



Leader Handbook

CLOVERHILLSTUDENTS



CLOVERHILLSTUDENTS

Hey There!

So you want to volunteer with teenagers, huh? Some people might think you're crazy... but we know better. Middle schoolers and high schoolers are awesome. They're hilarious (sometimes on purpose). They're dramatic. They're complicated. And they're a ton of fun.

But most importantly, middle schoolers and high schoolers are at a stage in their lives when they desperately need someone like you to hang out with them, love them (and like them too), and show them what it looks like to follow Jesus.

Whatever your role is in Cloverhill Students, this Volunteer Handbook will show you some of the ways you can begin making a lasting impact in the lives and faith of teenagers. Thank you for being willing to serve. Thank you for caring about teenagers. And thank you for letting God use you. We can't wait to see what this year has in store.

CLOVERHILLSTUDENTS

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CLOVERHILLSTUDENTS

I want to use this space to clearly express my heart and vision for Cloverhill Students. It is essential that you as a member of the CHS Dream Team understand what exactly it is we are doing here and where exactly it is we are going so that we can partner together to lead these students! The mission of Cloverhill Students mirrors that of Cloverhill Church.

To Connect Students to Christ and move them along in their spiritual journey

So how do we go about this!? If I could capture the heartbeat of Cloverhill Students in a simple phrase, I would look to the Great Commission given by Jesus:

18 Then Jesus came to them and said, "All authority in heaven and on earth has been given to me.

19 Therefore **go** and **make disciples** of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit,

20 and **teaching them to obey** everything I have commanded you. And surely I am with you always, to the very end of the age."

Matthew 28:18–20 (NIV)

How do we connect students to Christ and move them along in their spiritual journey? We follow the plan laid out by Jesus: to make disciples who make disciples. As we see in verse 20, the way that we effectively make disciples is by teaching them to obey all that Jesus has commanded. To put it in simpler terms; our goal is to teach these students **how to follow Jesus**. Of course, there is so much that falls into this. But if we can instill in each student a proper view of God and the Gospel, a heightened awareness and confidence in the world changing purpose God has placed in them, and an accompanying Biblical framework through which they see and operate in this world that is a WIN. The product of that will be a student who has learned how to follow Jesus, is strong and confident in their faith, and therefore will be mobilized and on mission going and making disciples. As stated, our desire is not to do this alone but to partner with parents & leaders to move students along in this spiritual journey.

Looking forward to partnering with you!

Pastor Charles Wohlert

Our Staff

Pastor Charles

Student Pastor

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Charles and his wife Alyssa have been married for a little over 3 years and have two daughters. They both graduated from Liberty University, which is also where they first met. Charles majored in Pastoral Leadership and has a master's degree in Biblical Exposition. Alyssa is a registered nurse, and is currently working at Chippenham Hospital. They are coming to us from Baltimore Maryland, where Charles served as the Youth and Small group pastor at a church outside of the city for 3 1/2 years. They are passionate about helping to lead this next generation closer to Jesus.

Kaylee-Marie Oliva

Youth Administrative Assistant + Youth Worship Leader

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Hi, my name is Kaylee-Marie! I am 19 years old and I am a full-time student at Southeastern University pursuing my bachelor's in Ministry while also working at Cloverhill full time. I came to Cloverhill Church through youth ministry. I became part of the worship team and gave my heart to Jesus in a youth service 7 years ago. I am passionate about youth ministry because I know what a difference it can make in the lives of the students. Now, I have the opportunity to disciple students and help bridge that gap just as they did for me 7 years ago.



Grace Eason

Social Media + Event Coordinator

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Hi! I'm Grace, and I'm going into my senior year of high school and am grateful to be apart of the Cloverhill Students team. I'm homeschooled with my awesome family of 5, and Cloverhill has been our church home for almost my entire life. I am over all things social media and event planning, and I'm super grateful that God has lead me to this position. Working with student ministry has been such a blessing as I am able to use some of my interests to glorify Christ and build his Kingdom alongside the church. I'm super excited for the continuation of what God is going to do within our corner of the church and I will see you around!



