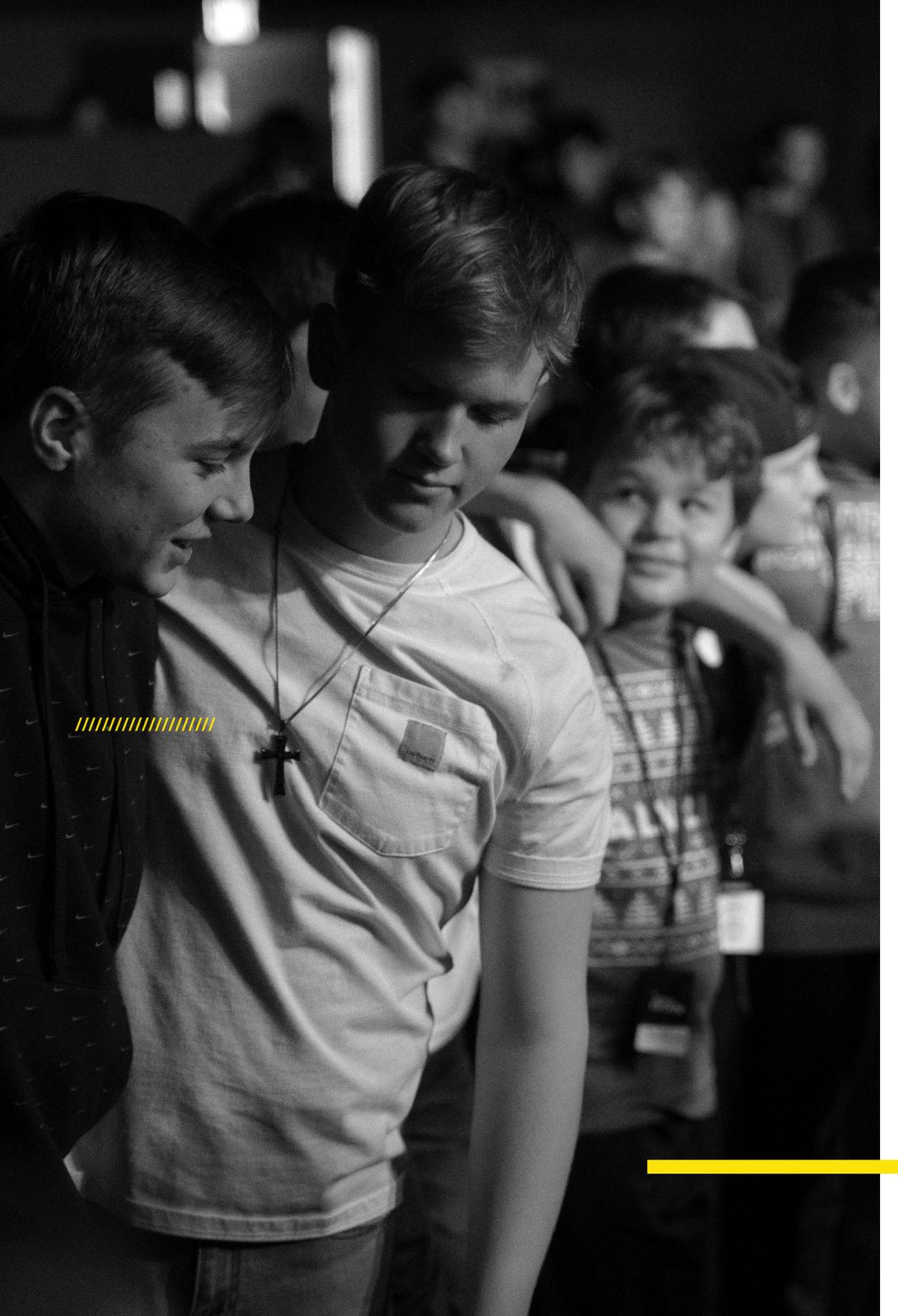


CULTURE — GUIDE





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WE WELCOME YOU TO JOIN OUR TEAM

