



MZBC Youth Volunteer Handbook

May 2017



Thank you so much for your interest in volunteering with MZBC Youth. It takes a lot of people to make our ministry a success and we are thrilled that you want to be a part of our team! In the pages that follow, you'll be able to learn all about our ministry and where you can use your gifts to serve the next generation.

Our first priority is for middle and high school students to know that they are loved deeply by a God who created them exactly as He wanted to and that He desperately wants to be in a relationship with them. Our volunteers are vital to that mission.

We are looking for adults who are willing to serve our students in a number of areas, including first impressions, worship and technology, security, and the all-important area of food. By serving in these areas, adults can communicate the love of Christ through a welcoming smile, a satisfying worship experience, a safe and secure environment, or satisfying the physical need of hunger.

We hope you'll prayerfully consider where you might be able to fit into our ministry. As you pray, read through this information and see where your gifts might be best used. Then fill out the information at the end and pass it along to me or stick it in my mailbox in the church office.

I can't wait to see how God uses you to impact our students!

In Him,

Eric Davis
MZBC Youth Pastor
eric@mzbaptist.com
662.328.2811 (w)
662.386.5684 (m)



Purpose Statement

MZBC Youth exists to **lead** students into a relationship with Jesus Christ, to **live** life together, and to **equip** students to **honor** God and **serve** the world.



1. **Lead** - We exist to reach non-Christian students into a relationship with God. We want to reach out to students who do not know Jesus Christ as their Savior and communicate His love to them.
2. **Live** - The Christian life is best lived in a community where we are known deeply by God and by other Christians. This enables us to own up to our struggles and hold each other accountable as we grow in our relationship with God.
3. **Equip** - We want our students to have the tools to grow in their relationship with God. By equipping them, we'll see them grow from consumers to contributors in the kingdom.
4. **Honor** - Worshiping God is done when everything about our lives glorifies Him. As students grow, we want them to passionately live for Christ and point people to Him.
5. **Serve** - We live in a world that desperately needs to know the love of Christ. Mature faith is one that takes what He's done inside of each of us and shares it with a world in need.



MZBC Youth Programs

Weekly

Wednesday Worship - 6:30pm

Sunday School - 9:00am

Small Groups - Sundays, 5:00pm

Fall

Back-to-School Retreat

Halloween Party

Winter

Christmas Party

NYE Party

Spring

DNow

Serve Break

Graduate Recognition

Summer

VBS

Summer Camp

Hangout Days

Job Title: Greeter
Team: First Impressions
Days Needed: Wednesday & Sunday
Times: 20 minutes before each program, 10 minutes after

Description:

- One greeter at each entry door to the youth room.
- Greet each student with a smile and a kind welcome.
- Direct students to check-in station.
- Direct visitors to visitor information volunteer.
- Wish students well as they leave each program and invite them to the next program.

What is a win?

- Each student is greeted warmly and feels welcome.
- Every door is manned with a smiling volunteer.
- Each student is invited back to the next program.

Job Title: Check-In
Team: First Impressions
Days Needed: Wednesday & Sunday
Times: 20 minutes before each program

Description:

- One person at the check-in station.
- Greet each student with a smile and a kind welcome.
- Ask each student to check-in by clicking their picture.
- Learn students' names.
- Enter visitor information and get their picture.

What is a win?

- Each student is checked in for each program.
- Each student's name is known by an adult.
- Visitor info and picture is entered.

Job Title: Visitor Information
Team: First Impressions
Days Needed: Wednesday & Sunday
Times: 20 minutes before each program

Description:

- One Visitor Info volunteer on duty.
- Welcome each visitor and learn their name.
- Give visitors an information card and pen to fill it out immediately.
- Work with the check-in volunteer to get photos of each visitor.
- Help check-in volunteer enter visitor information.
- If they're not with a regular student, connect them with a student in their grade.

What is a win?

- Each visitor is greeted and their name is learned.
- Visitors are connected with a regular who is in their grade.
- Visitor info is received and entered into the check-in app.

Job Title: Follow-Up
Team: First Impressions
Days Needed: Thursday or Monday
Times: 30 minutes

Description:

- Write an MZBC Youth post card to each visitor thanking them for visiting.
- Write an MZBC Youth post card for students who are missing.
- Pass on visitor list and contact info to Eric for further follow-up.

What is a win?

- Each visitor receives a follow-up post card.
- Each missing student receives a post card.
- Visitor list and contact info passed on to Eric.

