



## **Student Ministry Handbook**

*Glorifying Christ by Making Disciples  
who Worship, Grow in Missional  
Communities, Serve, and  
Multiply Disciples*

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## **Introduction**

The Student Ministry Handbook is a compilation of information and required standards of behavior for volunteers and paid staff who work with students at Wedgwood Baptist Church. It is also meant to help you understand our desire to partner with families in their spiritual journey with teenagers. We pray that you will find this handbook to be helpful in bringing clarity to any questions you may have. If you still need further clarification or any other assistance, please feel free to contact Patrick Lively.

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## **Student Ministry Strategy**

The Student Ministry at Wedgwood Baptist Church is focused on developing and deploying disciples. We desire to help students become disciples who transform their world by obeying what Jesus commanded (John 15:14), loving one another (John 13:35), bearing much fruit, (Colossians 2:6-7) and being rooted, built up, and established in their faith.

Our Student Ministry is focused on developing disciples who:

- Have received Christ Jesus as Lord
- Have a genuine love for God
- Live a life of confession
- Gain a Biblical worldview lens
- Grow in their God-given gifts and talents
- Have a love for others
- Become established in their faith
- Equipped to share their faith with others

Our strategy to accomplish this:

- Partner with parents in the spiritual development of their student
- Funnel students from large groups to smaller groups to build deeper relationships centered around God's Word
- Implement one-on-a-few trainings for leaders throughout the year
- Provide a full cycle of ministry that includes MDWK, Missional Communities, Outreach Activities, Discipling Events (D-Now), Local and National Mission trips, E- Groups and D-groups.
- Encourage and provide opportunities for consistent feedback from parents and Student volunteers to ensure we are meeting our vision, objectives and strategies.



## **Communication with Families**

The Student ministry will utilize the following methods to communicate with families:

1. Student Ministry Website: [wedgwoodbc.org/Students](http://wedgwoodbc.org/Students)
2. Whats App
  - A. Leader Communication
  - B. Parent Communication
  - C. Ministry-Wide Communication

## **Wednesday Night MDWK**

The goal is for our Student Ministry to function in a funnel, with MDWK being toward the top. In other words, this is the open door for getting students connected to Christ and others through the Church. Here are some things we want to see our Wednesday Nights accomplish for students in various walks of life:

### **Students who are members:**

- We have a desire for our students to be able to grow spiritually and relationally through the preaching and teaching of the Bible in a large group format.
- We have a desire for our students to be able to help lead in discussion of what their lives look like in light of what Scripture says by talking about certain questions with one another.

### **Students who are halfway here (This could be members or non-members):**

- We have a desire for these students to participate in discussion and grow relationally and spiritually with people who are around the same age.
- We have a desire that they come to Christ, and are then actively disciplined.
- We have a desire for them to see the impact of Christ through the lives of other students, leading them to wonder how they can also be a part of the Kingdom of God.

### **Students who come for the first time or first few times:**

- We have a desire for this student to connect with two other students of his or her age, along with their leader.
- We have a desire for our leaders to get contact information so that they can text encourage them throughout the week.
- We have a desire that they see other students lives lived for Jesus.

**Goal of MDWK:** relationally connect students to God and each other through building community, learning about God through His Word, and working it out in smaller groups.

### **MDWK Schedule**

<b>6:00pm - 6:30pm</b>	Relational Building time
<b>6:30pm - 6:32pm</b>	Announcements of upcoming events
<b>6:35pm - 6:50pm</b>	Worship through song
<b>6:50pm - 7:25pm</b>	Large group Teaching and discussion at tables
<b>7:30pm - 8:00pm</b>	Small group Engagement

### Description of MDWK schedule

**Relational Building Time:** This is a time where leaders and students have the opportunity to build relationships through interactive games and activities like Ping Pong, Board Games, Air Hockey, Relaxing on Couches, huddling up around tables or chairs, etc.

**Announcements of Upcoming Events:** The events we announce the things we are desiring our students to engage in and grow in.

**Worship Through Song:** This is a time that we get a chance to worship and have fun while doing it.

**Large Group Teaching and discussion at Tables:** We will be walking through a passage of Scripture by reading, teaching, and bringing out applications from the text. The goal here is to only teach for 15 minutes at a time with discussion time throughout that will give them talking points for their small group time.