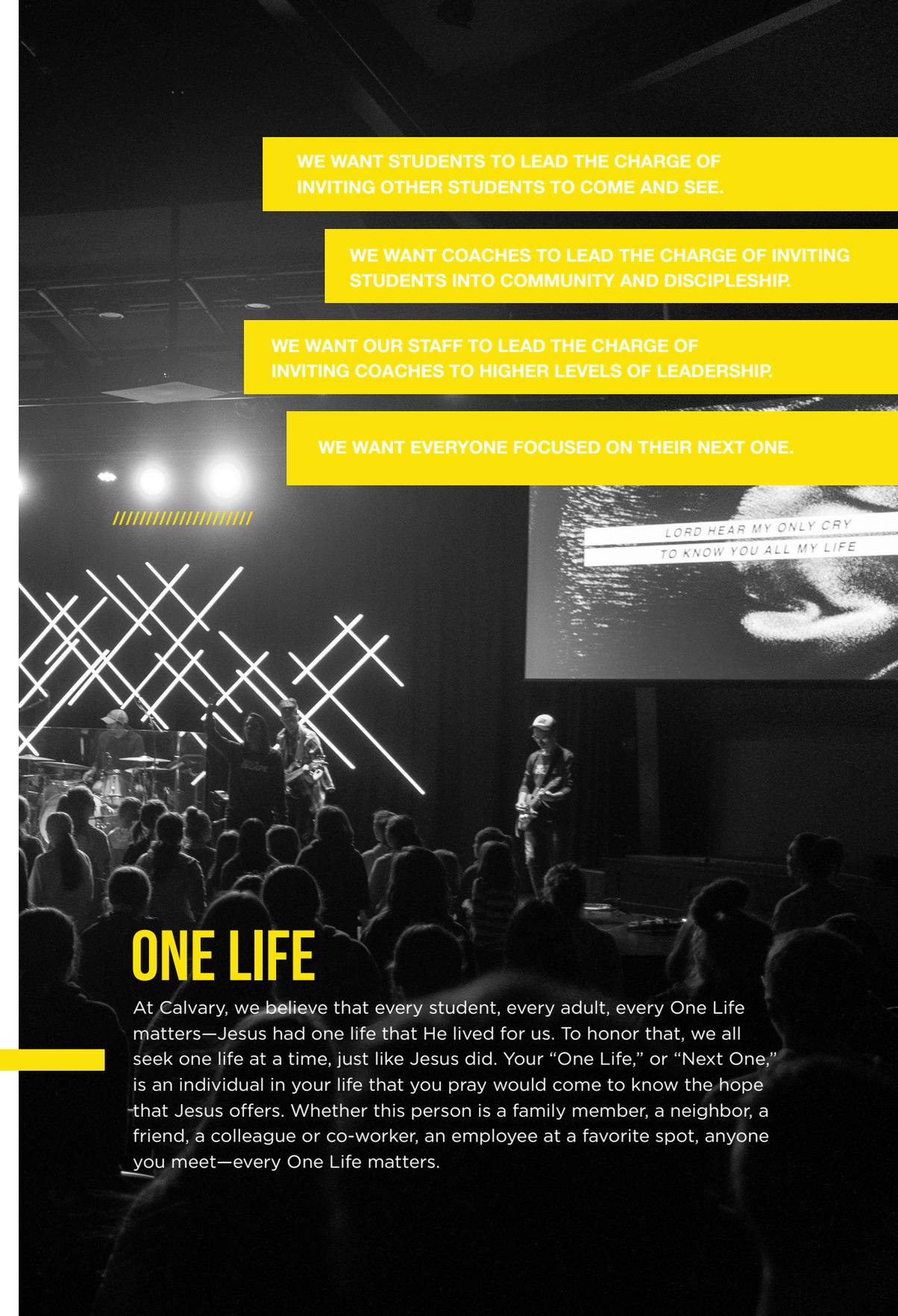
God has given us an incredible opportunity to serve this generation in a way that can change their lives for eternity. Our goal is that God would find us faithful as we seek **to equip students to live and love like Jesus**. This manual not only introduces you to our vision, values, and standards, but also, our heart.

