



HAMPTON BAPTIST STUDENT MINISTRY HANDBOOK

**Stuff students and parents
need to know to navigate
the ins and out of Student
Ministry at Hampton Bap-
tist Church**

**Affirmed by the Youth Committee and Youth
Council
February 2012**

Road Map

Introduction	Page 3
Student Ministries Grades/Ages	Page 4
Youth Committee & Council	Page 4
Adult Leaders	Page 5
• Adult Workers Covenant	Page 6
Cell Phones	Page 7
Parental Consent Form	Page 7
Balanced Student Ministry Plan	Page 8
Middle & High Ministry	Page 10
• Middle School Guidelines	Page 10
Communication	Page 11
Wednesday & Sunday Schedules	Page 12
Movies & Media	Page 13
Budget & Fundraising	Page 13
• Gift Wrap Account	Page 14
Special Services	Page 14



Forms

Background Check Authorization
Adult Workers/Chaperones Covenant
Youth Council Application
Parental Consent Form

Gift Wrap Account

An account was established years ago for money that was raised from wrapping Christmas gifts at the old Coliseum Mall. The money raised by this fundraiser has funded many activities over the years and still provides financial support for current activities/programs/events. Students who are members of HBC or regularly attend can benefit from this account. Funds from this account will be used until they are depleted.

Special Services

HBC student ministries lead in several special services throughout the year. At the present time students lead the Family Christmas Eve, Good Friday, and Youth Sunday services. There is a lot of planning and preparation that goes into these services and student commitment is essential. If a student accepts a speaking or vital role in a service they are expected to attend an announced number of rehearsals. The number of rehearsals will be dependant on the number of weeks we have to plan and prepare and will always be publicized ahead of time. If a student cannot attend the required number of rehearsals they can still participate in the service but in a role that doesn't require as much rehearsal time. For example instead of being in a drama/skit they can read a prayer, usher, or take up the offering.

Introduction

When taking a trip, to a location you have never been before, having a map or GPS can help navigate unknown areas. For some of you this is your first experience in having a student in youth group and this handbook will act as your map or GPS. For others you have had a student in the youth group before and this handbook puts into writing many of the guidelines and policies that have been verbally in place for many years. The purpose of this handbook is to help students, parents and adult leaders understand the purpose of the student ministry at Hampton Baptist and the guidelines and policies that are in place to help us be effective in ministry and to nurture a personal growing and vibrant relationship with God and each other.

The purpose of the HBC student ministry is to help students experience and embrace the love and grace of God, discover how God can uniquely use them to touch their world with that same love and grace, and enjoy the life God has given them.

Now that our vehicle is loaded let's join God together on a wonderful journey and see what we can accomplish together in this great adventure called student ministry.

Student Ministry Grades/Ages

The Student Ministry at Hampton Baptist Church include students in grades 6 through 12; or ages 11 through 18. There are separate middle school and high school Sunday School departments and depending on the number of students in each department the Education Advisory Committee & Sunday School Council will determine the class structure for each department.



Youth Committee & Council

While these are two separate bodies they usually work and meet together to plan and implement the activities, events and programs of the ministry. These bodies also decide on policies and guidelines for the Student Ministry. The Youth Committee is selected by the Nominating Committee of the church and are affirmed by a vote of the church. Committee members include parents, adults and 2 students from the church membership. The Youth Council is made up of at least 3 students from each Sunday School department. Annually, interested students complete an application (See Forms Section) that reflects personal commitment to spiritual growth, worship and group activities/programs. Applications are reviewed by the Youth/Associate Pastor, Youth Committee Chairperson and Senior Pastor. A student must be involved in Student

Movies & Media

The media is a huge part of culture, student culture in particular. Television, movies, internet and music greatly shape how students view themselves and our world. In our student ministry these forms of media are used to illustrate and draw attention to how counter-cultural the gospel and Christian message can be. However when showing movies for fellowship purposes we will not show movies rated more than PG13. Parents will be informed when a R rated movie (The Passion of Christ for example) will be shown as a part of a class or study.

Budget/Fundraising

The church provides the student ministry with a budget that either completely covers or subsidizes the activities/program/events for members/regular attendees. If a student invites a friend to an activity/program/event the cost for that friend is not covered by the budget.

There are times when plans for an activity/program/event requires for us to do fundraising. Students can only benefit from the proceeds of a fundraiser they or a parent participates in the fundraiser. Due to the nature of different fundraising events, each fundraising event will be structured accordingly, but student/parent participation is always required.



