

WINDSOR YOUTH MINISTRY

TRANSFORMING YOUNG PEOPLE TO BE LIFE LONG FOLLOWERS OF JESUS

GUIDEBOOK TO LEADERSHIP

WALK ME THROUGH IT!

MINISTRY PHILOSOPHY

ROLE OF A LEADER

YOUTH GROUP CULTURE

A VISION FOR OUR LEADERSHIP

DECLARATION

MINISTRY PHILOSOPHY





MISSION

Transforming young people to be life long followers of Jesus

VISION

DISCIPLESHIP

A culture of discipleship that teaches truth, models faith and exposes youth to the reality of the Christian life

INTEGRATION

A culture of integration that empowers adults to support youth in their faith journey

PROGRAM

YOUTH GROUP (YR 7-13)

This is the key place of belonging

Wed, Sun or Fri, various locations, sometimes meeting in parents homes.

Year 7/8	Tribe (sun) + Tribal Council (fri)
Year 9	Youth group (wed)
Year 10	Youth group (wed)
Year 11	Youth group (wed)
Year 12	Youth group (wed)
Year 13	Youth group (wed)

CAMPS (YR 7-13)

This is a key place for community, inspiration and bringing friends

Years 7-8

- Tribe Camp ❖ Discipleship
- E Camp ❖ The usual awesome mix!

Years 9-13

- Summer Gagggle ❖ Fun, friends, inspire 4 their faith
- Easter Camp ❖ The usual awesome mix!
- D Camp ❖ Discipleship

BIG EVENTS (YR 7-13)

This is a key place for community, fun and bringing friends

Saturday nights, various times, once per term.

WEEKEND SOCIALS (YR 7-13)

This is a key place for belonging, fun and bringing friends

A space for parents to be involved and make this happen. Call your youth group team leader if keen.

SERVING (YR 7-13)

This is a key place to put faith into action

Various times & locations: Kids Church, Tribe, Multi media, Music, Connect, Lounge, Outside church.

EXTEND (YR 9-13)

This is the key place for deepening knowledge

Sunday 4:30-6:00pm, Youth Shack: Sign up to various courses each term.

SUNDAY EVENING SERVICE (ALL AGES)

This is the key place for corporate worship and teaching

Sunday 6:30-8:00pm, Windsor Auditorium: Worship, teaching, testimonies, celebration.

THE LOUNGE (ALL AGES)

This is a key place for inter-age relating & gift development

Sunday 8:00-9:00pm, Café Windsor: Food, music, poetry and art.

ROLE OF A LEADER





ROLE DESCRIPTION

Being a leader truly is a blessing. For some reason God gives us the freedom and responsibility to input into young lives, to share our faith and point them towards a living God.

Wow, thank you God for using us! Let's have a look at what it means to be a Windsor leader so we can give these young people the best opportunity to find Jesus.

TEAM LEADER

If we are a team leader we need to think 'big picture' while always valuing the incredible people in our team. We take responsibility for helping develop a culture of *discipleship* and *integration*.

- ❖ Organise our team: communicating with leaders / parents / youth via post, phone and emails.
- ❖ Care for our leaders: show and tell Jesus, pray with them, support & watch out for them.
- ❖ Empower our leaders: encourage and delegate tasks and leadership responsibilities, looking to grow and develop them in their leadership role.
- ❖ Caring for youth: connect leaders with youth who have needs, guide leaders as they develop skills, be directly involved if needed, involve youth pastor in difficult/serious cases.
- ❖ Also look at the 'leadership vision' further on in this guide.

LEADER

If we are a leader we need to think 'relationship' while still valuing the need to be organised and complete assigned tasks. We take responsibility for *teaching*, *modelling* and *exposing* the young people to the reality of the Christian life.

- ❖ If we have a small group: Care for our small group, show and tell Jesus, pray with them, support and watch out for them.
- ❖ If we are a youth group leader: Teach in a big group up front setting and/or small group setting.
- ❖ Organise nights and events: organise everything we agree to do while communicating with our team leader.
- ❖ 'Also look at the leadership vision' further on in this guide.

