

# INTRODUCTION

Hello!

I am excited that you are interested in potentially becoming a Student Life leader and I look forward to walking through the process with you. As the Student Life Pastor here at Coast Hills, I view my volunteer staff with the utmost value and truly believe that any highly effective, deep-reaching relational ministry will not happen without them. That is why I am sincerely enthusiastic about you!

As one called by the Lord to care for these students within this ministry I will be approaching this process very diligently and prayerfully. I will be clear and forthright with you about the expectations, so that you are adequately informed. This packet can serve as a first step in accomplishing that. If you have any questions as you move through it, please do not hesitate to ask!

If after moving through this packet, you feel confident about all that was communicated, the leader application is at the end and we invite you to fill it out and email it to Karen Colston at [KColston@coasthillschurch.org](mailto:KColston@coasthillschurch.org).

Thank you!

Jordan Gash, Student Life Pastor

What's included in this packet:

- Ministry Descriptions
- Leadership Opportunity Descriptions
- Expectations and Requirements
- Application
- Background Check Authorization Form

# MINISTRY DESCRIPTIONS

Coast Hills Student Life, in obedience to our Lord, God Almighty centers around two things:

## **“Building Relationships. Proclaiming Truth.”**

The VISION of Coast Hills Student Life is to lead students into a deeper, fuller and more active knowledge of God as Father, Son, and Spirit.

The MISSION is to do this through proclaiming biblical truth in the context of intentionally-built, loving relationships.

### **Junior High Life**

Junior High Life is a ministry to 7<sup>th</sup> and 8<sup>th</sup> Graders that meets on Sunday mornings at 11am and on Wednesday Nights at 6:45pm for LifeGroups. Loaded with energy and curiosity, Jr. High students are amazingly receptive to the truths of Jesus and the Bible. Their questions are incredibly raw and authentic as they hunger for more knowledge. They long to have fun, but can also think very deeply about things. Jr. High students need leaders that are engaging, patient, and insightful. Ones that are willing to jump in and be silly, but display the utmost maturity at the proper times. Although it can be crazy, Jr. High ministry very likely could be one of the most rewarding ministries you'll ever be a part of.

### **High School Life**

High School Life is a ministry to 9<sup>th</sup>-12<sup>th</sup> Graders that meets on Sunday mornings at 11am and on Wednesday Nights at 6:45pm for LifeGroups. The years in High School are some of the formative years of anybody's life. In High School, students encounter much of what the world can throw at them—facing opposition to their faith, temptations that are rampant, pressure like you wouldn't believe and schedules that are unrelenting. High Schoolers have a lot of questions, but many times are afraid to ask them because how others may think of them. Yet, when the world presses down, students that are grounded in a community of believers and a faith in Jesus can emerge as phenomenal leaders in their environments. High School students need leaders that are perseverant, intentional and compassionate. These leaders need to have discernment on when to challenge and when to show forgiveness. Although High School ministry is not always as rewarding, many adult believers can point back to that one leader that invested in them in High School as being much of the reason they follow Christ today.

# LEADERSHIP OPPORTUNITIES

Within both High School Life and Junior High Life, there are a variety of opportunities that you, as a volunteer leader, can consider stepping into. Below are descriptions of those different opportunities, starting with the highest level of commitment and progressing to the lowest level of commitment.

## **LifeGroup Leader:**

*Key Time Commitments: Wednesday nights*

Being a LifeGroup Leader is a highly relational, deeply committed role within Student Ministries. Intentional discipling relationships are a core focus of Student Ministries and thus, there is a strong emphasis on utilizing and equipping adult leaders that can lead a group of students in their pursuit of Christ. Being a Group leader entails facilitating conversation through passages of scripture, building healthy, Christ-centered relationships with students and shepherding students through life experiences.

## **LifeGroups Coach:**

*Key Time Commitments: One-on-one meetings throughout the month*

Being a LifeGroup Coach within student life is an incredibly important role in that Coaches minister to students through developing healthy, confident, capable group leaders. Coaches encourage self-care, spiritual disciplines, fellowship and rest within our leaders. They reveal strengths, gifts and passions that can be utilized in the context of ministry. They, also, provide the much appreciated support and wisdom needed through practical challenges, conflict and student care/development. They are an integral part of trainings and staff unity.