OUR MINISTRY

Our Weekly Programs

First Wednesday

Wednesday, 7pm-8:30pm (1st Wednesday of month)

The first Wednesday of each month we get the entire family together for our First Wednesday service. We invite you to join us for a time of extended worship, an encouraging message and communion. We believe in multi-generational exposure, this monthly service creates the perfect opportunity for it. We do have a student section reserved for students each First Wednesday.

Cloverhill Student Service

Wednesday, 7pm - 8:30pm (2nd, 3rd, 4th Wednesdays of month)

All of our students (6th-12th grade) gather together for this weekly experience. We gather for fun & games, life giving worship, prayer, Biblical preaching, and small group time. The format of the service is pretty close to a Sunday service, just with games and a small group time at the end!

Small Group Night

Wednesday, various times & locations (Months with a 5th Wednesday)

Cloverhill Students is a small group driven ministry, so each month that we have a 5th Wednesday we make space for life giving relationships to be built and thrive. Why? Because we are convinced that we are better together! Small groups meet around our local area for fun and community, growing together as they seek after God.

OUR MINISTRY

Our Weekly Programs

Sunday Discipleship Class

Sundays, 10am-11:15am (1st, 2nd, 3rd Sundays of the month)

We desire for every student to have a solid grasp of God's word and be confident in their ability to read, interpret, and talk about it with others. In this class we are able to spend intentional time studying the Bible and building our students up in their faith. We also have donuts...

Midweek Bible Study

Wednesdays, 4pm-6pm (2nd, 3rd, 4th Wednesdays of month)

This is a great opportunity to grow in fellowship with other students and dive deeper into the bible. Chase leads this group and takes the students through books of the bible, verse by verse, learning and applying God's word

Following Jesus Class

Wednesdays, 5:30pm-6:30pm (Seasonal, 8 week class)

This group is for students who have recently decided to start following Jesus or are desiring to build a stronger foundation for their faith. We will be working through 8 different building blocks for following Jesus: Prayer, Worship, The bible, Water Baptism, The Holy Spirit, The Church, Sharing your faith, Loving Others. The goal is to discover how to know and follow Jesus.

CLOVERHILLSTUDENTS

Our Environments

There are three environments for students in our ministry. Each one is designed to strategically invite students on a journey into deeper relationships with their peers, leaders, and Jesus. Each environment is designed with every student in mind - the one who's grown up in church and the first-time visitor too.

EVENTS: Throughout the year, we'll host several big events designed to help students connect with their peers, small group leaders, and Jesus. Some events are local and are designed for fun, community and to be inviting to those who have never been to church before. Some take place out of town and are designed to help our students unplug from the craziness of life and focus on Jesus. Events like our retreats are often where we see the greatest development in students' spiritual journey and in their community with others.

WEEKLY PROGRAMS: Our weekly programs happen every single week. They're designed to help students grow in four key areas.
(We'll get to those in a minute.)

SMALL GROUP: Small groups are the most important part of what we do. They happen every week in our programs, but the relationships built in small groups extend outside the walls of our church. They're designed to connect every student with a consistent trustworthy adult and community of their peers.

CLOVERHILLSTUDENTS

Our Big Win

As stated at the beginning of this packet, our mission is to **connect students to Christ and move them along in their spiritual journey**. However... It's hard sometimes to know when you're winning with students, you know? Like, is anything we're teaching actually sinking in? Are teenagers really growing in their faith? That's why we decided to go ahead and define the big win for our ministry. It's the one thing that we, as a ministry, want to achieve. It's the goal we want to keep in mind at all times. And it's what motivates and guides everything we do. It goes like this...

WE WIN WHEN A STUDENT TAKES A STEP IN THEIR SPIRITUAL JOURNEY

TAKING A STEP

Now, we say "takes a step" for a reason. It's because there's no finish line or certificate of completion when it comes to spiritual growth. Instead, spiritual growth is a journey (a life-long journey) and no two journeys are identical. That's why our big win doesn't have anything to do with a specific skill or achievement. Instead, we win anytime we see a student take a single step in their spiritual journey.

Spiritual Journey

What, exactly, does it look like for a student to grow in their spiritual journey? Well, we believe there are four things that both lead to, and are a result of, spiritual growth. We call these four things our four spiritual habits, each of them is an essential part of following Jesus.

