

Dear Prospective Echo Student Ministries Leader,

We are so glad you are considering being a part of Echo Student Ministries. It is our desire that God will continue to raise up leaders who will give themselves for this generation. As a leader in Echo, you will have opportunities to develop the gifts and talents God has given you and the students attending Echo. We know you could invest your time in various causes and/or activities. However, it is our firm belief that you will receive the greatest reward through the commitment and effort you invest in the life of another person.

Our vision at Echo Student Ministries is helping students take the “Next Step” in Spiritual Journey. We want to see hundreds of students in the Rapid City area enter into a personal relationship with Jesus Christ. Our mission is “To **CONNECT** students to a ‘Real God’ and with people who care for them, **GROW** students with teachings that will help them develop strong foundations in their spiritual life and encourage them to live lives that honor Jesus Christ and to create opportunities for students to **GO** and reach their schools, family, and friends. This is how we encompass the biblical pattern of worship, discipleship, ministry, fellowship, and evangelism.

All of our leadership responsibilities are tied to this vision of helping students to take the “Next Step”. The intention of this manual is to introduce you to the various ministries, philosophies, and expectations we have adult leaders in Echo Student Ministries. It is my hope that you become acquainted with the heart as well as the procedures of our leadership team.

Please read through the entire manual, allowing the Lord to speak as you determine if this is the ministry in which he would like you to become involved.

Journeying Together,

Patrick Ringler

Pastor Patrick Ringler
Echo Student Ministries
Student Ministries Pastor

Echo Leadership Steps

1. Pray and seek God's will throughout entire process
2. Fill out general Echo application
3. Complete background check
4. Personality Profile/Spiritual Gifts Assessment/Review Manual
5. Interview with Pastor Patrick
6. Sign Echo covenant

Vision and Mission

Vision:

Helping students to take the "Next Step" ... Together

Mission:

To *CONNECT* students to a "Real God" and with people who care for them, *GROW* students with teachings that will help them develop strong foundations in their spiritual life and encourage them to live lives that honor Jesus Christ and to create opportunities for students to *GO* and reach their schools, family, and friends.

Five Fold Ministry

- Evangelism (Go)
- Fellowship (Connect)
- Worship (Connect/Grow)
- Discipleship (Grow)
- Ministry (Go)

First Assembly of God

How Echo Student Ministries fulfills the Mission and Purpose of Rapid City First Assembly of God

- Evangelize (Go)
- Edify (Connect)
- Exalt (Connect/Grow)
- Educate (Grow/Go)

Echo Student Ministries: The Weekly *Echo*

| | | |
|------------------|------------------------------|--|
| Sunday | >> Sunday Morning Services: | 8:30am and 10:30am |
| | Student Discipleship Classes | 9:30am |
| | House Parties (Small Groups) | 2 nd and 4 th Sundays of the Month 6:00pm |
| Wednesday | >> Pre-service Setup | 5pm & 5:30pm |
| | Pre-service Prayer: | starts at 6pm (Room 302) |
| | Echo Service: | begins at 6:20pm |
| Events | >> Youth Convention | November |
| | Camp | June |
| | Mission Trips | July/August |
| | Echo Christmas | December |
| | Retreats | January |
| | Purity Rally | Yearly |
| | Late Nights | Monthly |

Echo Adult Leadership Responsibilities

General Responsibilities:

(Includes but not limited to the following)

- * Attend Echo Student Ministries each week (BE ON TIME)
- * Attend Wednesday night prayer
- * Attend meetings for your area
- * Participate at your assigned time in your area of ministry
- * Uphold the Echo Leadership Standards
- * Minister in or attend bi-weekly Small Groups on Sunday nights
- * Fill out weekly review form (Depending on Job)

Basic Guidelines of Relational Ministry:

(Includes but not limited to the following)

- * Confidentiality:
 - a) Students should feel confident that what they share with a Echo leader will not be communicated to anyone else other than Echo staff.
 - b) The exception to this would be in the case of physical and /or sexual abuse. In this situation the leader must tell one of the Driven staff and the correct authorities.
 - c) Sensitive issues should be directed to Echo staff only.
 - d) Any question, concerns, or problem should be spoken to Echo staff only.

- * Safeguards
 - a) Counseling should be done male-to-male, female-to-female, whenever possible.
 - b) Never counsel a member of the opposite sex alone in a private room.
 - c) Never give a ride home alone to a person of the opposite sex.
 - d) If in doubt, ask the student ministries pastor or an Echo staff member.

Echo Adult Leadership Standards

No church, team, or organization can expect to succeed if certain common beliefs, commitments, disciplines and standards are not shared. What follows are the shared commitments of everyone involved in Echo Student Ministries Leadership.

I. Background

- A. Born again according to John 3:3 for at least 1 year
- B. Fruit of the Spirit displays as evidence of the Christian walk (Gal. 5:22-23).
- C. Baptized in the Holy Spirit (or seeking) with the evidence of speaking in tongues (Acts 2: 2-4).
- D. In agreement with the Assemblies of God 16 Fundamental Truths.

II. Expectation

- A. Basic Issues (according to Galatians 5:6-21. These issues will not be carried over from pre-Christian days)
 - 1. Smoking (any substance)
 - 2. Drinking of alcohol (social or casual)
 - 3. Sexual impurity
 - 4. Gossip/ slander
 - 5. Foul and coarse language
 - 6. Drug abuse
- B. Entertainment
 - 1. Secular music (of a questionable nature)
 - 2. Movies with excessive language or sexual content (we strongly discourage "R" rating)
 - 3. Clubbing
- C. Church
 - 1. Attendance:
Your Consistency is expected as an example to the students.
 - 2. Commitment
Your tithing and loyalty to First Assembly of God is expected.
Any "issues" you have should be brought to the Student Ministries Pastor only. Do not complain or speak negatively to other adult leadership or students.