PRAYER / CHATS & COUNSELLING YOUTH

GENERAL

As leaders we will naturally develop a relationship with the youth. This hopefully leads to a level of trust where the youth will share their struggles, dreams and fears. Often this requires the leader to listen, pray and give advice or guidance. This is such an awesome privilege, so as leaders we must remember:

- ❖ We are there as a friend / faith-modeler and are not expected to counsel.
- ❖ Most times a youth just needs someone to listen – just be a friend.
- ❖ We should remember that the most powerful thing we can offer is prayer.
- ❖ We should not be afraid to say we don't know something, but will seek help and get back to them.

SUPPORT

Sometimes a conversation will make us uncomfortable and we are not sure how to deal with it. If we start feeling like this:

- ❖ Let the young person know that we are not the best person to assist them with this. Ask permission to go and get assistance.

PROFESSIONAL COUNSELLING

Sometimes a youth needs professional counseling. We should speak to our team leader, parent or youth pastor to discuss the need for referring the youth to professional help if we feel that:

- ❖ Our conversations have gone beyond normal 'heart to heart' sharing and/or
- ❖ We don't feel comfortable with the role that the youth expects us to play
- ❖ We feel professional help is needed

Some examples when Professional counseling is needed (not exhaustive):



- ❖ Eating disorder
- ❖ Next of kin bereavement
- ❖ Depression

CAUSE FOR IMMEDIATE RESPONSE

Some issues are beyond all of our expertise and we will be seeking advice from a qualified professional. If we suspect any of the following we must contact the youth pastor immediately:

1. Sexual Abuse
2. Physical Abuse
3. Suicidal tendencies
4. Mental Illness
5. Self Harming

YOUTH GROUP CULTURE





CULTURE SETTING

As leaders who care, we want our youth group to stand out, to become a place which is counter cultural. We want to be a youth group where God's spirit is alive and young people are passionate about God; a culture and a place where praising God and caring for others is simply a way of life

As a leader we recognise that boundaries and expectations are so, so, so important for creating this sort of culture.

We must remember that there are three key factors for culture setting:

1. Establishing and communicating the expectations
2. Modelling the expectations (see 'leadership vision' later in guide)
3. Enforcing and maintaining the expectations

It is up to us and our team to explore ways of achieving this. But let's first explore the type of culture we believe is a reflection of our faith, and then clarify some great tips on how to maintain and enforce this culture.

KINGDOM CULTURE

LOVE GOD

'Love the Lord your God with all your heart and with all your soul and with all your mind.' Matthew 22:37

- ❖ Use God's name with reverence
- ❖ Show respect when talking about God
- ❖ Listen quietly during prayers

LOVE OTHERS

'Love your neighbor as yourself' Matthew 22:39

- ❖ Encourage and build others up
- ❖ Include others
- ❖ Maintain others confidence
- ❖ Listen to the person at the front
- ❖ Tell the truth
- ❖ Be careful with other peoples property
- ❖ Ask before using other peoples property

LOVE YOURSELF

'I praise you because I am fearfully and wonderfully made; your works are wonderful' Psalm 139:14

- ❖ Remember that God loves us
- ❖ Respect ourselves and our body
- ❖ Avoid drugs, smoking, alcohol and party pills

MAINTAINING A KINGDOM CULTURE

We should not be afraid of maintaining this culture, in fact, as leaders it is our responsibility to speak 'truth in love' remembering that loving discipline builds God's kingdom and long term creates respect between leaders and youth. If we are afraid of enforcing this culture we have noticed over time, that we will fail to create a safe, loving environment.