## **Program Support Staff:**

*Key Time Commitments: Sunday Mornings*

Program support staff are adult leaders that are incorporated into the student life atmosphere of Sunday morning programs. Through helping set up and tear down, being a welcoming face, hosting a game or facilitating discussion questions that are regularly part of messages, they greatly support the goals and operations of the ministry program. This role entails consistently being present on Sunday mornings in Student Life areas to connect with students and help staff.

## **Student Leadership Mentor (HSL Only):**

*Key Time Commitments: Once a month meeting with a Student Leader*

One key requirement for all those involved in HSL's "Branches" Student Leadership program is to meet once a month with a mentor who will pour into them, provide practical wisdom and pray for them consistently. Mentors must display a great deal of initiative, sound doctrine and commitment.

# EXPECTATIONS

Coast Hills Student Life believes that it is of the utmost importance to have a clear set of expectations for any volunteer staff role within it's department. A clear set of expectations not only allows anyone stepping the role to know what they are committing to, but also provides a healthy basis of evaluation. In addition to the expectations, Student Life also likes to provide those serving within the ministry with encouragements. These are simply "above-and-beyonds" that can help maximize ministry impact, but not practices that are required.

**LifeGroup Leader**-Must be at least 2 Years out of High School.  
*(Minimum 10-Month Commitment: September-June)*

Expectations	Encouragements
<ul style="list-style-type: none"> <li>• Must display a healthy and active relationship with Jesus. (As evidenced by attitude and practicing spiritual disciplines).</li> <li>• Must attend adult services at Coast Hills.</li> <li>• Regular Attendance to Wednesday Night LifeGroups meeting (No more than 4 absences*).</li> <li>• Timeliness in all required meetings.</li> <li>• Advance preparation for LifeGroup meetings (reading and studying the passage of scripture, reviewing questions, coming up with questions of your own, inquiring with Coaches on things you don't understand).</li> <li>• Following up with students that have missed LifeGroup meetings.</li> <li>• Participation in Volunteer Staff trainings (4 Trainings per year).</li> <li>• Reporting serious student issues to LifeGroup coaches or Ministry Directors.**</li> <li>• Maintaining a high level character, that is above reproach.</li> <li>• Praying for your students on a weekly basis.</li> <li>• Heeding any directives given by Ministry Directors or Coaches.</li> </ul>	<ul style="list-style-type: none"> <li>• Attending your students' sports games, performances, or special celebrations.</li> <li>• Building a relationship with your students' parents.</li> <li>• Following your students on social media avenues.</li> <li>• Texting students with encouragements throughout the week.</li> <li>• Seize opportunities to serve with your students.</li> <li>• Plan ahead to be able to go with your students to Hume Lake Summer Camp.</li> <li>• Set up one-on-one meetings with your students throughout the year.</li> <li>• Be intentional to know your students' friends.</li> <li>• Teach your students special life skills that your have in your life (e.g. woodworking, art, computer science, changing your oil, cooking, etc.)</li> <li>• Consider leading a class within Student Life.</li> <li>• Pop into Sunday Morning Services when you can.</li> </ul>

\*If you are aware that you will be absent for a LifeGroup meeting, you must communicate that to your ministry director at least 6 Hours ahead of time

\*\*As a ministry, we are Mandated Reporters, which means any negligence in reporting any form of abuse is subject to legal action.

