach
- Crave Coach
- D-Group Leader
- Teacher
- Trip Coach

4th Gear

- Trip Leader

- Event Planner

Neutral

- Sometimes coaches need a season away

>>> Student Life @ Windsor Road

>> General Guidelines

> 2011/2012

General Guidelines

- Coaches should focus first and foremost on the most important relationships in their life. (God, marriage, family, etc.) Student Life should be a priority that falls behind those others.
- Coaches should be participating in a weekly corporate worship time.
- Coaches should be participating in regular spiritual growth times (small group, class, personal Bible study, etc.).
- Coaches should make sure their lifestyle matches the values of Windsor Road Christian Church. Nothing they do, say, or post online should threaten their witness or example to students and their families.
- Coaches should avoid being in one on one situations with students of the opposite sex. This includes rides home, counseling situations, etc.
- Coaches should also avoid being in one on one situations with adults of the opposite sex (parents, other coaches, etc.). The goal is to be above reproach and to protect your reputation and theirs.
- Coaches need to do their best to fulfill the commitments laid out in job descriptions and the coaching application. If you're going to miss an event or programming, please let the person in charge know as soon as possible.
- Coaches should do their best to follow through on commitments they make to students. As a rule, under-promise and over-deliver. If you say you're going to their soccer game or choir concert, do everything possible to fulfill that commitment. Trust is the most precious currency you have with a student.
- Coaches should communicate immediately with the Student Minister if something is happening their life which requires them to take a break from Student Life for a season (addiction, emergency, family issue, etc.).
- **COACHES ARE MANDATED REPORTERS. That means that if a student tells you ANYTHING that puts them or someone else in danger (suicide, abuse, rape, cutting, etc.), you MUST take it to the Student Minister. You do not have any other option. We will decide together whether it needs to go to the Senior Minister or authorities, but you have no choice other than to take the information to the Student Minister.**

>>>Student Life @ Windsor Road
>>Counseling Students
>2011/2012

We all know the benefits of having someone older and wiser who cares enough to mentor us and shape our thinking. We've also all had periods of our life when we just needed someone to talk to, someone to listen, or a shoulder to cry on.

One of the coolest and most impacting things a Student Life coach gets to be involved in is counseling students. We encourage you to be there for a student to talk anytime they express interest. But there are a few things to keep in mind for healthy student counseling.

1. As much as possible, guys should counsel guys, girls should counsel girls. If you see a coach of the opposite gender counseling a student of your own, be sure to jump into the conversation to help out. It's simply more healthy for our young women to learn from godly, mature women and for our young men to learn from seasoned, godly men.
2. ALWAYS counsel students in an open area where you can be seen by others, whether the student is the same gender or not.
3. Listen intently to their problem. Lean forward, look the student in the eyes, and give positive feedback.
4. NEVER promise that this will stay "just between you two." That is not privilege you have. Always assure the student that they can trust you to do what's best for them.
5. Encourage and advise students to talk with their parents about the problem.
6. **YOU ARE A MANDATED REPORTER. That means that if a student tells you ANYTHING that puts them or someone else in danger (suicide, abuse, rape, cutting, etc.), you MUST take it to the Student Minister. You do not have any other option. We will decide together whether it needs to go to the Senior Minister or authorities, but you have no choice other than to take the information to the Student Minister.**
7. In addition, report anything unusual to the Student Minister (could include issues between students, odd home situations, or anything else that doesn't seem right to you).
8. Refer the student to someone else whenever you feel you are in over your head. Salvation for a teen does not automatically cure psychological problems. You

WILL encounter situations that are beyond your ability to help. Do not be ashamed to ask for help.

9. Always give Scriptural advice.

>>>Student Life @ Windsor Road

>>Discipline

>2011/2012

The goal of Student Life isn't to get students to sit still, be quiet, and listen; it's to inspire them to change the world. That being said, while teaching them to love God and love people, disciplinary issues will always surface. Discipline can often be more art than science, but the following policy exists to assist the exasperated coach as they work to change lives.

The Purpose of Discipline

The purpose of discipline is not to punish the student, but to correct their behavior from inappropriate to appropriate. We discipline within Student Life to restore students to right relationships.

Remember

As you discipline, remember 2 very important things.

1. You were once a teenager yourself. These are some of the toughest years of our lives, and teens often act out because they're looking for love, validation, boundaries, or even because everything in their life feels out of balance.
2. Rules without Relationship always create Rebellion. Love and grace are more important than anything else.

Before you discipline

1. Examine yourself
 - a. Ask, "Am I the problem, or are they?" Are you just having a bad day?
 - b. Are your expectations fair? Are you prepared? Are you boring them?
 - c. Better to be annoyed by unruly students than to say or do something in a fit of anger that you might regret.
 - d. Before you discipline, take a deep breath, and make sure that what you're about to say is for their benefit, not yours.