It's no secret that there is a battle raging for this generation. If it is lost, it won't be because the enemy is stronger or more powerful; it will be because we didn't show up. **We don't lose by fighting, we lose by forfeit.** But all it takes to make a difference is one person —you—to show up in one life and expect God's perfect timing.

You have the potential to change future generations. Starting **NOW**.

Thank you for being part of our team. We're honored to serve with you.

/// THE COLLECTIVE **YTH TEAM**



WE WANT STUDENTS TO LEAD THE CHARGE OF INVITING OTHER STUDENTS TO COME AND SEE.

WE WANT COACHES TO LEAD THE CHARGE OF INVITING STUDENTS INTO COMMUNITY AND DISCIPLESHIP.

WE WANT OUR STAFF TO LEAD THE CHARGE OF INVITING COACHES TO HIGHER LEVELS OF LEADERSHIP.

WE WANT EVERYONE FOCUSED ON THEIR NEXT ONE.

ONE LIFE

At Calvary, we believe that every student, every adult, every One Life matters—Jesus had one life that He lived for us. To honor that, we all seek one life at a time, just like Jesus did. Your “One Life,” or “Next One,” is an individual in your life that you pray would come to know the hope that Jesus offers. Whether this person is a family member, a neighbor, a friend, a colleague or co-worker, an employee at a favorite spot, anyone you meet—every One Life matters.



**YOU
MATTER
TO GOD, TO US,
& TO HIS MISSION!**

01 OUR CULTURE

PROGRAM OVERVIEW

WHAT IS COLLECTIVE YOUTH?

Collective Youth is the middle and high school ministry (grades 6-12) of Calvary Christian Church. We believe students are an essential part of the church. We're here to provide a place for students to connect with God, with other students, and with older committed leaders that are dedicated to seeing students grow closer to Jesus. We know the teenage years can be some of the most challenging and formative years in a person's life. We're multi-site so, serving our students may look a little different, but we all seek to accomplish the same goal.

WHAT IS OUR MISSION?

We exist to equip students to Live and Love like Jesus.

HOW DO WE ACCOMPLISH THIS MISSION?

We help students find their place, grow their faith, and make a difference. We rely on staff and coaches at each campus to implement the ministry's vision, mission, and strategies.

PROGRAM CANCELLATION POLICY

In the case of inclement weather, notifications will be posted on Calvary's social media by 2pm! These cancellations could be campus specific or church wide. If you have questions, contact your Campus Youth Pastor or Support coach.



CAMPUS RESPONSIBILITIES

Vision is GLOBAL. Leadership is LOCAL.

REPRODUCE CULTURE: Although we have multiple locations, we replicate the Collective values and culture at every campus.

BUILD A LEADERSHIP CULTURE: The campus team is responsible for recruiting and training their team. They provide leadership and oversight to help create a healthy team environment.

CONNECT AND DEVELOP: The campus team's main responsibility is to connect with leaders, parents, and students, and to connect students to the ministry and a small group.

SHEPHERD: The campus team cares about students, parents, and leaders becoming what God desires. They problem solve, counsel, and shepherd their people through any issues.

ALIGN AND IMPLEMENT: The campus team aligns with and implements the church's vision, values, standards, and discipleship process. At each campus, this team makes things happen.

ALL CAMPUS EVENTS

- + Collective YTH (Wednesday Night @ Bellevue North)
- + High School Summer Camp
- + Middle School Summer Camp
- + WNTR Escape



CAMPUS SPECIFIC EVENTS

- + Sunday Morning Middle School Ministry
- + Small Groups
- + Additionally, campuses have the freedom to be creative with other events.

LEADERSHIP PROCESS

FIRST STEP

- + Fill out the Collective Youth volunteer application.
- + Complete the background check form. (This is required by law for anyone working with minors.)
- + Attend Calvary Connect within the first six months to learn more about Calvary's history, vision, and values.