# EXPECTATIONS

**LifeGroup Coach:** Must be at least 25 years old with 4 years of student ministry experience.

*(Minimum 10-Month Commitment: September-June)*

Expectations	Encouragements
<ul style="list-style-type: none"> <li>• Meeting with your Ministry Director at least once a month.</li> <li>• Actively checking in and meeting with LifeGroups Leaders (2 leaders per month, minimum).</li> <li>• Must craft and execute two staff fun days.</li> <li>• Must craft and execute staff spiritual retreat</li> <li>• Assist in crafting and executing staff trainings (4 per year).</li> <li>• Must be “on-call” on Wednesday nights—meaning available to leaders in the occurrence that they need support or practical advice regarding student issues.*</li> <li>• Must be readily familiar with LifeGroups weekly curriculum to answer questions that leaders may have.</li> <li>• Must remain in accordance with the mission, visions and leadership of Student Life Directors.</li> </ul>	<ul style="list-style-type: none"> <li>• Join in with your leaders in their LifeGroup meetings when you can.</li> <li>• Texting leaders with encouragements throughout the week.</li> <li>• Have leaders over to your house/apartment.</li> <li>• Teach your leaders special life skills that you have in your life (e.g. woodworking, art, computer science, changing your oil, cooking, etc.)</li> <li>• Consider leading a class within Student Life.</li> <li>• Pop into Sunday Morning Services when you can.</li> <li>• Offer to teach in Student Life Environments.</li> </ul>

\*Only 1 coach must be “on call” per Wednesdays—thus, a rotation will be in place.

**Program Support Staff:** Must be at least 18 years old and graduated from High School.

*(Seasonal Commitment-Fall/winter or Spring/summer)*

Expectations	Encouragements
<ul style="list-style-type: none"> <li>• Must attend adult services at Coast Hills.</li> <li>• Maintain a high level character, that is above reproach.</li> <li>• Regular, timely attendance to Sunday morning Student Life Services at 11am.</li> <li>• Must have a joyful, welcoming attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Offer to utilize whatever gifts, talents or skills you have in unique ways within the ministry.</li> <li>• Interact with student outside of the ministry program setting.</li> <li>• Encourage other adults to get involved.</li> </ul>

# EXPECTATIONS

**Student Leadership Mentor (HSL Only):** Must be at least 25 years and go through a screening interview with the HSL Program Director.  
(Minimum 10-Month Commitment: September-June)

Expectations	Encouragements
<ul style="list-style-type: none"><li>• Must attend adult services at Coast Hills.</li><li>• Maintain a high level character, that is above reproach.</li><li>• Meet with the Student Leader you are paired with once a month for a minimum of 1.5 hours.</li><li>• Read through two assigned books over the course of the 10-month span and discuss them in your mentor meetings.</li><li>• Pay for your student's meal or coffee, if you are meeting at a restaurant.</li><li>• Come to your mentor meetings ready to engage and listen.</li><li>• Listen more, talk less!</li><li>• Be actively and intentionally praying for your student leader.</li></ul>	<ul style="list-style-type: none"><li>• Show your student leader that you are truly invested in them.</li><li>• Check up with your student leader on a regular basis.</li><li>• Share about YOUR life. Tell stories about your challenges, successes, mistakes and dreams.</li><li>• Be yourself, don't think you have to change yourself to connect with your student leader. Students crave authenticity.</li><li>• Offer to help them with leadership projects they are working on.</li></ul>

## **REQUIREMENTS FOR ALL LEADERS:**

The following are mandated requirements for any and all potential leaders within Student Life.

- Must profess and actively display a faith in Jesus Christ as their Lord and Savior.
- Must attend Coast Hills Church and agree with its statement of faith.
- Must willingly honor and follow the leadership of your selected ministry area.
- Must agree to a mandated background check.
- Cannot be in the midst of relational turmoil with a spouse/ex-spouse/or family member.
- Cannot be using any illegal drugs.
- Cannot be engaging in excessive drinking.
- If in recovery from an addiction, must be at least 2 years clean/sober.
- Cannot be engaged in pre-marital sexual relations.
- Cannot openly live out a homosexual lifestyle.