GENERAL

As leaders we will:

- ❖ Never threaten unless we can and will carry it out
- ❖ Be consistent with all youth and the type of consequences used
- ❖ Never use sarcasm or humiliation
- ❖ Give praise when youth are making changes and showing respect
- ❖ Don't be reactive - Never lose our cool

INDIVIDUAL CULTURE ENFORCEMENT

As leaders, when inappropriate behaviour occurs we should:

1. **Give a warning**
Make it clear the behaviour is not appropriate – if required remind them of the culture we are striving for.
2. **Give a second warning**
If behaviour continues warn the youth again and threaten with an appropriate consequence.
3. **Carry out consequence**
Implement the threat if behaviour continues.
4. **Debrief**
Always follow up any consequence with a discussion with the youth about the behaviour and why it resulted in punishment. This provides an opportunity for the youth



to voice their frustrations and enables us as a leader to maintain the balance between friend and leader.

5. **Apology / Consultation**

Don't forget that when the behaviour impacts another person it is important that the youth apologises and meets with the offended person to remedy the wrong.

APPROPRIATE CONSEQUENCES

So, think carefully about a consequence. These should be appropriate to the action and shall be one of the following:

- ❖ Exclusion from an activity.
- ❖ Sent out of room.
- ❖ Told to sit in specific location.
- ❖ Written and/or verbal apology.
- ❖ Speak to parents.

EXCLUSIONS

And like any good guide there are always exclusions. The following situations are excluded from the above. In these situations we should isolate the youth from the situation immediately and our team leader contacted to deal with the situation. The parents and the youth pastor will be contacted and dialogue will be entered between all parties to find an appropriate resolution.

- ❖ Drug and Alcohol bought or consumed.
- ❖ Physical abuse of others.
- ❖ Possession of a weapon.
- ❖ Illegal activity. In addition the police will be contacted.
- ❖ Malicious verbal attacks on others.
- ❖ Continued repeated inappropriate behaviour no matter how serious.

GROUP ENFORCEMENT

Don't forget crazy crowd control...it does go wrong. If a group dynamic is out of control (eg food fight) we should:

1. Stop the activity and demand attention.
2. Bring the group together and get them to sit down.
3. Explain why the behaviour was inappropriate.
4. Ask for feedback if appropriate.
5. Continue activity once control is regained.
6. If we believe that further discussion is required chat with our team leader.

NOISE CONTROL

Don't get caught out by over talking, it can and will destroy our night. There is one simple trick however:

- ❖ Leaders spread out across the room and look after those around you.
- ❖ Then support the leader up front and model appropriate responses.

If we are up the front, don't fall into the trap of yelling, we lose respect quickly if we do that. Also never try to continue if people are not listening:

- ❖ Stop and wait silently until respect is shown before continuing.

A VISION FOR OUR LEADERSHIP





LEADERSHIP VISION

At Windsor we have a vision of transforming young people's lives to become life long followers of Jesus. Leadership is an amazing role and we totally recognize the responsibility we have. However we constantly wrestle with the tension of being 'salt and light', of 'speaking truth' 'yet showing love', of being above reproach yet showing grace and forgiveness.

With this in mind we also have a vision for our leadership. A vision that will be challenging, but will reward us with a youth ministry that beats in line with God's heart beat, a vision that takes the responsibility of discipling young people seriously.

We want to set high expectations for our leadership, expectations that we believe are grounded in God's word. Our leadership vision is about what we do and who we are, a vision that we hope brings freedom rather than constraint to our personal walk with Jesus.

As we read this leadership vision, remember that God calls us to live a life above reproach while carefully holding us in His gracious loving hand. Our God is a God who tells us clearly how we were created to live, yet still extends his arm of grace and love. He expects us to do the same and that is exactly our desire as we endeavor to live out this vision.

PERSONAL RELATIONSHIPS

We want a genuine Christian community of love, grace and forgiveness amongst our ministry teams. It is an awesome picture, however a community like this will not just happen; we all need to make an intentional effort to make our relationships honest and healthy.

Conflict or tension between us will naturally and necessarily occur in Christian community. It is important that we handle these issues well. These situations need to be handled prayerfully, in love and directly to the person involved.