FIRST LOOK

- + Attend a student service (large group only).
- + Meet with Collective Youth staff.

FIRST SERVE

- + Shadow a Collective Support Coach.
- + Begin serving!

WRAP IT UP

- + Meet with your support coach.
- + Receive Coach swag and copy of handbook to sign and return.

RECRUIT OTHERS!

- + Recruit others to join you in serving.
- + Impact a generation.

AREAS TO SERVE

COACH

Coaches spend time with students. Coaches should join students during worship and the message to model what it looks like to worship and grow in that setting. Outside of the service, sitting and having a conversation with students is exactly what our coaches are here to do. Coaches also interact with students during the week by sending an encouraging text or showing up at their games or competitions. Every once in a while, our coaches ask groups of students to do something outside of regular programming (i.e. special trip, go to a movie, go bowling).

GREET TEAM

This team welcomes every student that walks through our doors, gets new students connected to a coach and each other, and assists with various elements/tasks that support what a student will experience during any given event within a Collective service.

PRODUCTION TEAM

This team pulls off everything you see and hear during our weekly Collective Youth service. This includes running sound, lights, computer graphics, lyrics, social media posts, etc.

SNACK BAR TEAM

This team is responsible for set up, cleanup, and running the snack bar.

SUPPORT COACHES

This team's primary purpose is to serve coaches as they love and lead our students. Support coaches play a key role in on-boarding new coaches. This includes initial interviews, training, and communicating expectations. In addition to this, they are a communications hub and ongoing resource for coaches. It is their responsibility to pastorally care for the coaches on their team. This role is typically reserved for experienced coaches that fully grasp the culture of Collective Youth.

FOOD TEAM

This team provides meals for our coaches who arrive early to prepare for our students. This could be catering/takeout, cold or hot meals, casseroles, sandwich or salad supplies —whatever! (Reimbursement is available.)

SETUP TEAM

This team creates the environment for our students to meet Jesus. Whether setting up chairs, set design, or the foyer, this team makes a building feel like home.

WORSHIP TEAM

This team works together to lead our students and coaches in worship each week. This team is ideal for musicians and vocalists (audition required).

02

EXPECTATIONS



INVOLVEMENT IN CALVARY'S CORE 4

It's vital to our success as a ministry to follow the vision and direction of Calvary Christian Church and its leadership. We ask that you consistently attend one of the weekend services of Calvary to help you stay spiritually full. As a coach, you'll give a great deal to your students and will need to replenish yourself!

THE CALVARY CORE 4

We believe our relationships with Jesus and others are stronger and healthier when we...

+ GATHER TOGETHER

To align our hearts to God and our lives to His mission.

+ GROW TOGETHER

To help one another live a Christ-centered life.

+ GIVE TOGETHER

To advance God's purpose in our lives and throughout our world.

+ GO TOGETHER

To share the hope that has been shared with us.



THE RULES

WE EXPECT OUR COACHES TO SET THE EXAMPLE FOR HOW WE EXPECT OUR STUDENTS TO BEHAVE. THE RULES ARE SIMPLE...

+ BE AT THE RIGHT PLACE AT THE RIGHT TIME.

+ NO ROMANTIC DISPLAYS OF AFFECTION.

+ RESPECT THE PEOPLE, RESPECT THE PLACE.

(No weapons, tobacco or illegal narcotics. No talking or disturbances during the service. No profanity.)

Something we know about students (and most of our Collective Youth Team): if they can break it, they will. If they can eat it, they will. If they can bend it, fold it, climb it, hang from it, slam it, put gum on it, if it makes a cool sound by dropping it from the second floor, if they can jump on it, turn it upside down and use it for a bobsled (on stairs), they will.

It is the responsibility of all leadership to know, model, and help reinforce the rules with our students. Above all, we want to keep our students safe and point them to Jesus.