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**STUDENT LIFE VOLUNTEER LEADER APPLICATION**

Ministry area you are applying for?  High School Life  Junior High Life

**GENERAL INFORMATION**

NAME: \_\_\_\_\_ GENDER: M / F

ADDRESS: \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIPCODE)

PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PERSONAL INFORMATION**

OCCUPATION: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

MARRIED? Y / N IF YES, FOR HOW LONG? \_\_\_\_\_ CHILDREN? Y / N

SPOUSES NAME (IF APPLICABLE): \_\_\_\_\_

KIDS NAMES & AGES (IF APPLICABLE): \_\_\_\_\_

EDUCATION? (Please indicate school and degrees completed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAVE YOU SERVED WITH STUDENTS BEFORE? (Where, how long, in what capacity)

\_\_\_\_\_  
\_\_\_\_\_

## MINISTRY QUESTIONS

*(Attach another sheet of paper if necessary)*

Have you accepted Jesus Christ as your Lord and Savior (Required)? Y / N

When was that? \_\_\_\_\_

How long have you been attending Coast Hills? \_\_\_\_\_

Share a brief testimony of how you came into a personal relationship with Jesus Christ.

How do you maintain/nurture your relationship with Christ?

Why do you want to serve with students?

What do you think will be difficult for you in serving with Students?

What do you believe are some of your spiritual gifts and how would you like to use those in serving with student life?



## LIFESTYLE QUESTIONS

Are there any broken, impure, or strained relationships in your life? If yes, please explain..

Have you ever been hospitalized, treated for, or struggled with alcohol/drugs/substance abuse? If yes, please explain and indicate how long have you been clean and/or sober.

Have you ever been under church discipline? If yes, please explain.

How do you believe you handle conflict with someone?

Are there any sin patterns in your life that you believe could compromise the standards of Biblical leadership or the integrity of Coast Hills Student Life?

Anything else that you believe we should know about?

## REFERENCES

**Each reference must meet each of the following criteria:**

- Be at least 21 years old
- Has definite knowledge of your character and faith
- Is not directly related to you
- Has known you for a minimum of one year

**Personal Reference:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NATURE OF RELATIONSHIP: \_\_\_\_\_

**Ministry Reference:** (Should be a church staff member or leader)

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

NATURE OF RELATIONSHIP: \_\_\_\_\_

CAPACITY IN WHICH THEY SERVE: \_\_\_\_\_

## APPLICANT STATEMENT

I have read, understand and am in agreement with the Coast Hills Church Statement of Faith. (Can be found at [coasthillschurch.org](http://coasthillschurch.org) or can be given upon request).

I understand that leadership is a privilege. Any leadership issue that arises regarding your person or public life that does not reflect a Godly life or that could create conflict, controversy, or distract from the primary purpose of Coast Hills Student Life may be reviewed by the Leadership and Elders of Coast Hills. If the Leadership determines for any reason, at any time, that these issues are not in the best interest of the body, you may be asked to step down.

I willingly submit to the authority of the Elders and Pastors of Coast Hills.

The information in this application is correct to the best of my knowledge. I authorize Coast Hills Church or its representatives to contact my references and appropriate government agencies in order to verify my character and suitability for volunteering in this role. To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization, but I may contact Coast Hills Church to inquire about information provided about me. Should my application be accepted, I agree to refrain from unscriptural conduct (as outlined by the *Leadership Covenant* that will be provided) in the performance of my services on behalf of the church.

Also, I hereby request and authorize the release of any information which pertains to any record of convictions contained in law enforcement files or in any criminal file maintained on me, whether local, state, or federal. I hereby release local, state and federal law enforcement agencies from any and all liability resulting from such disclosures.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS REALEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME (PRINTED): \_\_\_\_\_

# STUDENT LIFE CHILD ABUSE REPORTING POLICY AND PROCEDURES

## Policy

All Student Life Staff and Volunteers who are involved with students will immediately report any reasonable suspicion of child abuse and/or neglect of which they have knowledge or observe within the scope of their duties.