'... as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you' Colossians 3:12-13

ROMANTIC RELATIONSHIPS

At Windsor we are excited about people who are in the process of falling in love. It is a beautiful thing to see two people who are making each other happy. This, as much as anything else, is a fantastic opportunity to display the Christian life.

We are not excited about relationships between our leaders and high school students in their youth group.

We strongly encourage our leaders not to be involved in romantic relationships with non-Christians. At this stage, we feel we cannot prohibit people from doing this, but it has been our experience that most of these sorts of relationships have ended in grief.

We expect those in ministry to set appropriate physical boundaries. Those in leadership should not be involved in sex outside of marriage or anything even close – please talk through with your team leader for clarification.

Leaders should not be staying the night alone in a house with their girl/boyfriend. Chaperones sound old fashioned but they are a great idea when it comes to holidays and the like. We should be aware of how others may perceive our actions, while we may know nothing untoward is going on we don't want to put ourselves or our leadership witness at risk.

'Put to death, therefore, whatever in you is earthly: fornication, impurity, passion, evil desire, and greed (which is idolatry). Colossians 3:5



'...if what I eat causes my brother to fall into sin, I will never eat meat again, so that I will not cause him to fall'
1 Corinthians 8:13

OUR WORDS

This is of great importance. It reflects who we really are. We must strive to speak with purity, so as not to degrade God or anything good he has created. We need to avoid humour that brings down the people around us. We will instead encourage each other.

If we have been entrusted with personal information about someone, we have a responsibility to maintain confidentiality, however it is important to note that we are unable at times to pledge complete confidentiality particularly if an individual's life is at risk.

Sometimes there are issues raised that require further action and extra help. If we perceive there is a risk of harm to the young person, ourselves or others – we should speak to our team leader.

'For out of the overflow of the heart the mouth speaks. The good person brings good things out of the good stored up in them, and the evil person brings evil things out of the evil stored up in them.' Matthew 12: 34 - 35

DRUGS AND SMOKING

We want to create a drug and smoke free environment at Windsor, therefore leaders should not use illegal drugs. This includes marijuana and party pills. We understand everyone is in a process of growth; however we strongly discourage smoking because of our mentoring/leadership role over easily influenced young people.

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own;" 1 Corinthians 6:19

ALCOHOL

Alcohol is a major issue for young people in NZ, causing carnage in many lives and is something we must have an answer for. As leaders of Windsor youth we believe the approach the Lord has for us is to encourage the vision of a vibrant, free, counter culture.

For Windsor leaders, this means drinking in a manner that enables us to drive 24/7. This would normally restrict us to having only 1 or 2 standard drinks at a time.

Heaps of role models are attempting the "moderation" approach and failing abysmally or "not drinking around the kids" approach, but we take seriously the young people God has entrusted to us and know we will pass on a good or bad inheritance. We feel with this in mind a strict approach to alcohol is a small price to pay for being a leader.

'Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit.' Ephesians 5:18

SEXUAL SAFETY POLICY

As a youth community, we need to be clear about the messages we represent, both overtly and subtly. How people may interpret these messages always needs to be considered. It is critical in today's environment that we take all precautions to create a safe environment and prevent accusations of sexual misconduct. As such the following policy will be adhered to:

1. Only counsel and pray for a person of the same sex as you. If we find ourselves in a situation where a person of the opposite sex comes to us for counseling or prayer, explain that we need to get another leader of that sex to sit in with us or for another leader to talk to them separately.
2. When providing transport, we will never travel with only one person of the opposite sex from us. It is OK to drop two or more people of the same sex off at the same destination. However we will always ensure that we are not left with only one person of the opposite sex in the vehicle with us. This may require some planning and thinking ahead. When providing transport for any young person up to year 11 we will contact the parent first to gain their permission.
3. There is to be no mixed tenting. This includes young people tenting together. It also applies to sharing bunkrooms or bedrooms.