// WHY STUDENTS DON'T OBEY THE RULES

THEY DON'T KNOW THE RULES.

We should give students the benefit of the doubt and assume they aren't disobeying a rule out of rebellion, but rather out of ignorance. They might not know the rules because they are first-time guests. Ninety percent of students will apologize and comply if addressed properly. The exception to this approach is anything that causes a physical threat to someone. Fighting, threatening to fight, or possessing a weapon or drugs is an illegal act. In the event of these types of incidents, immediately notify a Collective YTH staff member and they will handle the situation.

THEY DON'T UNDERSTAND THE RULES APPLY TO THEM.

Sometimes students hear the rules, but it goes in one ear and out the other. When confronting, explain the rules along with the importance to that student, and the consequences if he or she doesn't comply. Help them see the "why" behind the rule. When they understand its importance, they will be more likely to obey.

THEY KNOW THE RULES, BUT MAKE A BAD DECISION.

Everyone makes poor decisions from time to time. That doesn't make them bad. Students in these situations are not to be treated as hopeless cases. If a student makes a bad decision, they should be confronted in love and disciplined with appropriate consequences. A bad decision carries with it a consequence, but we still want to preserve that student's experience.

THEY KNOW THE RULES, BUT DON'T CARE.

We don't take this type of attitude lightly. It is a privilege to be a part of Collective Youth and we expect our students to respect our staff, coaches, and each other. In cases of extreme disrespect or disruption, our staff may ask a student to take a 1-4 week break from attending Collective's programs or events depending on the severity of the situation. It is our first priority to create a safe environment where students can hear God's Word free from distraction. Such a suspension will be handled by our staff only.

Overall etiquette comes down to creating a culture of honor and respect. To honor something is to give it value and importance. We want to teach our students to show honor to the church, speakers, coaches, staff, other students, and most importantly, God.

DISRUPTIONS

Leaders should intermingle with students during worship and the message for two main reasons: (1) to model genuine worship, attentiveness, and note taking, and (2) to handle disruptions discreetly and with love.

If a student causes a disruption that distracts other students (talking, romantic displays of affection, etc.), quietly and lovingly redirect the student back to what's happening during the service.

If a student continues to cause a distraction beyond your control, contact a staff member, and they will handle it.

Our first goal is to pastor the student through the situation—not embarrass or belittle them. Remember, we believe in this generation and that God is moving in the life of every student, no matter what we can or cannot see.

DRESS CODE

ASK FIRST Questions or concerns about a student's attire should be filtered through a Collective Youth staff member before approaching the student directly. Because we're passionate about reaching students who don't know Jesus or are unchurched, it's important to treat all students with love and grace. We never want a rule to negatively affect someone's perception of Jesus or the church, so we handle these issues carefully.

If a student comes to a Collective Youth service dressed inappropriately, or if their clothing references anything profane, vulgar, or drug/alcohol related, please contact a Collective Youth staff member. Our staff will handle those conversations accordingly.

Regarding outside events such as retreats, camps, conferences, etc., dress-code specifics will be communicated to you in advance by Collective Youth staff. As always, we expect our leaders to set the example when it comes to appropriate dress.

STUDENTS LEAVING SERVICE

We ask that all students in the building attend all parts of the service. Students who are roaming or who are gone for an excessive amount of time should be checked on by the staff or coaches and redirected back to the service. (Be at the right place at the right time.)

STAY IN BOUNDS

As a Collective YTH Coach, it is essential that you practice healthy boundaries with students at all times. This is for their safety, and for yours. These guidelines exist to protect students from harm, and to protect you from false allegations.

While these guidelines apply to your interactions with all students, they are absolutely **INDISPUTABLE** when dealing with students not of your gender.

TEXTING

Do not text students late in the evening.

Do not text one-on-one with students of the opposite gender.

Make sure parents have given you permission to text with their child.

In emergency situations that fall outside of these boundaries, please use discretion and communicate with your campus staff, as needed.

Keep your texts as a record if a student shares information that is potentially reportable.