## Procedures

1. Staff or Volunteers will immediately complete the Suspicion of Child Abuse Form and report any reasonable suspicion of child abuse or neglect. Reasonable suspicion includes but is not limited to:
  - a. An inordinate number of injuries such as bruises on a minor's body over a period of time.
  - b. Serious unexplained injuries such as hair missing, a burn, or a noticeable limp.
  - c. Drawings of abuse in conjunction with verbal testimony from the minor.
  - d. Prayer requests or written statements alluding to abuse.
  - e. Verbal testimony of the minor child.
2. Upon notification Ministry Directors will immediately report the suspicion to a member of the Senior Management Team.
3. Senior Management Team will notify the Board of Elders and following an immediate internal investigation, a determination will be made as to whether or not it is appropriate to contact Child Protective Services or the local police.
4. Reports to Child Protective Services (if the alleged perpetrator is a family member of the victim) or to local police (if the alleged perpetrator is not a family member of the victim) will be made within 24 hours after the suspicion is brought to the attention of the Senior Management Team and Board of Elders.
5. Child Protective Services (or the police) will always be contacted in the following circumstances:
  - a. A child requests immediate protection or police contact.
  - b. A child expresses an overwhelming fear or anxiety about returning home with the parent or guardian who brought them.
  - c. Physical signs that may indicate life-threatening abuse such as strangulation marks.
  - d. The Suspicion of Abuse Report and internal investigation reveals possible abuse.
6. If a report is filed with Child Protective Services or the police, every effort will be made to:
  - a. Cooperate with their investigation through the immediate parties involved.
  - b. Provide communication at the appropriate time to the appropriate people as determined by the Board of Elders, the Senior Management Team, and church legal professionals.
  - c. Remain in contact with the family to provide follow-up support and assistance.
7. If the alleged perpetrator is a CHCC Staff Member or Volunteer, a member of Senior Management Team or the Board of Elders will immediately notify them of the allegation and suspend them from their duties, pending investigation.
8. All parties to the circumstances and investigation will maintain complete confidentiality to protect the children involved and the integrity of the investigation.
  - a. All questions and media inquires will be directed to the Executive Pastor.
9. Appropriate Leadership will contact the church insurance carrier to report the allegations as soon as is reasonably possible, not later than 48 hours after the Suspicion of Child Abuse Report is submitted.
10. Failure to report a suspicion of child abuse by a Coast Hills staff member or volunteer may result in discipline up to and/or including termination of employment or ending of volunteer responsibilities.

I have read and understand the above statements

Initial Here: \_\_\_\_\_

**Acknowledgement of Student Life Abuse Prevention Policy and Procedures**

I have read and I understand the Student Life Abuse Prevention Policy and Procedures at Coast Hills Community Church. I agree to abide by these regulations and I understand that my choices and conduct directly impact the Gospel message of Jesus Christ, Coast Hills Community Church, and most importantly, the life of the students for whom I am accepting responsibility. I willingly submit to the spiritual authority of the Student Life Staff and Coast Hills Leadership.

I understand that a church community is built on trust and I agree not to violate that trust and abuse my authority to take advantage of any student. I also understand that as a Church Volunteer or Staff Member that there may be opportunities outside of church-sponsored activities where I am with students from church and I understand that the expectation is that my behavior in these circumstances would also comply with the policy and procedures as it is a reflection on Coast Hills Community Church and the Gospel of Christ.

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**Signed Acknowledgement of Student Life Child Abuse Awareness Policy**

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Position (circle one):

Staff Member   Adult Volunteer Leader   Student Volunteer Leader   Other \_\_\_\_\_



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**CONFIDENTIAL**

**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former or other Name(s) & Dates Used: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Email: \_\_\_\_\_

Current Address Since: \_\_\_\_\_  
(Mo/Yr) (Complete Address ) (City) (State) (Zip Code)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Complete Address ) (City) (State) (Zip Code)

Previous Address From: \_\_\_\_\_  
(Mo/Yr) (Complete Address ) (City) (State) (Zip Code)

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Coast Hills Community Church** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports (only for positions with fiduciary responsibilities or managerial positions), current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Coast Hills Community Church** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

**\*\*Coast Hills Community Church** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

I also authorize Coast Hills Community Church to rerun my background check every three years or as needed as long as I am a current volunteer or employee.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice to California, Minnesota and Oklahoma Residents:**

Please check the box below if you wish to receive a copy of a consumer report that is requested.

I wish to receive a copy of any Background Check Report on me that is requested.

**Ministry Requesting Background Check:** \_\_\_\_\_

Date Ran: \_\_\_\_\_

Report ID: \_\_\_\_\_

Report Ran by: \_\_\_\_\_