

I'm glad you are interested in working with our Middle School Ministries!

Constance Free Church is currently seeking caring adults that are willing to serve in Middle School Ministries. We believe that solid ministry is built on relationships between adults and students. Relationships are key to students feeling loved and understanding God's love in practical ways. This is when real spiritual growth takes place in a student's life.

The quality of our volunteers is important. We are looking for men and women who have a commitment to Christ and a desire to care for middle school students. With the aid of prayer and consideration, please review the enclosed material. Once you have reviewed the material, fill out the forms and return them to Constance Free Church. All information will be kept strictly confidential.

Because we place great value on our ministry, we place great value on our volunteers. Middle School Ministries is a great way to invest your time and serve the Lord! The middle school staff commit to providing each volunteer with training, support and encouragement along the way. We're looking forward to meeting with you and talking about your hopes and desires for ministry.

Serving Christ Together,

Cindy Jones
Director of Middle School Ministries
763-434-5995
cjones@constancefree.org

Steps to getting started:

- 1) Prayfully review the application for Middle School Ministry Involvement.*
- 2) Fill out the commitment sheet (pg. 6), application (pg. 7-8), adult prevention screening form (pg. 11), and return to Constance Free Church, Attn: Cindy Jones.*
- 3) Schedule an interview with the Director of Middle School Ministry, Cindy Jones.*

Constance Free Church

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www.constancefree.org

Vision and Purpose Statements

The purpose of Constance Middle School Ministries is to glorify God by creating spaces where people can:

Know: Establish a personal relationship with Jesus Christ

Grow: Mature in their relationship with Christ and His church

Go: Reach out to their community

Our vision is to equip and encourage students to influence our world in many locations with Christ's love and good deeds.

Core Values

How do we help move people toward Christ-likeness? Actions reflect values. A person moving toward Christ-likeness at Constance Free Church is described as one maturing in the following five areas or core values:

Grace

Experiencing God beyond religious rules and regulations by receiving, living in and sharing His grace.

Growth

Using the opportunities this church offers to help grow in the knowledge, character and obedience of Jesus Christ.

Groups

Knowing and being known in a biblical community that values acceptance, affirmation, authenticity and accountability.

Generosity

Investing in the church, community and world by generously sharing from God-given resources.

Gifts

Impacting the church, community and world by discovering and using God-given design.

Irreducible Minimums

These irreducible minimums reflect the most basic and core truths our middle school and high school students will hear and learn. Our irreducible minimums also reflect our five core values (Grace, Generosity, Gifts, Group, and Growth)

- God loves people and is full of grace and mercy.
- We were created to be in life-changing relationship with Jesus Christ.
- While choosing to live for Christ is often a difficult road, it is an act of placing one's life on a solid foundation.
- A deep understanding of God that reaches the heart changes the person.
- Christianity works best when it is lived out and experienced in close community with other believers.
- God has gifted each believer uniquely and wants to use each person as a part of His body to further His Kingdom.
- One of our core purposes is to bring the good news of Christ to lost people and to serve them as well.

Student Needs

Changing the adolescent world happens one student at a time. Students do not connect to programs; they connect to people. The most effective way to influence students is through significant relationships with key people in their lives. Our volunteers view ministry as a lifestyle not just another program. Our goal is to develop volunteers who minister to students.

Students Need People Who Will:

- Love God and live for Him
- Be interested in their lives
- Take initiative to spend time with them
- Pray for them
- Be real
- Say encouraging words
- Believe in them
- Laugh
- Go to "their world"
- Remember their names and care for them
- Share God's love through personal experience
- Be consistent to the programs
- Be patient

How will I be supported as a small group leader?

- Structure and Leadership
Each grade has a leader that acts as a coach to the small group leaders for each grade.
- Communication
Small group leaders receive weekly emails from the program director and their grade group leader. Leaders receive lessons in advance from their grade group leader.
- Training and Learning Opportunities
Twice a year we will gather for an afternoon of training. Weekly leaders will gather with other leaders for prayer, information and encouragement.
- Prayer
Each leader is prayed for by middle school ministries leadership and parents.