CLOVERHILLSTUDENTS**Our Big Win**

- 1. SPEND TIME WITH GOD:** This is an obvious one, right? Sometimes it's the only spiritual habit we can name. After all, isn't "growing spiritually" synonymous with "spending time with God"? Well, not exactly, but it's still pretty important. After all, if students are ever going to move along in their spiritual journey, they've got to start spending time with God on their own. It means opening the Bible on their own, having conversations in prayer with God on their own, and discovering how they best connect with God through worship on their own.
- 2. SPEND TIME WITH OTHERS:** Engaging in healthy community can, and should, be a spiritual habit we help our students develop. But "healthy community" doesn't just mean hanging out with Christians. This spiritual habit is about growing in Christ-like relationships with everyone.
- 3. USE THEIR GIFTS:** Students need to know that God made them unique, and special, and with really specific gifts, talents, passions, and resources. Then they need to use those gifts to love God, love others, and influence the world around them. Because when students begin to discover who God made them to be, and then use their unique identity to love both God and others, they grow and change the world around them.
- 4. SHARE THEIR STORY:** Students need to learn how to talk about God. Sharing your story is the spiritual habit of making faith a regular, everyday, go-to topic of conversation in our lives. Because when we talk about God and His place in our story (or, more accurately, our place in His story), it helps us believe, helps us understand, and helps us take ownership of our own faith.

We count it as a win whenever a student takes a step in their spiritual journey by practicing one, or maybe even all four, of these spiritual habits.

CLOVERHILLSTUDENTS

Discipling Students

Do you know the last thing that Jesus said to His followers while he was on earth? Some people call it The Great Commission: "Go and make disciples." Duplicate yourselves. Go and make more of you. Take your faith and pass it on to someone else. When we talk about moving students along in their spiritual journey, we're really just talking about discipleship. So what is discipleship? Here are three thoughts . . .

DISCIPLESHIP IS ABOUT LIVING, NOT LEARNING

Rather than asking, "What can we teach a student about God?" we ask, "How can we help a student live out their faith?" It's not just about teaching them about Jesus - it's about modeling what faith in Jesus looks like. That's why we have fun, do events, and our small groups spend time together outside of church. Because discipleship isn't only taught in a classroom - it's modeled in everyday life.

DISCIPLESHIP HAPPENS IN COMMUNITY

In the Gospels, you don't really see Jesus doing one-on-one discipleship. That's because discipleship happens best in a community of people. That's why we focus so much energy on getting students plugged into consistent small groups & bible studies, why we emphasize the role of parents and families, and why we surround students with tons of Jesus followers. Because discipleship takes all of us!

DISCIPLESHIP IS A PROCESS

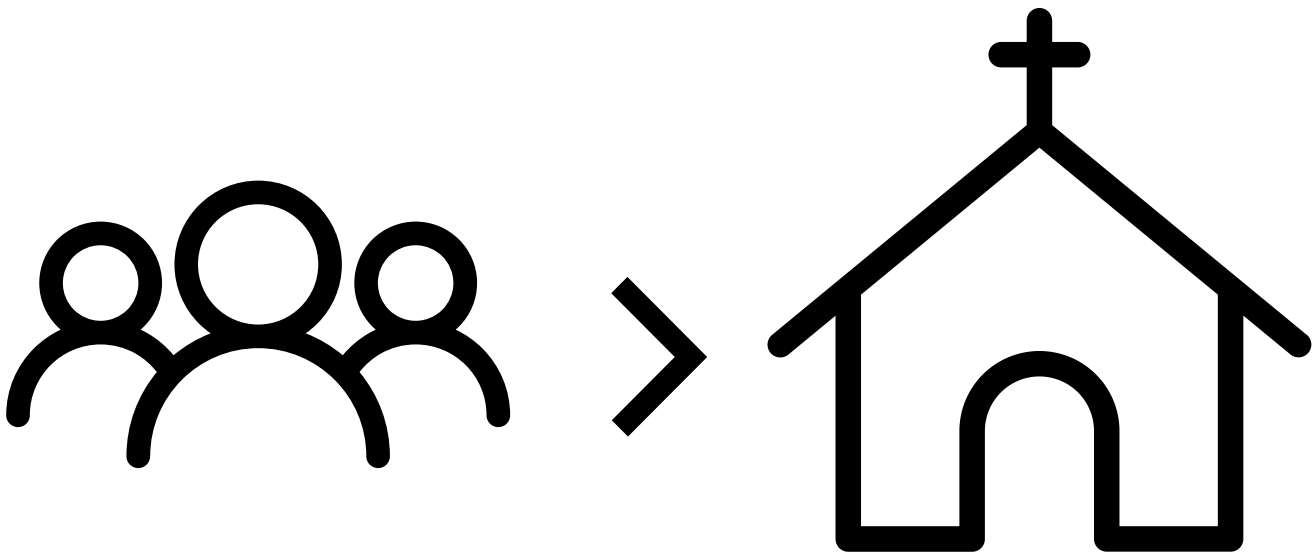
Discipleship is never really complete because learning to live out our faith is a life-long process. And because we know discipleship takes time, we want to put people in the lives of students who are in it for the long-haul. That's why our small group leaders don't bail on their students after a few months, but stick with them for several years - because it's a process.