2. Don't discipline in front of the rest of the group; that will only escalate responses on both sides.
3. Explain the purpose behind the rules.
4. Be consistent. You always connect better with some students than others. However, you cannot have a different standard for different students. Be fair, and do not show favoritism.
5. Do not make empty threats; if you say you are going to do something, then follow through and do it.
6. The punishment should fit the crime. For instance, burping during prayer time is not grounds for being kicked out for the night, no matter how annoyed you are.
7. Remember that disruptive behavior is almost always a symptom of something deeper. Is this student having trouble at home? Are others bringing out the worst in him or her? How can you treat causes rather than bandage symptoms?

Disciplinary Guidelines – Minor Disruptions

1. Distracted student – The first step is to look the student in the eyes and shake your head “No.”
2. Student disruption – Call the student by name and say “No.”
3. Disruption continues – Either you or your teaching partner move to sit with the disruptive student. Another option is to make him/her move to sit with you; this will get them away from their friends if they are making the problem worse.
4. Disruption hasn't stopped – Have an adult remove the student from the room to talk with him/her about the problem. Student may return if they commit to changing their behavior, or if they don't want to change, involve Student Minister, and parents will be called. Do NOT leave disruptive students alone outside the room.
5. Student refuses to change – In the rare case that a student's disruptive behavior continues for several meetings, and the student refuses to change, the Student Minister may have to suspend the student from activities until they are willing to submit to the rules.

6. If you ever encounter a major discipline issue (fight, alcohol, tobacco, stealing, sexual contact, etc.), involve the Student Minister IMMEDIATELY.

>>>Student Life @ Windsor Road

>>New Coach Process

>2011/2012

Because what we do in Student Life is so important and because of the immense amount of trust that is placed in us by elders, parents, and students; we are incredibly selective about those who work with our students. The following is an outline of the typical process by which someone becomes a coach in Student Life.

New Coach Process

- 1. Express interest to the Student Minister or Coordinators**
 - a. Either by email or a phone call, let us know you're interested in serving
 - b. You've obviously already shown some interest by picking up this document!!
- 2. Read through Coaching Packet**
 - a. Take a look at what it means to be a coach
 - b. Get a clear perspective on what's expected of you, how you might be able to serve, and what we're looking for
 - c. Prayerfully consider whether God might be leading you to serve in Student Life
- 3. Observe a program**
 - a. Make an appointment with the Student Minister or one of our Coordinators to observe one of our regular programs
 - b. It will give you a great perspective on what we do and whether or not you really want to hang out with these crazy people we call "teenagers"
- 4. Coaching Application & Background Check**
 - a. Fill out the coaching application, the consent form for a background check, and sign the covenant at the end of the application
 - b. We'll get back to you as soon as we get your paperwork
- 5. Apprenticing**
 - a. We never throw any of our new coaches into the deep end!!
 - b. Coaching always begins with a newer coach being paired up with a seasoned veteran coach who can help walk the "rookie" through

expectations and procedures, and encourage him or her along the way

>>>Student Life @ Windsor Road >>Job Description – Collision Coach >2011/2012

General Purpose

- Collision Coaches build relationships with students. It's easy for someone to get lost in a worship service with 50+ people in it. Our job is to learn names, talk life, and encourage teens in their relationships with God and others.

A successful Collision Coach will...

- Make their own relationship with God a priority so they have something to offer students.
- Do their best to learn names, spend time with students, and show a genuine care and concern for teens.
- Prepare...Prepare...Prepare – If you're leading a discussion group, think through it ahead of time, if you know what the text will be for the day, read it and pray over it.
- Pray...Pray...Pray – Pray for students, pray for staff, pray for those leading that day, pray that God will change lives through Collision.
- Be willing to jump in wherever needed...crowdbreakers, games, moving tables...a spirit of service is essential.
- Follow up with students outside of Collision via Facebook, texting, phone calls, notes, or attending students' activities. This will give you more ability to speak into their lives than anything else you could do.

A Collision Coach can expect...

- Communication – We plan our series each summer for the whole. We'll communicate that, then we'll communicate when each new series begins. Additionally, we try to send an email each week to let coaches know what's coming in Collision.
- Time commitment – Please plan to attend Collision at least 3 times each month. Attending Collision is a 2-hour commitment. Please arrive in the Garage by 10:30 am each Sunday to talk with students before Collision, then stay till Noon to follow up after. Then take another 30 minutes during the week either to prepare or pray for Collision.