Job Title: Musician
Team: Worship/Tech
Days Needed: Wednesday
Times: 1 hour before service, 30 minutes during

Description:

- Plays an instrument or sings during worship times.
- Rehearses music with the band.
- If possible, teaches instruments to students.
- Helps plan worship services.
- Develops appropriate relationships with student musicians.

What is a win?

- Consistently is prepared to rehearse and lead in worship.
- Sets a good example for student musicians.
- Helps develop student musicians for future use.

Job Title: Graphics
Team: Worship/Tech
Days Needed: Wednesday & Special Events
Times: 30 minutes before, 1 hour during worship service

Description:

- Learns and understands our presentation software (ProPresenter).
- Comfortable using the Apple operating system.
- Helps prepare the service flow on the computer software.
- Displays graphics and text during the service.

What is a win?

- Consistently attends Wednesday night worship services.
- Graphics and text are displayed at the appropriate times.
- Continues to learn the software and become proficient at ProPresenter.
- Is able to adapt to different situations.

Job Title: Sound
Team: Worship/Tech
Days Needed: Wednesday & Special Events
Times: 1 hour before and 1 hour during worship service

Description:

- Learns and understands sound mixing on our sound board (Behringer x32)
- Ensures that microphones and cables are working properly.
- Keeps track of and maintains audio equipment.
- Alerts Eric to potential issues and future needs.
- Is able to adapt to different situations and can fix problems quickly with limited distractions.
- Rehearses with the band prior to the service.

What is a win?

- Consistently prepared to rehearse.
- Continues to learn the intricacies of our audio system.
- Audio resources are properly cared for and maintained.
- Communicates with Eric and the worship team about any issues or needs.

Job Title: Lights
Team: Worship/Tech
Days Needed: Wednesday & Special Events
Times: 30 minutes before and 1 hour during worship service

Description:

- Learns and understand our lighting system (in progress).
- Maintains lighting equipment.
- Creates an intimate environment for worship and teaching.
- Helps plan worship services as it pertains to lighting and visuals.

What is a win?

- Consistently prepared to run our lighting system on a weekly basis.
- Continues to learn lighting and visual strategies.
- Lighting is properly cared for and maintained.
- Communicates with Eric about potential issues and needs.

Job Title: Social Media
Team: Worship/Tech
Days Needed: Wednesday & Special Events
Times: 1 hour during worship services and during special events.

Description:

- Uses MZBC Youth social media to publicize and promote events, encourage followers with biblical truths, and highlight exciting and important pieces of youth programs.
- Posts pictures of students, event graphics, and encouraging verses on Instagram.
- Tweets relevant information, pictures, and quotes.
- Connects with students on social media.
- Responds appropriately to comments and questions on social media.

What is a win?

- Each program or event is well-documented with photographs and graphics.
- Our social media presence grows as a place to hear, read, and see fun memories, biblical encouragement, and upcoming events.

Job Title: Gym Supervisor
Team: Security
Days Needed: Wednesday & Special Events
Times: 30 minutes before and after each program

Description:

- 1-2 adults placed in the gym for each event.
- Ensures students are having fun and enjoying the gym responsibly.
- Helps students clean up the gym when they're finished.
- Alerts Eric to any problems between students or any accidents.
- Communicates with Eric about any needs in the gym.
- Administers basic first aid resulting from gym accidents.

What is a win?

- Consistently on time for their post.
- Students enjoy the gym safely.
- Gym is returned to its original condition after each event.
- Communicates with Eric quickly if there are any issues needing his attention.

Job Title: Chaperone
Team: Security
Days Needed: Special Events
Times: Depends on the event

Description:

- 1:8 adult to student ratio is preferred.
- Accompanies MZBC Youth on various special trips or events.
- Serves as an extra set of eyes to watch over students.
- Gets involved with the activities students are participating in.
- Ensures students are safe at all times.
- Communicates with Eric about issues that arise or potential issues.
- Willing to engage students in spiritual conversations if the need arises.

What is a win?

- Adult to student ratio is achieved.
- Students return safely to MZBC.
- Relationships with the students are developed.
- Steps in to lead students in spiritual conversations if the need arises.

Job Title: Driver
Team: Security
Days Needed: Special Events
Times: Depends on the event

Description:

- MZBC Youth drivers should have a clean driving record and willingly submit to a driver's background check.
- All church bus drivers must have a CDL and be cleared by our insurance.
- Willing to drive their own vehicle or rental vehicle with students.
- Obeys traffic laws and sets a good example for students in their vehicle.

What is a win?

- Each student arrives to events safely and returns to MZBC safely.
- Students see a good example of an adult driver.

