

Student Ministry Handbook



LONG HOLLOW
STUDENTS

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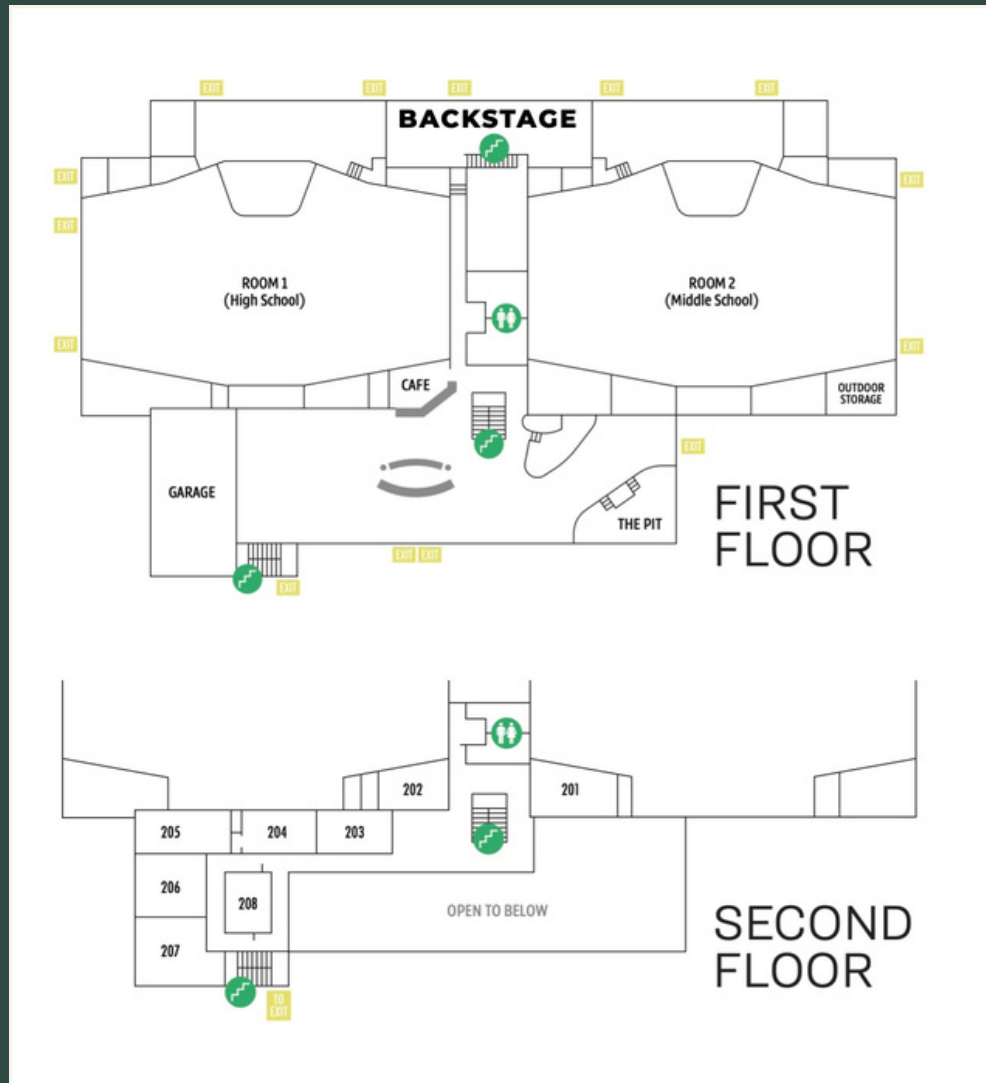
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Student Ministry Admin

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Hendersonville Student *Building*



Wednesday Night Service

Service Time: 6:30 PM

Leader Rally: 6 PM MS Room



Policies

Cell Phones

Students are encouraged to put their phones away during service. If phones are a distraction during service, please remind students of this policy and let a staff member know if further conversation needs to take place.

Seating

Middle School: Seperate seating for boys and girls. Exceptions can be made but must be cleared by a staff member.

High School: Students are allowed to sit wherever but are encouraged to sit in a place which will allow them to focus.

Other

Please help limit the number of students leaving service for bathroom breaks and check hallways if necessary.

Always wear a lanyard when serving and check in with a staff member at the front of student building when you arrive.

Serving Teams

Student Experience Team

Responsible for being the first connection points for students. This will consist of front door greeters, welcoming and checking in new students from parking lot to seat, check in host, front desk greeters to help answer parent and student questions, volunteer check in, and legacy park connection spots. The purpose of this role is to provide first point connection to new guests and ensure every family feels welcomed.

Student Safety Team

Leaders will have a rotation of areas to check to ensure the safety of students. This team will consist of leaders rotating through areas such as Legacy Park, Student Building, and MS + HS Worship Centers. Leaders will work closely with staff to manage crowd flow and emergency. The purpose of this role is maintain a secure environment for students.

Interview & Training Required.

Student Hospitality Team

Leaders on this team will be supporting and serving leaders and students with behind the scenes task like writing birthday cards, get well soon gifts and cards. Leaders will help students feel welcomed and will be a key piece in helping out with big events. Leaders will assist with leader appreciation and support tasks. The purpose of this role is to encourage and care for both students and leaders.



Serving Teams

Student Engagement Team

Responsible for intentionally connecting with students to ensure they feel known and cared for within the ministry. This leader builds meaningful relationships with students, walks with them through spiritual decisions, and prays with and for them regularly. They sit with students during services, engage them in conversation, and help them take their next steps in faith. The purpose of this role is to build meaningful relationships with students and help them feel valued and known.