Middle School Ministries Volunteer Needs

- Small Group Leader
This is our greatest need. Each year we need upwards of 25 adults to facilitate student small groups on Wednesday nights. This group builds the strongest relationships with students so their help at Fusion, events and trips can be very valuable as well.
- Sunday morning Fusion Leader
2 times a month greet and engage with students on Sunday mornings at Fusion.
- Audio or Visual Technician for Fusion and/or Special Events
- Event Volunteer
Serve at our monthly fun events.
- Meal Coordinator
Prepare and help serve meals 4-6 times a year for leader and student events.

If interested, we can discuss these opportunities further as well as any other ministry initiatives you might envision for His kingdom.

Typical Wednesday Night D-Group Structure

6:30pm	Leaders Team Huddle <ul style="list-style-type: none">• Communicate needs and information• How will you provide students with meaningful interaction tonight?• Answer questions• Pray
6:50pm	Leaders take their stations to prepare to welcome students
7:00pm	Student Arrival <ul style="list-style-type: none">• Welcome Table• Junkyard• Greet students around the building• Introduce people who are not acquainted
7:10pm	Large Group Announcements
7:20pm	Split into Grades (Mid-Size Groups) <ul style="list-style-type: none">• Community Builder• Teaching
8:00pm	Small Groups <ul style="list-style-type: none">• Discussion questions• Prayer
8:30pm	Students Depart

The Grade Group Leader will facilitate grade-specific time with teaching and activity. Small Group Leaders will be responsible for leading the small group discussion questions and prayer. Bear in mind that the suggested time frames will vary somewhat from week to week. For example, one week more time may be spent in the mid-size group, whereas another week there may be more time spent in small groups. We may have a special time of praise and worship one evening and plan a larger group activity on another. Change in the group structure between weeks will help bring new energy and vitality to the group.

Commitment Sheet

Small Group Leader

You should be in a position to serve an average of 5 hours per week for one year. We ask our leaders for at least a one-year commitment. Many middle school small group leaders choose to lead their group for three years, 6th – 8th grade. Some of our leaders find that middle school ministries fits their giftedness and decide to serve long-term with middle school ministries.

Committed to Jesus Christ

- I acknowledge the lordship of Jesus Christ in my life and have a personal relationship with Him.

Committed to the Church

- I am committed to the Constance Free Church staff, leadership, Statement of Faith, purpose, vision and 5G values.

Committed to Spiritual Growth

- I am committing to spiritual growth through spiritual practices and accountability with another believer or adult small group.

Committed to Living a “No Doubt” Lifestyle

- I am committing to a godly lifestyle, knowing that my lifestyle is a model for middle school students and my peers, and communicates without a doubt my commitment to Jesus Christ.

Committed to Middle School Ministries

- I am committing to provide students with encouraging words, prayer and accountability.
- I am committing to spend time each week connecting with students through notes, emails, phone calls, text messages or appointments.
- I am committing to lead a small group most Wednesday evenings during the 2011-2012 school year (typically 6:30-8:45pm)
 - . Participate in a leaders huddle at 6:30pm
 - . Greet and build relationships with students as they arrive
 - . Participate in large group experiences
 - . Facilitate discussion and prayer in a small group
 - . Help manage appropriate disciplinary action as necessary
- I am committing to help with special events as I am able.
- I am committing to volunteer on Sunday mornings upon availability as requested.

Committed to Leadership Development

- I am committing to two Middle School Ministries Volunteer Workshops
 - September 11, 2011 12:15-4:00pm
 - January 8, 2011 12:15-4:00pm
- I am committing to attend a leader huddle each week at 6:30pm before programming.
- Three times a year middle school ministry hosts a ‘leader escape’ where leaders gather to have fun and encourage each other. Your participation in these can be very valuable.