Wednesday and Sunday Schedule

(Subject to Change)

Wednesday Evening

5:45 Supper

6:00 Church-wide Fellowship Supper

6:15 Youth Choir

7:00 Student Impact (Bible Study)

Sunday Evening

5:30 Snack Supper (Provided by Parents*)

6:00 Student Merge (Mission Projects, Creative Worship, GAG Night [Games], Coffeehouse, Togatherings, Christmas Party, Mystery Dinner, Super Bowl Party, etc.)

***Snack Supper:** Each Fall a schedule is made with two families each week responsible for providing supper for the group. The number of students change from year to year, contact the supper coordinator for a current number to plan for. These meals are not supposed to add stress to your life or break the bank, so please keep them simple and easy. We ask that you provide drinks and a dessert with the meal. Paper products and ice are available at the church. If your assigned date is inconvenient, please switch with another family and then let the supper coordinator know.



Ministries at least one year before being eligible to serve on the Youth Council.

Adult Workers/Leaders

An important part of our ministry are the adults that give of their time to teach, lead, chaperone, and “hang-out” with the students. Hampton Baptist is committed to providing a safe environment for our students. To ensure that both students and their parents feel safe and comfortable, an initial background check is completed on all youth workers/leaders with rechecks done every 3 years. Other criteria and guidelines for our youth workers/leaders are:



- Must be active in the life of Hampton Baptist Church.
- Must be at least 5 years older than those they serve.
- An adult will not be alone with a student at any time unless the adult is the student's parent.
- When students are on an overnight trip, an adult and student will not share a hotel room/tent unless the adult is a parent of one of the students with whom they share the room/tent.

A Background Check Authorization form can be found in the Forms section in the back of this booklet.

- When students are in an overnight trip setting and are sleeping in rooms that are large and open, there will be at least two adults in the room.
- There will be sufficient adults of each gender to provide adequate supervision. (At least 2 of each gender or 1 adult for every 6 students. Unless specified by camp/conference guidelines.)

Adult Worker/Chaperone Covenant

We also ask all of our youth workers/leaders to sign an Adult Worker/Chaperone Covenant (Forms Section). The purpose of this covenant is to help those serving as adult



leaders in student ministries understand what the responsibilities and expectations are for the position. This covenant also helps adult leaders understand that the position is important and vital to

the overall integrity and success of the ministry. Safety and integrity are two qualities that are essential in having a quality and effective ministry. We want to provide excellent and safe programs/activities for our students and to do that we require at least two adults to be present during all programs/activities/events. At no time should an adult be alone with a student. This policy is for the mutual benefit of students and adults serving in ministry leadership. If two approved adults are not available that program/activity/ event will be cancelled.

Communication

Getting information to you about what is going on in the ministry is vitally important. Student Ministry activities/events/programs are promoted through church publications such as the weekly worship bulletin, via email through the monthly newsletter, and weekly Your Church Community (YCC). In addition to these publications a two month calendar is posted on the youth bulletin board across from the kitchen, a weekly Uth Stuph Update is emailed to each student and parent that provides their email address to the youth/associate pastor. Text messages are also used to communicate last minute or important information and details. If you would like to receive information about what is going on and planned in our Student Ministry please provide the church office and the youth/associate pastor with your phone number, email and home addresses.



Middle & High School Ministry

In 2010 6th grade students were included in the Student Ministry at HBC. We believe that to offer a balanced ministry, middle and high school students should spend time together but also have planned activities/event/classes designed specifically for the different ages. There are times that the two groups should not be together due to the subject matter of a class discussion, time of event/activity, or development of the group.



Having said that, we are also committed to building lasting relationships among all the students. There is a place for every student in our group regardless of what grade they are in. Our greatest desire is to provide an environment where each student feels accepted and a part of the group.

Middle School Guidelines

There are a few guidelines for the younger middle school students to help with the transition into the ministry.

- 6th & 7th grade students can participate in church-wide mission trips as long as a parent accompanies them. If a parent is unable to attend they can ask another adult to act as guardian for their child.

Cell Phones

Cell phones are a necessary and important part of the student culture, however, there are times when cell phones are a distraction and obstacle to what is happening in class or during an activity. Please impress upon your student(s) to be courteous and not use cell phones during class. “Cell Phone Baskets” are located in each classroom for students to place them in at the beginning of each class/activity.