DRIVING WITH STUDENTS

Never ride alone with a student. Always have another adult present.

Make an attempt to greet parents and remind them of your plans when picking up or dropping off students.

MEETING ONE-ON-ONE

You must have parental consent to spend time one-on-one with a student. If you plan to meet a student one-on-one, please meet in a public place (the church, Starbucks, a restaurant, a school event, etc.).

STUDENTS IN THE HOME

If students come to your home, there should be another Coach or spouse present at all times. Please communicate with your Campus Ministry Staff about any organized Collective Youth activities with your group in your home.



APROPRIATE RELATIONSHIPS

No male/female personal relationships (including personal meetings or texting). If a student of the opposite gender initiates a deeper relationship by communicating personal information, please notify another coach or staff member of the same gender as the student and provide the leader with the student correspondence/conversation(s) in question. Coaches should never date students or pursue romantic relationships with them.

If you find yourself in a sensitive conversation with a student, keep in mind that words and intentions can be misconstrued and taken out of context—intentionally or unintentionally. Any time you engage in a serious conversation with a student, log the conversation.

Take screenshots, paste text into a Word document, save text messages and emails (including social media posts), etc. This may seem excessive, but if you're ever falsely accused of misconduct from a student or parent, you'll be glad you have evidence to support your innocence.

Any sleepovers or overnight events should have prior written approval by the Student Pastor/Student Staff.

ALCOHOL AND DRUGS



We expect our Coaches to adhere to Calvary's guidelines. Calvary maintains a drug-free and smoke-free workplace. While you are on the clock, we expect you to show up and be in an appropriate state of mind and fitness for work. Controlled substances used or in possession while at work, or which affect you in any way at work, aren't tolerated. We have the right to request a drug test at any time.

PURITY

We believe that God has called us to a standard of high accountability when it comes to purity. To honor biblical principles, we'll keep our eyes pure and not allow pornography, inappropriate media, or inappropriate relationships to filter into our hearts and spirits.

// SOCIAL MEDIA

Social media (Facebook, Twitter, Instagram, etc.) is an incredible tool to connect with students, generate excitement about what's going on, and share what's happening in your life and within Collective Youth. We highly encourage the use of social media. Please keep social media positive and refrain from inappropriate content. Be authentic, not full of hype! Everything we do won't be "THE BEST THING EVER" but expressing genuine enthusiasm about the service helps generate interest and encourages students to invite others.

In addition, the same guidelines that apply to texting (see page 15) apply to private social media relationships (direct messages, Facebook messages, email, etc.).

Due to the public nature of social media, we ask that anything you post reflects well on you and your relationship with Jesus and the church. Remember that you represent Calvary and most importantly, Jesus.

Collective YTH volunteers must engage the culture with wisdom and strength and teach students to do the same. Refrain from debating. We don't have to reply or comment on everything. Even if we "win the argument," we'll never win the relationship in a digital debate.

GUIDE TO MAKING WISE MEDIA CHOICES



- + Discover what culture is saying about an issue.
- + Discern how the message of the culture compares to God's truth concerning that issue.
- + Decide how to respond to the message of the culture in a manner that honors God.

WHEN YOU POST SOMETHING RELATED TO COLLECTIVE YOUTH, USE #COLLECTIVEYTH.

If at any time during your role as a coach you cannot maintain the expectations and policies set forth in the Coach Handbook, please schedule a meeting with a member of the Collective Youth staff to discuss this further.



BACKGROUND CHECKS

WHO NEEDS A BACKGROUND CHECK?

We need to run background checks on anyone who holds a position that puts them in regular contact with students. This includes anyone who opens their home to a small group, even if they are not leading.

During your role as a coach, if legal charges are brought against you, you must discuss it with Staff immediately.