### **Small group Engagement:** 15/15

- 15 minutes of discussing the truths and promises that came from the Scripture we looked at that night.
  - This can be a question, agreement, clarification, etc.
  - The idea that we want to be asking and taking away from this time is the answer to the questions of: “What is God saying?” and “What are you going to do about it?”
  - The idea here is to go beyond just discussing the Truths and Promises, and moving toward developing and deploying a more biblical part of ourselves that comes from the heart.
- 15 minutes of discussing how we can care and encourage our students in the middle of their week. This can come in many forms, but we want to make it a point to specifically pray.
  - While I would love to see our small groups get to a place of seeing students pray for other students, I recognize that the culture will need to be built. At the very minimum, my expectation is that you, as the leader, are praying for your students. I would also encourage you to create opportunities for students to pray for one another, but refrain from pressuring them if they aren't comfortable.

## Missional Communities

Missional Communities are small groups comprised of students and leaders who desire to see the Great Commission carried out, not only in their own lives, but also in their communities. Our goal on Sunday Mornings is to discuss, develop, and deploy the following:

- **Truths and Promises:** As a group we will discuss all the truths and promises that students and leaders have written down or seen in Scripture during Pastor Dale's message. The goal here is to discuss what God is saying and develop what you are going to do about it, which leads us to Adjustments and Assignments.
- **Adjustments and Assignments:** As a group, our desire is that we discuss what adjustments God wants us to make in our personal lives based on the truths and promises that we write down on a given Sunday and expound upon throughout the week. This can also be true for assignments, which is what God is calling us to invest in. These are most often people in our lives. The goal of this time is to discuss and develop how we are going to be intentional in trying to live out our faith through obedience this week.
- **Care and Encouragement:** As a group we are going to take care of and encourage one another. The idea here is that this happens in our time together as well as outside of Sunday mornings. This can be fueled by a number of things, but one thing that we can intentionally do is pray over the adjustments and assignments that God has shown us.

As a small group, we are going to discuss and develop what God is showing us through His Word that will lead us to deploying what we have learned, processed, and now implement.

- **Discuss:** The idea of discussing is bringing to light the things we are thinking on or trying to understand. This is a processing of information that we all get to engage in together. Our desire is to encourage discussion of Truth, Promises, Adjustments, Assignments, Care, and Encouragement because it shows that we are willing to be open and trusting enough with one another to process out loud what is going on in our heart and mind. This leads us to development.
- **Develop:** The idea behind development is that we take what we have discussed and put it into actionable steps. It is like taking a dream that we may have in our minds to accomplish one day and finally turning it into practical steps that lead us to make a plan to accomplish the dream we have our sites set on. Just like in this example, our desire is that we are willing to work together to fulfill what God is calling us to do in our lives, so as a leader, we can come alongside our students to help them become more mature and complete in their faith. This leads us to deployment.

- **Deploy:** The idea behind being deployed is that when we leave our community, it is time to start acting on what we have discussed and developed knowing that we have the support of our Missional Community behind us.

It is our hope that the students and leaders in our Missional Communities will love one another by having accountable conversations, reaching out to their neighborhoods and schools together, growing together through bearing one another's burdens, and experientially knowing Christ.

### ***Leader Expectations***

- Read the Sunday Morning passage of Scripture and write down the truths and promises that stand out from the passage
- Reflect over those Truths and Promises to see:
  - What is God saying?
  - What are you going to do about it?
- Think through and write down personal or family adjustments that need to be made in based on the truths of Scripture. (Be willing to be vulnerable in confessing that you may not want to do it)
- Think through and write down an assignment that you believe God is calling you to do. (remember that most of the time, these are people that you are evangelizing, discipling, serving, etc.)
- Connect with at least one student every week. The goal of this connection is meant to show that you care or desire to encourage them.
- Pray and be prepared to facilitate the discussion and development of our students on Sunday mornings.