CLOVERHILLSTUDENTS

Engaging with Parents

As a volunteer, you are making a huge impact in the lives of the students in our ministry. But do you know who's making an even bigger impact in the lives of those students? Their parents.

Before we explain any more about what our ministry is all about, we want to make sure one thing is super clear. (We even drew a picture to help you remember it.) We believe that, in every student's life, this is true: the influence of a family is always greater than the influence of a church



Jim Burns, author of *Partnering with Parents in Youth Ministry*, says it this way: "Long after students stop attending youth groups, they are still connected to their families."

No matter what, a student's family (not their church) will always be the biggest influence in their lives. So doesn't it make sense for us to partner with the most powerful, influential people in a student's life in order to influence their faith?

That's why our ministry is committed to serving, supporting, partnering with, and engaging the parents of the students in our ministry.

As a volunteer, caring for students isn't your only responsibility. Engaging with parents is part of your job, too

CLOVERHILLSTUDENTS**Small Group Leaders****The Win**

We already talked about the big win for our ministry -seeing students take a step in their spiritual journey. But not every member of our team has the same role in trying to see that goal accomplished.

Small group leaders, though, have a very crucial part to play in seeing that goal accomplished. Here's what we think the win looks like for small group leaders...

SMALL GROUP LEADERS WIN WHEN THEY BUILD RELATIONSHIPS WITH STUDENTS AND HELP THEM BUILD RELATIONSHIPS WITH EACH OTHER.

RELATIONSHIPS WITH STUDENTS

Without a relationship, it's impossible to influence a student's faith in a significant way. That's why it's so important for small group leaders to build strong relationships with the students they lead.

You can't make a student own their faith, but you can build a relationship with that student that allows you to love them and influence their faith.

So a small group leader wins when they choose to love and embrace the students God has entrusted to them. They win when they leverage their relationship to lead students, rather than relying on their position. They win when a student sees their small group leader not as an authority figure they have to obey, but as someone they trust and want to follow.

CLOVERHILLSTUDENTS**Small Group Leaders****RELATIONSHIPS WITH EACH OTHER**

As important as a student's relationship with a small group leader is, it's not the only relationship that matters. Small group leaders win when they help students build relationships with each other because (remember) discipleship happens best in community. A small group leader isn't the only person a student needs to influence their faith. They need each other, too!

The Expectations**Qualifications**

- Love Jesus
- Love Students
- Follow the code of conduct (found in the application)
- Commit to lead the same small group

The Specifics

- Show up to our weekly service as consistent as you can (communicate)
- Connect with your students outside of church
- Engage with the parents of your students
- Attend events and gatherings outside of Wednesday night service (communicate)
- Attend events, meetings, and gatherings for CHS Dream Team (communicate)

CLOVERHILLSTUDENTS

The Welcome Team

The Win

We already talked about the big win for our ministry - seeing students take a step in their spiritual journey. But not every member of our team has the same role in trying to see that goal accomplished. Here's what we think the win looks like for our welcome team...