Coaches

A coach is a leader who recruits, develops, brainstorms and trains volunteers along side student team staff. Coaches also hold a responsibility for an aspect of student ministry programming. Each coach will oversee a specific area of student ministry programming. Coaches will provide ongoing encouragement and accountability to leaders.

Must be a former Student Ministry Leader.

Interview and Training Required.

Service Structure

Leader Rally

(5:45) Student Experience: New Here table leaders stay stationed by worship center doors, remaining volunteers attend leader rally then head straight to the worship center to be in your section before students enter.

(5:45) Safety: One volunteer to attend huddle and relay info to the rest of the team. Remaining volunteers disburse among students and continue being available to students for any issues.

(6:00) Student Engagement: All volunteers attend huddle to receive instructions on student invitation and decision counseling. Go back out to student building after and enter worship center with students.

Hospitality: Attend Leader Rally if able. (Responsibilities & Structure will change based on the event.)

6:00-6:20- Pre Service

Student Experience: At front doors greeting, helping check students in on the iPad or register on the New Here table. Some volunteers stationed out by the parking lot to greet students and parents and answer any questions.

Safety: Monitoring all “student heavy” areas. Be available to make sure students are staying safe and not leaving campus. Some volunteers can be stationed at the basketball courts to connect with students while also ensuring safety.

Student Engagement: Mainly focused on student interaction. Can be chatting Monitoring Hallways, Bathrooms, and Parking Lots before with them, playing card games at tables or legacy park, or heading and during service. Prayer walking campus. Directing special events.

6:20-7:20 - During Service

Student Experience: Section Hosts sit with students to help with monitoring distractions. Volunteers who were stationed at the New Here tables will enter after all students and help students find seats- then sit among students.

Safety: Stationed in either- Legacy Park, Worship Center Doors, or Hallways/Bathrooms. Making sure students are where they are supposed to be. Prayer walking in your section while service is happening.

Student Engagement: Will have designated seats in the worship center for students to receive prayer at any time. Offer to pray over students who approach the alter during service. First leaders to be in back for decision counseling

7:30-7:45 - Post Service

Student Experience: Return lanyards and free to go

Security: Help monitor parking lot and legacy park as students leave

Student Engagement: Finish decision counseling and turn cards in to the front desk



Safety

Once students check in for service, they are our responsibility and therefore cannot leave early unless a parent comes into the building to get them or you speak with a parent and confirm they are aware their student is leaving.

Security is always on campus and should be notified immediately if there is any physical violence or other safety concerns.

All adults in the building must have a lanyard or visitor sticker on. If you see an adult without one- please direct them to the front desk to check in.

First Aid kit is located at Java and a nurse is available on campus if needed. Please notify a staff member asap if a student is injured.

Drug Policy- underage students will be subject to legal action. Long Hollow has a zero tolerance on campus any age. Find staff immediately if a student is found with any kind of substances.

Decision Counseling

The main goal of decision counseling is to find out what the next step for the student is so that the church can reach out to their guardian and help support that decision. Volunteers should guide them in explaining what the next steps look like and praying over the student and encouraging them in their decision.

If students want to open up about details of their life or struggles make sure to never promise secrecy. If a student needs counseling or you are concerned about them being a danger to themselves or someone else please let their Pastor know so that the proper steps can be taken.

Student Engagement Team will lead on Decision Counseling but ALL teams may be asked to help depending on how many students respond.

Next Steps Template

- What is the Lord doing?
 - Based upon this answer you will discern if it is
 - Salvation
 - Repentance of Sin (already a believer)
 - Other (doubting faith, struggle with sin, etc.)
- Salvation
 - What does it take to be a Christian OR what does it mean to be saved?
 - If student is unclear on what it means to be saved, walk student through Ephesians 2
 - We are saved by grace, through faith, in Christ.
 - What did you hear me say related to salvation?
 - Ensure that student understands
 - Do you feel the Holy Spirit is leading you to make this decision tonight?
 - To finish out, have them pray and explain the why behind what they are praying.
 - Romans 10:9-10 (If you confess with your mouth that Jesus is lord and He rose from the dead, you will be saved.
 - Leader prays first and student prays after OUT LOUD
- Repentance of sin
 - Has there ever been a time that you began a personal relationship with Jesus?
 - Have them explain
 - What does it mean to be saved?
 - Reaffirm the Gospel is a one time decision with a lifelong pursuit of getting rid of sin
 - Share 3 characteristics of a believer
 - Conviction of sin
 - Do you feel the need to ask for forgiveness when you sin?
 - Fruit of the Spirit
 - Do you show fruit in your life?
 - Hunger for God's Word
 - Do you enjoy to read Scripture?
 - Ask if these characteristics are shown
 - If "Yes"
 - Next Steps: Life Group Sunday morning for accountability and community.
 - If "No"
 - See Salvation Section

Next Steps cont.

- Things to Note
 - If any of the following are mentioned please report these to a staff member IMMEDIATELY (action may have to be taken by law and dismissing of these topics could lead to legal action in court)
 - Sexual assault
 - Self harm
 - Suicidal thoughts
 - Abuse (physical or sexual)
 - Drug use
 - NEVER SAY
 - “I promise I won’t share this”
 - “This will stay between us”
 - “I won’t tell anyone”
 - Anything in the realm of these lines
 - ALWAYS SAY
 - “Thank you for sharing that”
 - “This is something that needed to be shared here. I want to get someone who can help even more than I can. I am going to go find (fill in person’s name here). He/She will be able to help you get connected to what you need.”
 - Have student fill out info card while you let a staff member know about the conversation BEFORE the student leaves.
 - Every student MUST fill out a card for some sort before leaving.



**Thank You for how you serve our
students.**