### ***Goals***

- We grow in our knowledge of Christ through reading, discussing, developing, and deploying the truths and promises that we have gained through Scripture that week.
- We care for one another and our community through being on mission in community.
- We make the necessary adjustments in our lives that leads us to a greater obedience to God.
- We live on mission with one another inside and outside of the church with a desire to see others come to know Christ and grow in a relationship with Him and others.

### ***Schedule***

- 10:30 AM:** Eat & Hang Out
- 10:45 AM:** Large Group Announcements
- 10:50 AM:** Head off to Missional Communities
- 11:50 AM:** Dismiss from Missional Communities



### ***How Groups are Made***

Students are placed in gender and grade specific communities that have two facilitators. These facilitators will help guide the time they have together by checking in on what's going on in their lives, walking through the passage and having the students share what stood out, what they agree with, and making sure they are able to put the passage in their own words. In this, they will also seek out and find a way to obey what God is calling them to, not in just action but in heart.

### ***Breakdown of Missional Community Time: 20/20/20***

#### 20 Minutes of Discussing and Developing the Truths and Promises

As a facilitator, it is expected that you have spent time in the designated passage of Scripture leading up to Sunday morning so that you are able to share the truths and promises that stuck out to you as you studied.

- This is more than just listing out the truths and promises of the week. You also need to be able to expound upon why they made an impact.

When facilitating, the goal is not to reteach what was just preached on during the main worship service, but instead, give opportunities for students to share the truths and promises that stuck out to them in the past week or that morning.

- These truths and promises will mainly come from Sunday morning's passage, but be open to hearing truths or promises that the students have read and been processing throughout the week as well.
- If the students are quiet, be comfortable with the silence. If it continues, point out a truth or promise that stuck out to you throughout the week. From there, ask what the students think about this truth or promise, and chase down their questions and comments about that truth.

#### 20 Minutes of Discussing and Developing Adjustments and Assignments gained from Truth and Promises

This is a time where we discuss and develop our students in what God has called them to adjust or do in their life as a believer in Christ. To accomplish this and see real vulnerability from our students, it has to be modeled. This means that during the first few weeks (or possibly months), you will need to be intentional in sharing what God is calling you to adjust in or what God is calling you to do.

The idea here is not that we have a new assignment or adjustment every week, but instead that we bring up where we are in that adjustment or assignment and work together in bringing glory to God by working through it and accomplishing it.

It is also good to revisit old adjustments and assignments at times as well, but we need to focus initially on what God is calling us to do now before revisiting previously completed assignments.

I want to give you freedom in this time to break up into smaller groups to work on these things in a more personal way, but however you do it, just know that this is discipleship and worth the time spent on discussing and developing our students and ourselves.

### 20 Minutes of Discussing and Deploying Care and Encouragement from the Adjustments and Assignments

This is a time where we have the opportunity to encourage one another together. The idea here is that each leader can encourage at least one student every week by bringing up a victory or development they had throughout the week. My hope is that this will spread from leaders encouraging students to students partnering and encouraging one another.

As far as care goes, this is also a time where you as the leader can model what it looks like to care for one another by intentionally meeting a need of another student or leader. The goal here is to be the church by helping one another. This act of care doesn't have to be costly. It can be as simple as a handwritten note or taking the time to stop, listen, and pray.

- While the goal of this time is not to gain credit or attention, and sharing about it may be uncomfortable, it's important to remember that students will be learning from your example. I want to encourage you to pray and do what the Lord has called you to do with confidence knowing that I am in support of you!

I would love at least half of this time to be devoted to praying for one another specifically, praising God for who He is, thanking Him for what he has done and is doing, and asking Him to intervene. This group of students will be with each other regularly, and knowing the Truths and Promises, Adjustments and Assignments, and Care and Encouragement that each student is sharing or working through will help in specific prayer for one another.

It is your job to lead out in this and help develop a confidence in students to do this for one another by allowing them to watch you do it and follow your example.

It is also expected that throughout the week you will contact at least one student for care or encouragement in what they are doing, or to get back involved.

### ***Material***

We as a Student Ministry will be following the same passage that is taught on Sunday morning during the Corporate Worship time. This gives us a great opportunity for parents and students to be walking through the same things scripturally, which we hope leads to further engagement and conversation outside of our time on Sunday Morning Missional Communities.

