



VOLUNTEER

HAND

BOOK

Welcome!

High School students are at a stage in their lives when they need someone like you to hang out with them, love them (and like them too), and show them what it means to follow Jesus.

This volunteer handbook will show you some ways that you can begin to make a lasting Impact in the lives and faith of our students.

Thanks for your willingness to serve!

We can't wait to see how God will use you.

Our Mission

We exist to connect students at Kiski Area High School to Christ, surrounding churches, and our community.

Our Weekly Programs

Impact – Thursdays from 7-9pm

Bible Study – We meet @ Coco Coffee from 3-4pm every Monday after school.

Our Environments

There are three environments for high school students in our ministry. Each one is designed to strategically invite teenagers on a journey into deeper relationships with their peers, their community, and Jesus.

EVENTS: Throughout the year, we'll host several big events designed to help teenagers connect with their peers, their community, and our leaders. Events are often the environment where teenagers will walk into our ministry for the very first time.

WEEKLY PROGRAMS: Our weekly programs happen every single week. They're designed to help teenagers grow in three key areas.

1. Discover a relationship with Jesus Christ.
2. Develop their gifts, habits, and character.
3. Serve and lead in their community.

Service Projects: We provide opportunities throughout the year for students to give back and serve in their community.

The Expectations

Qualifications:

- Have a personal relationship with Jesus Christ
- Love teenagers
- Be involved in a local church
- Follow our Code of Conduct

The Specifics:

- Show up to Impact each week
- Connect with students regularly outside of weekly programs
- Engage with the parents of teenagers whenever possible
- Attend special events for teenagers
- Attend all events, meetings, and gatherings for volunteers

Safety Guidelines

As a member of our ministry team, it is absolutely essential that you always practice healthy boundaries with teenagers, for their safety and yours. These guidelines exist to protect teenagers from harm and to protect you from false allegations.

Never Be Alone with a Teenager

If you need to have a private conversation with a teenager, have the conversation in a public place - not behind closed doors or in a room or vehicle alone. Here are some tips to help you navigate through this guideline:

- Do not set up one-on-one meeting with teenagers without the knowledge and consent of their parents.
- Avoid initiating one-on-one meetings with teenagers. Allow the teenager or their parents to be the initiators.
- Never transport a teenager anywhere alone. If a teenager needs a ride, arrange to have another adult or teenager ride with you. If that's not possible, say no.

Maintain Physical Boundaries

Be wise. Always maintain healthy and safe physical boundaries with teenagers. This means setting boundaries for yourself, but it may also mean setting and enforcing boundaries with any teenagers who push physical limits. If you have any questions about what is or is not appropriate, talk to our director, and always err on the side of caution.

Log Electronic Conversations

If you find yourself in the midst of a sensitive conversation with a teenager, keep in mind that words and intentions can be misconstrued - intentionally or unintentionally. Any time you are engaged in a serious conversation with a teenager, log your conversations (take screen shots, save text messages and emails). This may seem excessive, but if you're ever falsely accused of misconduct from a teenager or parent, you'll be glad you did it.

Report Dangerous Situations

As a member of our ministry team, you are a mandated reporter. That means you are legally required to report any dangerous or potentially dangerous situations to our director immediately. Including:

- If a teenager is being harmed, neglected, or abused.
- If a teenager is harming or abusing someone else.
- If a teenager is harming or at risk of harming themselves.

Code of Conduct

All Volunteers

WORK HARD: You are so important to our ministry! So please, show up on time, give it your all, and be faithful with the responsibilities entrusted to you.

“Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive your inheritance as your reward.” ~ Colossians 3:23-24

BE KIND: Ministry is all about people, so to be effective in ministry, you’ll need to reflect God’s heart for people. With teenagers, parents, other volunteers, and our director, treat people with gentleness, forgiveness, patience, kindness, and love.

“Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” ~ Ephesians 4:32

BE LIKE JESUS: While we don’t expect anyone to be perfect, we do expect every leader to be striving to make wise decisions, to glorify God with their lives, and to strive to look more like Jesus every day - especially in key areas like their treatment of others on our team, social media presence, drug or alcohol use, and sexual behavior.

“By this we may know that we are in him: whoever says he abides in him ought to walk in the same way in which he walked.” ~ 1 John 2:6

Commitment

My name is _____

and I'm ready to serve!

- I promise to follow through on my responsibilities. If I can't, for whatever reason, I promise to keep our director informed and to give them as much notice as I possibly can, knowing they'll need to find a replacement for me and that takes time.
- I promise I've read this Volunteer Handbook. I understand the mission and strategy of our ministry and will support the vision and leadership of the Kiski Area Youth Network.
- I promise I've read the Safety Guidelines and will abide by them, for my safety and for the safety of our teenagers.
- I promise I've read the Code of Conduct and will abide by it. If I mess up, I promise to be honest with our director about my actions and will accept whatever consequences they think are reasonable and necessary, knowing that, while they must always act in the best interest of teenagers, they are committed to treating me with respect, love, and grace.
- I promise I understand the expectations of my role and will work hard to fulfill them. If I'm having trouble fulfilling any of my expectations, I promise to communicate with the director and ask for help, knowing they're here to support me.
- I promise to do my part in making a huge difference in the lives and faith of the teenagers who walk through our doors. And I promise to have a lot of fun doing it.

SIGNATURE: _____

DATE: _____