III. Personal Life

- A. Maintain consistent daily devotions.
- B. Maintain consistent prayer life.
- C. Establish life habits pleasing to God
- D. Dating relationships should be submitted and accountable to leadership

NOTE: Standards must be followed at all times, not just when students are with you. Leadership standards set the pace for the rest of the ministry. We lead, they follow. What we allow, they will enjoy.

Ministry and Abuse Policy

A goal of Echo Student Ministries is to provide a safe, secure, loving environment for students to participate. In order to prevent any type of abuse, we have an application, screening, and interview process that all volunteers in our ministry must complete prior to being placed permanently in an area of ministry. All people who work with students, regardless of their area of ministry, are expected to adhere to the following policies. Failure to do so may result in dismissal from their ministry position.

Worker approval and identification:

- ❖ All workers must have a completed and approved application on file in the church office.
- ❖ All workers must wear approved identification name-tag on duty.

Relational procedures:

- ❖ When talking to students, especially the opposite sex, you should exercise extreme wisdom.
- ❖ Physical contact with students should be minimal and only in the presence of adults.
- ❖ Appropriate touching should be limited to handshakes, side hugs, or a touch on the shoulder.

Ministry Procedures:

- ❖ When counseling a student of the opposite sex, you must use wisdom with words and actions.
- ❖ Doors should always remain open
- ❖ It is best to have girls pray with girls and guys pray with guys.
- ❖ Report people wondering around or suspicious activity in the Echo Security team.
- ❖ Workers may never take a student of the opposite sex in a car alone. Another adult or other students must accompany them.

Reporting Procedures:

- ❖ Familiarize yourself with the definitions and descriptions of child abuse listed on the attached sheet.
- ❖ If you suspect that students involved in Echo Student Ministries have been abused, the following steps should be followed:
 - Report suspected abuse to the Student Ministries Pastor.
 - Do not interview the child regarding the suspected abuse. A trained professional will do this.
 - Do not discuss the suspected abuse with other adult leaders, parents, etc. All info regarding the student should be kept confidential with the Student Ministries Pastor and the proper authorities.
 - You will be asked to complete a Suspected Child Abuse Report. Confidentiality will be maintained where possible. This is to be completed within twenty-four hours.
 - After a worker has reported the suspected abuse case, proper steps will be taken to report the suspected abuse to the designated reporting agency.

Definition of Child Abuse

As defined by "The National Committee for Prevention of Child Abuse"

Physical Abuse:

Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning or burns. The results may be bruises and welts, broken bones, scars, permanent disfigurement, long-lasting psychological damage, serious internal injuries, brain damage, or death.

Neglect:

The failure to provide a child with the basic needs including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

Sexual Abuse:

The sexual exploitation of a child by an older person as in rape, incest, fondling, or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or for economic reasons.

Emotional Maltreatment:

A pattern of behavior that attacks a child's emotional development and sense of self-worth, such as a constant criticizing, belittling, manipulation; also providing no love, support, or guidance.

Personal

Favorite Drink: _____ Favorite Candy: _____

Favorite Restaurant: _____ Favorite Fast Food: _____

Hobbies and Interests: _____

Are you? [Circle One] Creative or Administrative

Most Influential book you've read: _____

How long have you attended Rapid City First Assembly: _____

Do you better relate to Middle School (6th-8th) or Senior High (9th-12th) students?

Explain: _____

Why do you want to serve with Echo Student Ministries? _____

How long do you plan on serving at Echo Student Ministries: _____

What is your Biggest Strength: _____

What is your Biggest Weakness: _____

What causes you most joy? _____

What causes you most frustration? _____

Who has been the most influential person in your life? _____

What three qualities of that person do you admire most?

1. _____

2. _____

3. _____

Name one area you want to grow in this year: _____

Do you own a car? YES NO

Have you ever used illegal drugs? YES NO

If yes, date of last use: _____

Have you ever drank alcoholic beverages? YES NO

Do you currently smoke? YES NO

If yes, date last used: alcoholic _____ Smoke _____

Have you ever been accused/convicted of a crime? YES NO

If yes, explain: _____

Date/Year, You were saved: _____ Date baptized in water: _____

Are you seeking or have received the baptism in the Holy Spirit: YES NO

Do you consistently tithe and give offering? YES NO

Explain: _____

Do you read the bible regularly? YES NO

Do you pray regularly? YES NO

What are some qualities of a spiritual leader? _____

List Ministry Experience: _____

Have you ever completed a First Assembly of God application before? _____

If yes, for what department? _____ When? _____

Driving Information

Drivers License Number: _____

State Issuing License: _____

Name as appears on license: _____

Have you ever been involved in a car accident: YES NO

Explain: _____

INDICATE AREAS OF INTEREST

*if you mark more than one, indicate order of preference

Welcome Team
 Host Team
 Worship Team

Stage Echo Team
 Pro-Crew Team
 Office Help

Security
 Event Leaders

Personal References:

(not employees or relatives)

Name: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

Pastoral Reference:

(former Senior Pastor, Associate Pastor or Ministerial Supervisor)

Name: _____
Address: _____
Phone: _____

Applicant's Statement/Echo Covenant:

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information they may have regarding my character and fitness for Echo Student Ministries Leadership. I release all such references from liability for any damage that may result from furnishing such evaluations to you, and I waive any right that I have to inspect the references provided on my behalf.

Should my application be accepted, I agree to be bound by the constitution and by-laws and policies of Echo Student Ministries and First Assembly of God.

Applicants Signature: _____ Date: _____
Witness: _____ Date: _____