Signed: _____
(Middle School Ministries Volunteer)

Signed: _____
(Middle School Ministries Director)

6. What do you do when you have a conflict with someone? How do you handle confrontation?

7. Are there any special issues or concerns happening in your life right now that would have an impact in your commitment and involvement in the student ministry (i.e., relationships, habits, other commitments, etc.)?

8. How long have you attended Constance Free Church: _____
9. Do you participate in the Sunday morning worship service? Y N
10. Do you agree with the Evangelical Free Church Statement of Faith? Y N
11. Are you willing to abide by the policies and recommendations of the church leadership that affect your area of ministry? Y N
12. List the organization, date and activities of the major ministry experiences you have had, and the reasons for ending that ministry (Organization, Date Started, Ministry/Activity, Date Ended, and Reason).

13. What spiritual gifts do you feel you have, and how would you like to use them in student ministry?

14. Why do you want to do student ministry?

15. What type of student do you connect well with? What type of student do you have more difficulty connecting with?

16. What will be your greatest challenges volunteering in the student ministry?

17. What are some of your expectations of the student ministry staff?

The information contained in this interview is correct to the best of my knowledge.

Signed: _____ Date: ____/____/____

Constance Free Church
CHILD ABUSE PREVENTION PLAN

Introduction

Our intention at Constance Free Church is to provide a safe place for all of our children physically and emotionally, and to protect each one of our serving staff and volunteers at Constance. This requires a prevention plan. It also means that if physical or emotional abuse happens or is even suspected, we will act quickly but with compassion and care for all persons involved. The plan involves five areas of that will help to create a safe place for our children:

- I. Definition of Abuse
- II. Guidelines for worker/volunteer selection
- III. Guidelines for worker/volunteer supervision
- IV. Reporting Obligations
- V. Reporting Procedures

I. Definition of Abuse

Child abuse is any activity that exploits a child/student's vulnerability and powerlessness in which the abuser is fully responsible for their behaviors. These behaviors can be sexual, emotional or physical in nature. These would include:

Sexual

- Sexual comments
- Pornographic materials
- Touching, fondling, kissing
- Oral, genital & anal penetration
- Allowing child/youth to witness sexual activity

Emotional

- Verbal or emotional assault
- Belittlement
- Confinement
- Racial prejudice
- Manipulation

Physical

- Physical punishment
- Physical neglect

II. Guidelines for staff/volunteer screening

A. All staff and volunteers in the areas of children and student ministries should complete the "Abuse Prevention Screening/Release Form." This screening/release form will ask the applicant for:

- . Name and social security number
- . Address
- . A full explanation of any prior convictions for sexual abuse, molestation or related crimes
- . Area of ministry interest
- . Previous churches attended for the past five years
- . Previous children or student volunteer work (churches or other organizations) for the previous five years
- . The names and addresses of two references
- . Consent to national background checks

B. We will attempt to perform national background checks on all staff and volunteers who participate in the areas of children and student ministries.

C. All screening/release forms will be kept on file.

III. Guidelines for staff and volunteer supervision

A. All staff and volunteers should read and understand the child abuse prevention guidelines. The scope of understanding should include the following areas:

1. Guidelines for a safe environment

a. We will seek to maintain a two adult rule for Constance ministry activities. Specifically, that for any child or student ministry event, we will seek to have on location a minimum of one prevention approved adult as well as an adult parent/guardian of the minor present, and/or two prevention approved adults.

b. Every classroom with children/student activities must have windows in the door.

- c. Usage of a claim-check system for the nursery and preschool through the age determined by the specific ministry area, releasing children to the properly identified and pre-authorized parent/guardian with the check at the designated area.
- d. Every volunteer must have been an attender at Constance for a period of six months.
- e. Documentation of each staff/volunteer being familiar with the Child Abuse Prevention Plan is the responsibility of the staff person that oversees the given area of ministry.