## **Wedg Go Missions**

Wedg Go Missions is the equipping step that allows us to do local, national, and possibly international missions.

### ***Goals***

- Equip and use students to impact our community locally, nationally, and internationally.
- Make Wedgwood known in the community as a church who love, serves, and cares for our community
- See members of the community come to know Christ and engage with a local body.

## **Emergency Procedures**

### ***Tornado/Extreme Weather Warnings***

1. All classes on the Student hallway will go downstairs to the Worship Center.
2. Parents can pick up their child/children if they are concerned, or they can join you in the Worship Center and stay until the storm is over.
3. Classes are strongly encouraged to stay together and sit together to make sure everyone is accounted for.

### ***Emergency Evacuation Procedures***

1. All Students will be evacuated and moved across the street to the school sign of Bruce Shulkey Elementary School.
2. Stay together as a group as you travel over to the sign and once you arrive there.
3. If it is a fire emergency please remain calm and find the best exit at either end of the Youth Hall
4. Parents will pick up their children at the school sign of Bruce Shulkey Elementary School.

### ***Lockdown Procedures***

1. If able to safely evacuate, follow evacuation procedures of the previous section.
2. If not able to safely evacuate, move everyone away from outside windows.
3. Doors should be locked until the all clear command is given.

## **Abuse, Neglect, Exploitation: Zero Tolerance**

Wedgwood Baptist Church has zero tolerance to negligent response when abuse, neglect or exploitation is suspected.

From the Texas Department of Family and Protective Services (DFPS):

*“Abuse is mental, emotional, physical, or sexual injury to a minor or person 65 years or older or an adult with disabilities, or failure to prevent such injury.”*

*Neglect of a child includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.*

*Neglect of a person 65 years or older or an adult with disabilities results in starvation, dehydration, over- or under-medication, unsanitary living conditions, and lack of heat, running water, electricity, medical care, and personal hygiene.*

*Exploitation is misusing the resources of a person 65 years or older or an adult with disabilities for personal or monetary benefit. This includes taking Social Security or SSI (Supplemental Security Income) checks, abusing a joint checking account, and taking property and other resources.”*

Wedgwood Baptist Church staff members and volunteers are charged with the diligent enforcement of these policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions.

Any person undergoing investigation of committing an act of abuse, neglect or exploitation may be suspended from participation as a staff member or volunteer in all activities and programming that involves minors, senior adults or adults with disabilities, on a case-by-case basis. If suspended, the suspension will continue throughout any investigation by law enforcement or the Department of Family and Child Protective agencies.

Any person found to have committed such an act will at least be prohibited from future participation as a staff member or volunteer in all activities and programming that involves minors, senior adults or adults with disabilities at Wedgwood Baptist Church.

Failure to report abuse, neglect or exploitation is a violation of these policies and grounds for termination of employment or voluntary work.

### ***Responding to Suspected Abuse, Neglect, or Exploitation***

From the Texas Department of Family and Protective Services (DFPS):

*“Texas law says anyone who thinks a minor, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to DFPS. A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony...A professional must report suspected abuse or neglect of a child within 48 hours of suspecting the child has been or may be abused or neglected.”*

1. The incident/allegation is reported to the supervising Minister.
2. The supervising Minister immediately conducts and documents interviews with all parties involved: the child or adult, the child’s parents/guardians, witnesses and the suspect; maintaining strict confidence to protect the privacy of those involved.
3. Upon determination of a reasonable belief that abuse, neglect or exploitation has occurred:
  - A. The supervising Minister promptly informs Pastoral staff.
  - B. The incident is reported, within 48 hours, to Texas Department of Family and Protective Services (DFPS) and full cooperation given.
    - 1) Contact DFPS Abuse Hotline at 1-800-252-5400 or complete a report at <https://www.txabusehotline.org>
4. An accused worker will be immediately suspended from all duties. If accused is church ministerial staff, procedures found in the Church Bylaws and the Human Resource Policy & Procedure Handbook will be followed.
5. The church’s lawyer and insurance company will be immediately contacted with information regarding the incident.