- Encouragement to grow – We believe that church attendance is essential for your own growth, so we encourage you to attend the 9 am service.

**>>>Student Life @ Windsor Road
>>Job Description – Fuse Coach
>2011/2012**

General Purpose

- Fuse Coaches build relationships with students. It's easy for someone to get lost in a worship service with 50+ people in it. Our job is to learn names, talk life, and encourage teens in their relationships with God and others.

A successful Fuse Coach will...

- Make their own relationship with God a priority so they have something to offer students.
- Do their best to learn names, spend time with students, and show a genuine care and concern for teens.
- Prepare...Prepare...Prepare – If you're leading a discussion group, think through it ahead of time, if you know what the text will be for the day, read it and pray over it.
- Pray...Pray...Pray – Pray for students, pray for staff, pray for those leading that day, pray that God will change lives through Fuse.
- Be willing to jump in wherever needed...crowdbreakers, games, moving tables...a spirit of service is essential.
- Follow up with students outside of Fuse via Facebook, texting, phone calls, notes, or attending students' activities. This will give you more ability to speak into their lives than anything else you could do.

A Fuse Coach can expect...

- Communication – We plan our series each summer for the whole year. We'll communicate when each new series begins. Additionally, we try to send an email each week to let coaches know what's coming in Fuse.
- Time commitment – Please plan to attend Fuse at least 3 times each month. Attending Fuse is a 2-hour commitment each week. Please arrive in the Garage by 8:45 am each Sunday to talk with students before Fuse, then stay till 9:15 am to follow up after. Then take another 30 minutes during the week either to prepare or pray for Fuse.

- Encouragement to grow – We believe that church attendance is essential for your own growth, so we encourage you to attend the 10:45 am service.

>>>Student Life @ Windsor Road

>>Job Description – Crave Coach

>2011/2012

General Purpose

- Crave Coaches help to disciple 7th-8th grade students on Wednesday nights. With so much competing for the attention of a Middle Schooler all week long, it's essential that Wednesday night is a high point of their week. It's a chance to re-charge, re-tool, and re-ignite their passion for God. Our job is to learn names, talk life, and encourage students in their relationships with God and others. Crave includes a combination of games, teaching times, and discussion groups to help students grow spiritually.

A successful Crave Coach will...

- Make their own relationship with God a priority so they have something to offer students.
- Do their best to learn names, spend time with students, and show a genuine care and concern for teens.
- Prepare...Prepare...Prepare – If you're teaching this Wednesday night, spend an hour looking over your lesson to make it the best it can be. If you're leading a discussion group, spend 30 minutes looking over the lesson so that you can help walk the students through a life-changing discipleship experience.
- Pray...Pray...Pray – Pray for students, pray for staff, pray for those leading that day, pray that God will change lives through Crave.
- Be willing to jump in wherever needed...crowdbreakers, games, moving chairs...a spirit of service is essential.
- Follow up with students outside of Crave via Facebook, texting, phone calls, notes, or attending students' activities. This will give you more ability to speak into their lives that anything else you could do.

A Crave Coach can expect...

- Communication – We plan our Crave studies on a study by study basis. During one study, we'll begin looking at curriculum for the next study and make a decision together on what we'd like to study. Sometimes we study the same topics as the church as a whole, sometimes we're on our own. Additionally, the Middle School Coordinator will send emails about special events or service elements that are coming up.
- Time commitment – It's essential that our Crave Coaches do their best to be there every Wednesday night. Obviously, everyone's going to miss a couple of times each semester, but your attendance communicates to students how much you care about

them. Only commit to Crave if you know you can make it a priority. Crave is a 3 ½ hour commitment...6:15-8:45 pm each Wednesday and 1 hour in prep time each week.

- Encouragement to grow – We believe that church attendance is essential for your own growth, so we encourage you to attend adult service each Sunday morning.

>>>Student Life @ Windsor Road

>>Job Description – D-Group Leader

>2011/2012

General Purpose

- D-Groups are the heart of what we do in Student Life. D-Group Leaders pair up to lead 4-8 same gender students each Wednesday night. These groups commit to “doing life together” for a semester, sharing in accountability, Bible study, and fellowship.

A successful D-Group Leader will...

- Make their own relationship with God a priority so they have something to offer students.
- Learn the names of students, spend time with them inside of D-Group and outside, and show a genuine care and concern for teens.
- Prepare...Prepare...Prepare – You will never take students somewhere you’re not going yourself. Take at least 1 hour each week to prepare for D-Group, know the lesson inside and out, and be ready to walk students through a discipleship experience that will change their lives.
- Pray...Pray...Pray – Pray for your students, pray for yourself, pray for your co-leader.
- Follow up with students outside of Collision via Facebook, texting, phone calls, notes, or attending students’ activities. This will give you more ability to speak into their lives than anything else you could do.