4. Leaders will refrain from touching young people of the opposite sex and should respect their integrity by not touching anyone in a potentially sexual way. Handshakes, Hi5s, general rough and tumble and the like are great ways to affirm and strengthen relationships with young people— please use them.
5. Leaders will not be in potentially dangerous situations, even of the same sex. For example being alone in a person's home or bedroom or in your own home or bedroom. Always remain in places that are in view of others and easily interrupted. For example a café, or a conversation in a crowded gym or hall.
6. Leaders need to ensure that contact with students of the opposite sex is not open to misinterpretation. As leaders we should not be regularly phone calling, texting, emailing, writing or visiting a young person of the opposite sex. Where needed this sort of contact must be only occasional and in accordance with the above guidelines.
7. "Modesty" may be perceived as an out-of-date word, but it is difficult to find another word that describes what we're trying to say. For example: mooning, skinny-dipping, public nudity and 'lewd' acts are not "above reproach" in the context of leadership and what we are trying to role model as a community. We need to be mindful of the language we use — even the clothes we wear.

DRIVING POLICY

Regularly it is required that leaders transport our people. For group nights, events, camps, tramps or simply to drop them home. It is vital that driving is done with the utmost integrity and safety. We regularly pray for safety on the roads and to date we have been really blessed, but we must play our part too.

It is essential that we all adhere to the following procedure:

1. Every passenger must have seatbelts on.
2. The speed limit must be complied with.
3. Reckless driving of any form must not occur.
4. All body parts must be kept inside the vehicle.
5. The passengers must respect other motorists.

6. A full license is required to transport any young people.
7. Permission for young people to drive their own cars must not be given, unless it has been cleared with the youth pastor.

'Everyone must submit themselves to the governing authorities, for there is no authority except that which God has established' Romans 13:1

HONOURING AUTHORITY AND OTHERS

Submission is not a word that is used much these days where submission usually means to be dominated. Yet the principle of submission is still very important and biblical. Leadership throughout the bible is through servant-hood, therefore submission to Christian leadership can be seen to be edifying and building up, rather than dominating. The way we do this ourselves, teaches people to do the same.

We all must model submission to those who have pastoral oversight over us who in turn do the same. We should also endeavour to always put each other first.

'Obey your teachers and submit to their authority. They keep watch over you as people who must give account.'
Hebrews 13:17

'Submit to one another out of reverence for Christ'
Ephesians 5:21

WHEN LEADERS STUMBLE

If there is any breach of these guidelines— do not panic! It won't be the end of the world. We still love you dearly. However, when there is any breach *accidentally* or *intentionally* the team leader **MUST** be notified. This is so we can work through the situation in grace towards restoration.

The team leaders main goal will be to understand the situation and look at identifying appropriate support and a way forward while still maintaining the leadership role. Stepping back from leadership may be an appropriate outcome if time out is needed to focus on a particular issue or if the leader involved is not willing to be proactive in working the issue through. We have also included a formal complaints procedure if complaints are received.