2. Guidelines for Appropriate Behavior

- a. Each staff/volunteer should use reasonable and prudent conduct toward every child/student. When natural instinct questions a particular behavior, it is best to avoid that conduct. Avoid setting yourself up for getting into any undesirable situation where the child/student may misread your behavior.
- b. It is the staff/volunteer's responsibility to ensure that the group is a safe place for all group members. This includes helping group members respect the integrity and privacy of each person both physically and emotionally.
- c. The staff/volunteer's job is to lead the group, not to take care of the group members. The ministry staff/volunteer is not a counselor or therapist in this setting, even if the person is a trained therapist.
- d. If you do not know how to handle a situation, seek out the ministry team leader.
- e. The person who is offended defines what is offensive. Handle seriously anything said or done to children or students that they find abusive, offensive, frightening, demeaning or disrespectful.
- f. It is not appropriate to physically discipline a child or even to touch or hold a child who does not want to be touched (except to gently restrain a child for safety reasons).
- g. It is never appropriate to touch a member of a group sexually in any way.

3. Sections I, II, IV & V of this policy

IV. Reporting Obligations

- A. If Constance knows of or has reason to believe any activity listed in this plan under *the Sexual definition of Abuse* has occurred, it will report such information to the proper authorities as mandated by MN Stat. Sec. 626.556, sub 3.
- B. Every volunteer is responsible to report immediately to the staff person that oversees the given area of ministry or the Elder chairman (in case the alleged abuser is their staff person) any known and or suspected cases of abuse, be they sexual, emotional or physical.**

V. Reporting Procedures

- A. We will take seriously every allegation made concerning sexual abuse.
- B. Ministry Staff will report any known and/or reasonably suspected cases of abuse to Anoka County Child Protection Services within 24 hours. Failure to report such cases is subject to possible punishment as defined by MN Stat. Sec. 626.556, sub 3.
- C. Protection for good faith reporting will be provided by the Ministry Staff and held in the strictest confidence.
- D. The Ministry Staff will be sensitive to the victim and perpetrator on what they are going through, encouraging professional counseling where necessary.
- E. We will immediately seek legal counsel concerning every allegation.

**Constance Free Church
Abuse Prevention Screening/Release Form**

Name: _____ Sex: M F Birth date: _____

Home Address: _____

City/State/Zip: _____

Phone: _____ Social Security Number (required) _____

Employment: _____ Phone: _____

Is it OK to phone you at work? Y N

Please list the churches you have regularly attended or volunteered at during the past five years.

1. _____

2. _____

3. _____

Please list any child or youth work you have performed in the past five years (list organizations).

1. _____

2. _____

3. _____

What ministry area(s) with children/students are you volunteering for (please check all applicable boxes)?

Nursery Sunday Adventure AWANA VBS Middle School (6-8th grade) High School

REFERENCES: List two. This may include a former employer, Pastor, or other character reference.

Do not list relatives. Please try to list two institutional type references (i.e. church or organization).

Name	Address	Phone	Position	Length of Relationship
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

. Are you a member/regular attender at Constance Free Church? Y N

If yes, which ministries have you been involved in at Constance Free Church?

If yes, have you been a member/regular attender at Constance Free Church for a period of at least six months? Y N

When did you begin attending Constance Free Church (Month/Day/Year)? ____ / ____ / ____

. Are you willing to abide by the policies of the church leadership that effect your area of ministry? Y N

. Were you ever a victim of physical, emotional or sexual abuse? Y N

If yes, have you received counseling? Y N

. Have you ever abused someone? Y N

. Have you ever been convicted of anything other than a traffic violation? Y N

If yes, please explain: _____

. Do we have permission to ask civil authorities questions related to you? Y N

. I have read and understand the Child Abuse Prevention Plan and will uphold the guidelines? Y N

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application, churches, organizations or civil authorities to give you any information (including opinions) that they may have regarding my character and fitness for children or student work.

Signature Date _____ / _____ / _____

*Please return this form to your Ministry Team Leader's communication box in the provided sealed envelope.