Parental Consent Form

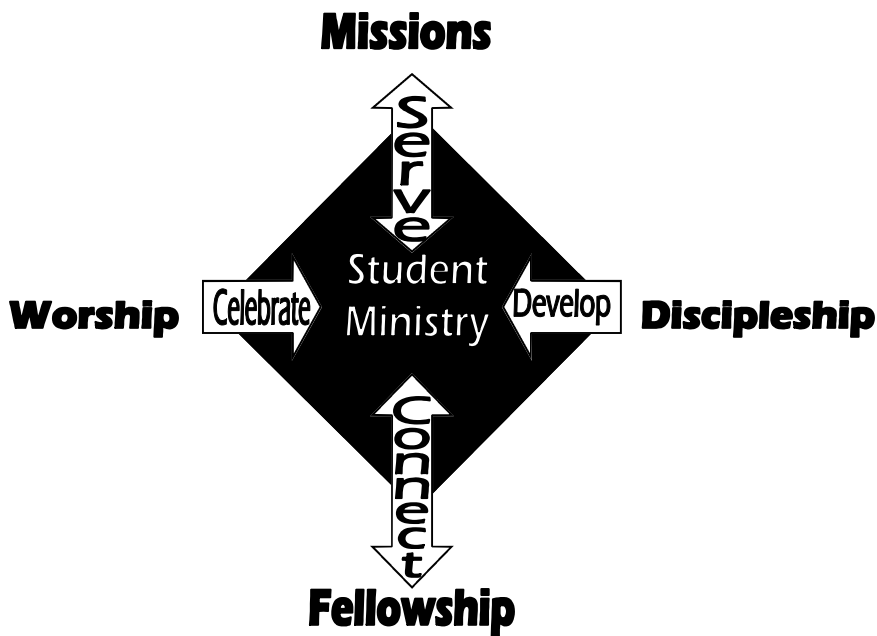
Each year a Parental Consent Form (Forms section) is completed by parents and notarized and placed on file in the Youth/Associate Pastor's office. This form is a “permission slip” for Hampton Baptist Church to transport your student, and provides important contact and medical/insurance information in case it is needed while on a trip. A new form is completed on an annual basis to ensure that the information on file is current. There are times when students invite their friends to go on trips with us and we love for them to them join us; however a parental consent form must be filled out by their parents as well. This form is also found on the church website(www.hamptonbaptistchurch.org) under

“forms” on the sidebar.

Balanced Student Ministry Plan

While following Jesus’ command to make disciples and helping our students grow spiritually is the goal of our ministry it has to be done in fun, unique and exciting ways. Recognizing that the 4 cornerstones of Christian maturity are discipleship, worship, fellowship and serving we have developed a balanced ministry plan for our students.

Student Ministry Plan



What Activities Fall Into These Areas?

Here is a list of the major activities, events and programs from previous years

Celebrate/Worship

- Youth Worship
- Coffeehouse
- Youth Sunday
- Good Friday Service
- Christmas Eve Service

Develop/Discipleship

- Wednesday Night Bible study
- Retreats
- Sunday School

Serve/Missions

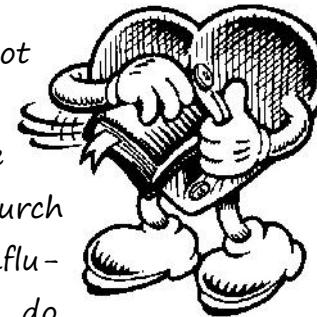
- Bay Days Soup Kit. Tent
- 30 Hour Famine
- Mission Projects
- Summer Mission Trip

Connect Fellowship

- Tailgating Party
- Movie Night
- Coffeehouse
- GAG Night
- Togatherings
- Mystery Dinner
- Christmas Party
- Lock-In
- Ski-Trip
- Super Bowl Party
- Weekly Dinners

Summer Camp experiences will/can have some of each of these components.

Balance does not always mean equal; the time of year and church calendar will influence what we do.



Your word I have hidden in my heart, that I might not sin against you.
Psalm 119:11

The key is to recognize that these 4 components are important and intentionally make time for them in the ministry programming. To achieve a balanced ministry we also offer a variety of experiences such as a rotation of in-house, PBA Associational, state, regional, and national events such as retreats, conferences and camps. If we go to the same events, in the same places year after year we can miss out on other meaningful experiences.