MINISTERING TO STUDENTS IN CRISIS

THREE SITUATIONS THAT ALWAYS REQUIRE A RESPONSE AND MERIT BREAKING CONFIDENTIALITY:

- + Hurting self
- + Hurting others
- + Hurt by others

If a student talks to you about the hurt in his or her life, it's because they trust you and they need an adult who is for them. If a student confides in you about any of the above situations, it's your responsibility to report it to someone in a position of authority. You probably aren't trained or equipped to be a professional counselor—and that's okay! Leave the heavy lifting to those who have the proper training. Oftentimes, the best thing to do is be a consistent presence who assures them they're not alone. Think of this as an ongoing conversation and not a "once and done" conversation.

STEP 1: ASSESS THE DANGER

These situations are never easy to handle. Our team will help you decide if it is one in which a report to authorities must be made. We will discuss further action with you. Even if you're unsure the issue is "big enough" to warrant reporting to the authorities, contact your campus staff to keep them informed of the situation, so together, we can help your student.

STEP 2: REPORT TO AUTHORITIES

As a ministry, we must report known or suspected instances of child abuse or neglect to the authorities. Our staff can walk you through the reporting process and help determine what additional steps are needed.

If a student ever says, "I need to tell you something, but you can't tell anyone," never agree. Let them know that you'll need to inform the Collective YTH Staff if the student is being hurt, may hurt himself or herself, or may hurt someone else. Report any of these cases (proven or potential) to the Collective YTH Staff immediately.



For any of these situations, try to obtain as much clear and specific information as possible: name(s) of people involved, plans, places, and dates.

In the state of Nebraska you are a mandatory reporter. This means reporting to a law enforcement agency is your legal responsibility and you will be held accountable legally if you do not report!

If you are made aware of any of the above situations and you are convinced that a child was hurt, you must report to Child Protective Services (800-652-1999) and appropriate law enforcement agency. This duty to report is NOT passed along when you notify a support coach or Calvary staff member. This duty to report is per Nebraska Statutes.

Add these numbers to your phone contact. When in doubt, always call.

+ CHILD ABUSE HOTLINE: (800) 652-1999

+ SUICIDE HOTLINE: (800) 273-8255

+ WELL CHECK FOR SUICIDAL SITUATIONS: 911

STEP 3: FOLLOW FURTHER INSTRUCTIONS

Collective YTH staff will instruct you on what steps, if any, need to be taken. As a leader, your role is to continue to pray and stay in contact with the students.

Collective YTH is all about relationships. Our connection with students can help us disciple them. But we also have to adhere to several important guidelines for leader/student relationships.

UNDERSTANDING STUDENTS

Connecting with students is our top priority. Understanding where students are in their walk with Jesus can help us develop an effective plan to reach and encourage them.

THE NOT-INTERESTED STUDENT

Not interested students don't necessarily have anything against God or the Bible, but they would rather be somewhere else.

THE CHECKING-IT-OUT STUDENT

Checking it out students recognize a void in their lives and are willing to engage in conversations to find out more.

THE STUCK/STAGNATE STUDENT

Stuck students have made a decision to follow Jesus, but attend when it's convenient. They usually arrive alone and aren't concerned with growing their faith. They may look like not-interested students.

THE ALL-IN STUDENT

The all-in students actively want to grow their faith and allow God to change their hearts and thoughts. Although still learning discernment and maturity, they look for opportunities to serve in whatever capacity, and help others move through the discipleship process.

PREVENTING BURNOUT

Burnout in ministry will happen if you:

CONFUSE SERVING AND WORSHIP.

Serve the Church, worship Jesus.

PAY LITTLE ATTENTION TO YOUR SPIRITUAL LIFE.

Spend time consistently in prayer and reading; you can't lead students where you have never been.

MAKE IT ALL ABOUT THE STUDENTS.

Spend time getting to know those serving alongside you; building this community will sustain you in difficult times.

HAVE UNREALISTIC EXPECTATIONS ABOUT THE RESULTS OF MINISTRY.

Relational ministry takes time (even years!) to begin to see the fruit of your labor. Resist the urge to compare yourself to those around you who have been in the trenches of youth ministry for years. Remain consistent and patient.



 **collective**
YTH