A Collision Coach can expect...

- Communication – We plan our D-Group studies on a study by study basis. During one study, we’ll begin looking at curriculum for the next study and make a decision together on what we’d like to study. Sometimes we study the same topics as the church as a whole, sometimes even our D-Groups are all working through different studies.
- Time commitment – This is a ‘next-level’ commitment. Leaders commit to D-Groups above and beyond attending Collision 3 times each month. In addition to volunteering in Collision, D-Group Leaders commit to 3 ½

hours each week. D-Group Leaders will arrive early and stay late on Wednesday nights 6:15-8:45 pm, then take 1 hour each week to prepare.

- Encouragement to grow – We believe that church attendance is essential for your own growth, so we encourage you to attend the 9 am service.

>>>Student Life @ Windsor Road

>>Job Description – Route 56 Class

>2011/2012

General Purpose

- Route 56 Coaches build relationships with students. It's easy for a student to stay quiet and reserved, even in a class of 10-15. Our job is to learn names, talk life, and encourage pre-teens in their relationships with God and others.

A successful Route 56 Coach will...

- Make their own relationship with God a priority so they have something to offer students.
- Do their best to learn names, spend time with students, and show a genuine care and concern for pre-teens.
- Prepare...Prepare...Prepare – If you're teaching this week, spend an hour looking over your lesson to make it the best it can be. If you're helping out with crowd control, spend 30 minutes looking over the lesson so that you can help the teacher with discussion.
- Pray...Pray...Pray – Pray for students, pray for staff, pray for those leading that day, pray that God will change lives through Route 56.
- Be willing to jump in wherever needed...crowdbreakers, games, moving chairs...a spirit of service is essential.
- Follow up when students share from their heart. Call about prayer concerns. Attend a student's school event once a semester to communicate genuine care and concern. Always keep the Route 56 Coordinator in the loop.

A Route 56 Coach can expect...

- Communication – Our curriculum plan is seasonal (Fall, Winter, Spring, Summer), so you'll have the schedule and curriculum before each season begins. Additionally, the Route 56 Coordinator will send emails about special events or service elements that are coming up.
- Time commitment – 1-2 times each month at the 10:45 am service. Please arrive in room 402 at least 15 minutes early on Sunday to talk with students before Route 56, then stay till Noon to follow up after. Then take whatever time you need to prepare during the week either to prepare or pray for Route 56.

- Encouragement to grow – We believe that church attendance is essential for your own growth, so we encourage you to attend adult service on the opposite hour the mornings you serve.

>>>Student Life @ Windsor Road

>>Job Description – Route 56 Wednesdays

>2011/2012

General Purpose

- Route 56 Coaches build relationships with students. It's easy for a student to stay quiet and reserved in a big group of 30. Our job is to learn names, talk life, and encourage pre-teens in their relationships with God and others. Route 56 Wednesday nights will include a combination of games, teaching times, and discussion groups to help pre-teens grow spiritually.

A successful Route 56 Coach will...

- Make their own relationship with God a priority so they have something to offer students.
- Do their best to learn names, spend time with students, and show a genuine care and concern for pre-teens.
- Prepare...Prepare...Prepare – If you're teaching this Wednesday night, spend an hour looking over your lesson to make it the best it can be. If you're leading a discussion group, spend 30 minutes looking over the lesson so that you can help walk the students through a life-changing discipleship experience.
- Pray...Pray...Pray – Pray for students, pray for staff, pray for those leading that day, pray that God will change lives through Route 56.
- Be willing to jump in wherever needed...crowdbreakers, games, moving chairs...a spirit of service is essential.
- Follow up when students share from their heart. Call about prayer concerns. Attend a student's school event once a semester to communicate genuine care and concern. Always keep the Route 56 Coordinator in the loop.

A Route 56 Coach can expect...

- Communication – Our curriculum plan is seasonal (Fall, Winter, Spring, Summer), so you'll have the schedule and curriculum before each season begins. Additionally, the Route 56 Coordinator will send emails about special events or service elements that are coming up.

- Time commitment – It's essential that our Route 56 Wednesday night volunteers do their best to be there every Wednesday night. Obviously, everyone's going to miss a couple of times each semester, but your attendance communicates to students how much you care about them. Only commit to Route 56 Wednesdays if you know you can make it a priority. Route 56 on Wednesday nights is a 3 ½ hour commitment...6:15-8:45 pm each Wednesday and 1 hour in prep time each week.
- Encouragement to grow – We believe that church attendance is essential for your own growth, so we encourage you to attend adult service each Sunday morning.