Job Title: Sunday Breakfast
Team: Food
Days Needed: Sunday
Times: 30 minutes before Sunday School and prep time during the week.

Description:

- Provides a light breakfast for Sunday school each week except the first Sunday of the month.
- Keeps track of receipts for reimbursement.
- Prepares appropriate amounts of food.
- Sets out food and utensils prior to Sunday School.
- Helps to maintain the youth kitchen and pantry.

What is a win?

- Students have something to eat each week.
- Receipts are turned in regularly.
- Kitchen and pantry are kept stocked.

Job Title: Sunday Dinner
Team: Food
Days Needed: Sunday
Times: 30 minutes prior to small groups

Description:

- Helps to prepare a dinner for our small group time.
- Keeps track of receipts for reimbursement.
- Prepares appropriate amounts of food.
- Sets out food and utensils prior to small groups.
- Helps to maintain the youth kitchen and pantry.

What is a win?

- Students have something to eat each week.
- Receipts are turned in regularly.
- Kitchen and pantry are kept stocked.

Job Title: Snack/Drinks
Team: Food
Days Needed: Wednesday, Special Events
Times: 30 minutes prior to worship, special events

Description:

- Provides light snacks or drinks for Wednesday nights or special events.
- Prepares or purchases desserts, appetizers, or other finger foods and drinks.

What is a win?

- Responds to the need for food.
- Drops off food or drinks before the program or event.
- Picks up personal dishes after the program or event.

Job Title: Special Events Food Team
Team: Food
Days Needed: Special Events
Times: Depends on the event

Description:

- Helps to prepare meals for special events.
- Keeps track of receipts for reimbursement.
- Prepares appropriate amounts of food.
- Sets out food and utensils prior to events.
- Knowledgeable about the Fellowship Hall kitchen.
- Helps to clean up after each event.

What is a win?

- Students have something to eat for each event.
- Receipts are turned in regularly.
- Fellowship Hall and kitchen are cleaned and ready for the next event.

Job Title: Sunday School Teacher
Team: Teaching
Days Needed: Sunday
Times: 1-2 hours prep, 1 hour of teaching

Description:

- Leads age-appropriate Sunday School classes through The Gospel Project curriculum.
- Teaches the Bible clearly and accurately.
- Develops relationships with students in the class.
- Facilitates discussions when necessary.
- Plans one service project and one fun event each semester.
- Communicates with Eric about issues, situations, and victories in classes.
- Maintains an accurate class roster
- Reaches out to missing students.
- Attends regular teacher training opportunities.
- Commits to a growing personal relationship with God.
- Commits to one full year of service.
- Must be a member of Mount Zion and agree with our doctrinal statement.

What is a win?

- Consistently comes to Sunday School on time and prepared to lead.
- Develops relationships with students in the class.
- Helps the follow-up team reach out to visitors and missing students.
- Students learn Bible truths and apply them to their lives.

Job Title: Small Group Leader
Team: Teaching
Days Needed: Sunday
Times: 1-2 hours prep, 1-2 hours of contact during the week,
1 hour of small group time.

Description:

- Leads gender- and age-based small group each Sunday evening.
- Develops relationships with students in the group.
- Facilitates discussions among the students.
- Creates a safe space for students to share.
- Connects relationally to students outside of small group.
- Plans one service project and one fun event each semester.
- Communicates with Eric about issues, situations, and victories in classes.
- Maintains an accurate group roster
- Reaches out to missing students.
- Attends regular teacher training opportunities.
- Commits to a growing personal relationship with God.
- Commits to one full year of service.
- Is willing to be held accountable and hold students accountable.
- Practices safe and healthy boundaries with students.
- Must be a member of Mount Zion and agree with our doctrinal statement.

What is a win?

- Consistently comes to small group on time and prepared to lead.
- Develops relationships with students in the class.
- Helps the follow-up team reach out to visitors and missing students.
- Students are challenged and equipped to lead lives that honor God.



Volunteer Interest Information

Name: _____ Phone: _____

E-mail: _____

First Impressions:

- ___ Greeter
- ___ Check-In
- ___ Visitor Information
- ___ Follow-Up

Worship/Tech

- ___ Musician
- ___ Graphics
- ___ Sound
- ___ Lights
- ___ Social Media

Security

- ___ Gym Supervisor
- ___ Chaperone
- ___ Driver

Food

- ___ Sunday Breakfast
- ___ Sunday Dinner
- ___ Snacks/Drinks
- ___ Special Events

Teaching

- ___ Sunday School
- ___ Small Groups

Other