THE WELCOME TEAM WINS WHEN THEY MAKE A STUDENT FEEL SAFE, ACCEPTED, WELCOMED AND LIKED.

The welcome teamers are the first people students meet when they arrive and the last people they see before they leave, so they've got a pretty big responsibility!

Our welcome team has the ability to set the tone for the kind of day students are going to have when they walk through our doors. It's not just about signing them in. It's about making them feel seen, cared for, and liked. The welcome team has the opportunity to begin breaking down walls so that, for the rest of our service, students are more open to connect with others, to connect with their small group leaders, and to connect with God

The Expectations

Qualifications

- Love Jesus
- Love Students
- Follow the code of conduct (found in the application)
- Know the front end systems and enjoy helping students

The Specifics

- Respond to schedule requests and show up when scheduled/accepted.
- Ensure every student is greeted with a smile
- Make sure each student signs in
- Identify first time guests and direct them to the first time station, help them through process
- Be available to help students with any questions or needs after service in the welcome area
- Attend events, meetings, and gatherings for CHS Dream Team (communicate)

CLOVERHILLSTUDENTS

The Security Team

The Win

We already talked about the big win for our ministry - seeing students take a step in their spiritual journey. But not every member of our team has the same role in trying to see that goal accomplished. Here's what we think the win looks like for our security team...

THE SECURITY TEAM WINS WHEN THEY HELP TO CREATE AN ENVIRONMENT THAT IS SAFE FOR STUDENTS AND LEADERS.

The security team may not be working directly with students, but that does not mean their job is any less significant.

The security team does the important job of ensuring CHS service is one that is safe and can be trusted. This helps to eliminate distractions and potential dangers so that students and leaders alike are able to focus and connect with God and each other.

The Expectations

Qualifications

- Love Jesus
- Love Students
- Follow the code of conduct (found in the application)
- Know the security boundaries and protocols.

The Specifics

- Respond to schedule requests and show up when scheduled/accepted.
- Hold down your station/assignment
- Do not get distracted, stay alert and aware of surroundings and happenings
- Do not be intimidating, but approachable and welcoming towards students
- Attend events, meetings, and gatherings for CHS Dream Team (communicate)

THE FINE PRINT

Safety Guidelines

As a member of the CHS Dream Team, it is absolutely essential that you practice healthy boundaries with students at all times, for their safety and yours. These guidelines exist to protect students from harm and to protect you from false allegations.

NEVER BE ALONE WITH A STUDENT

If you need to have a private conversation with a student, 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 particular guideline...

- Do not set up one-on-one meetings with students without the knowledge and consent of their parents
- Avoid initiating one-on-one meetings with students. Allow the students or their parents to be the initiators.
- Never transport a student anywhere unless clear permission is given by the parent.
- Never be in a room or space alone with a student of the opposite gender.

MAINTAIN PHYSICAL BOUNDARIES

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

THE FINE PRINT

Safety Guidelines

LOG ELECTRONIC CONVERSATIONS

If you find yourself in the midst of a sensitive conversation with a student, keep in mind that words and intentions can be misconstrued -intentionally or unintentionally. Any time you are engaged in a serious conversation with a student, 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 student or parent, you'll be glad you did it.

REPORT DANGEROUS SITUATIONS

As a member of the CHS Dream Team, you are a mandated reporter. That means you are legally required to report any dangerous or potentially dangerous situations to our staff 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

As a ministry team, there are a few things we'd like everyone to abide by. Here they are!

ALL VOLUNTEERS

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

"Do your best... Keep in mind always that the ultimate Master you're serving is Christ." (Colossians 3:23)

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

"Get along amongst yourselves... And be careful that when you get on each other's nerves you don't snap at each other. Look for the best in each other, and always do your best to bring it out." (1 Thessalonians 5:13-15)

BE LIKE JESUS: *All of us are in positions of influence over these students. 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.*

"Watch what God does, and then do it." (Ephesians 5:1)

If you are wanting to take the next step in joining the Cloverhill Students Dream Team, please fill out the application and send it to (cwohlert@cloverhill.church & koliva@cloverhill.church) or drop it off at the Church office. Thank you, looking forward to partnering with you to connect students to Christ and move them along in their spiritual journey.