### **Reinstatement of an Investigated Worker**

If the charges against the worker are cleared, the worker will be reinstated at the discretion of the Pastoral staff and under the following conditions:

1. Complete a full screening process, including background check and Ministry Safe
2. Assigned limited duties as determined by the supervising Minister and Pastoral staff.

If any additional accusations occur, the worker will not be reinstated.

If the charges against the worker are not cleared, the worker will at least never be allowed to work in any capacity with minors, senior adults or adults with disabilities at this church.

### ***Abuse, Neglect, Exploitation: Prevention***

#### Prohibitions Regarding Worker Candidates

The following are considerations that would prohibit a person from working with minors, senior adults or adults with disabilities at Wedgwood Baptist Church:

1. Any person who has ever engaged in, currently charged with, or been convicted of a crime against a minor, molestation, exploitation or any other improper conduct involving a minor or adult. Other convictions may prohibit a person from serving, but will be handled on a case-by-case basis, always factoring in if the crime suggests a risk of abuse, neglect or exploitation.
2. Any person, based on application response or reference feedback, who may pose a threat.

It is not the church's intent to embarrass anyone and candidate privacy will be respected. However, if these stipulations disqualify a candidate from a position with minors, senior adults or adults with disabilities, it is expected that the candidate remove him/herself from initial consideration and the church will discreetly remove them from consideration.

#### Worker Candidate Screening Procedures

1. ALL Candidates complete and sign a Worker Application.
2. ALL Candidates complete and sign the Authorization for Background Check. The supervising Minister ensures the Background Check is conducted.
3. All Candidates complete Ministry Safe before starting to serve.
4. The supervising Minister:
  - A. Thoroughly reviews the Application and Background Check.
  - B. Contacts references.
  - C. Interviews the candidate utilizing the Application and Background Check information.
  - D. If any concerns or questions arise, the supervising Minister will thoroughly question the candidate. If there is still a question or concern, the supervising Minister will discuss with their supervisor regarding a decision.

### ***Requirements for Working with Minors, Senior Adults or Adults with Disabilities***

All workers will read, understand and adhere to these policies. All regularly scheduled workers will attend training concerning the safety and security of minors, senior adults or adults with disabilities. Training will be conducted by an approved staff member or an approved organization. (Ministry Safe should take care of this)

### **Expectations of a Student Volunteer Worker**

- Uphold the highest standards of Christian decency in speech and action
- Do not set up one-on-one meetings with students without the knowledge and consent of their parents.
- Do not text message, personal message, or communicate through social media without the permission from the parent.
- Never use sexually explicit literature nor endorse its use (i.e. pornography, language, etc.).
- Never pursue a romantic relationship with any student and avoid any behavior that appears to be flirtatiously initiated by them or in reciprocation.
- Never visit a student's home without a parent present and never go in a student's room unless the door is open and parents are present and have given permission.
- Only with parent permission are we as the leaders in student ministry allowed to drive a student alone.
- Model respect for authority. They should not be critical in speech or attitude of the student's parents, the student minister, other student workers, or the student Ministry. There are proper avenues to make valid criticisms known in a professional and private manner.
- Do not schedule activities that conflict with official student events or conflict with parental convictions concerning entertainment (i.e. movie ratings, music, et.).
- Must demonstrate good judgment and the ability to be responsible for the group that is in their charge; however, must recognize that each student is still responsible for their own behavior.
- Must uphold conscientious Christian standards as well as obey the laws of our city, state, and federal government concerning minors. Specifically, laws dealing with sexual, physical, and verbal assault; illegal drug, alcohol and/or tobacco use; and awareness of potential self-harm. **(See Sections below)**

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

I have received and read a copy of Wedgwood Baptist Church's policies regarding abuse, neglect and exploitation and understand the importance of the material. I agree to abide by these policies while serving or working at Wedgwood Baptist Church.

I understand these policies may be revised as needed and it is my responsibility to review new policies which may be created and distributed.

I acknowledge and understand that the policies contained in no way express or imply a contractual employment relationship between me and Wedgwood Baptist Church. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

\_\_\_\_\_  
Volunteer Name (please print)

\_\_\_\_\_  
Supervising Minister name (please print)

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Supervising Minister Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date