COMPLAINT PROCEDURE

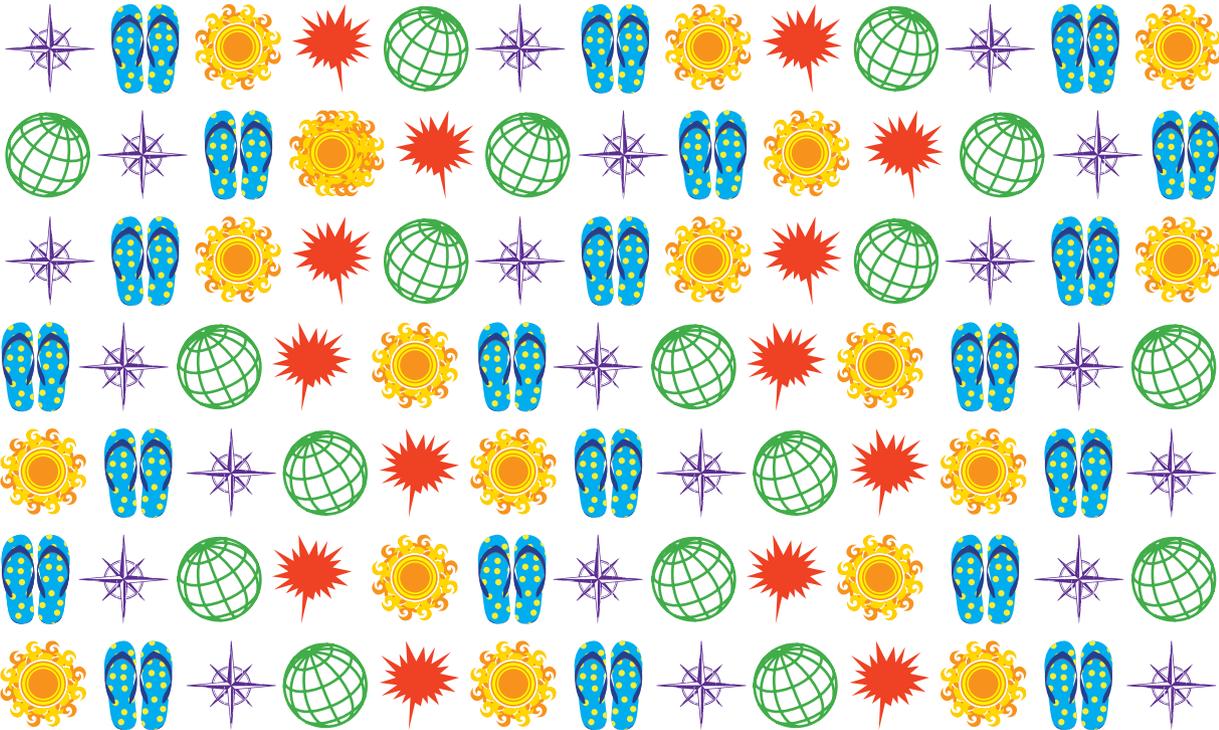
Where a serious complaint is received regarding a leader, the procedure outlined below will be followed:

1. The complaint is to be notified to the youth pastor within 24 hours, sooner if possible.
2. Dialogue will be entered into with the people involved with the goal of restoration.
3. If the allegation involves sexual or physical abuse or some illegal behavior the leader will be asked to step down immediately until a full investigation has taken place.
4. The complaint will then be handed over to the Senior pastor to investigate with the support of the elders.
5. If the complaint is deemed to be valid the leader may be stepped out of their leadership team.
6. For all issues of sexual, physical abuse and illegal behavior the police will be contacted.

Windsor Park has an effective accountability system in place for the pastoral leadership. Should we have a complaint about a member of the pastoral staff please consider the following:

1. Raise the issue with the pastor concerned to seek resolution.
2. If a resolution is not found or the issue is sexual, physical or a matter of legality, the Senior pastor should be approached directly.

DECLARATION



DECLARATION

God is so good! As leaders in the Windsor youth community we have the opportunity to get on board with God's passion for the Shore.

Our leadership responsibility is a privilege that cannot be taken lightly. It all starts with us – we provide a living example that shows youth a real Jesus. It truly means allowing God to lead and change us as we're in the process of leading others. It is a way of life!

As a future Windsor leader we ask you to pray through and seriously consider your decision to serve in the Windsor youth ministry. We are a relational community and are looking for people who are called to this community on a long term basis. That been said we ask that you commit to any one ministry for a minimum of 1 year.

What follows is the personal commitment that will enable us to realise the dream that God has for our young people:

A COMMITMENT TO GROWING IN OUR PERSONAL JOURNEY WITH GOD:

We lead others out of who we are ourselves. As leaders who are modelling a relationship with Jesus and demonstrating the outworking of that through our lives, we need to:

- ❖ continue growing in our knowledge and love of God;
- ❖ be open to his Spirit's work of transforming our hearts and minds;
- ❖ exhibit a character that is growing in Christ likeness.

A COMMITMENT TO THE WINDSOR COMMUNITY:

Being committed to God also involves a commitment to a community of believers. There is no such thing as a solitary Christian. Being a leader at Windsor Park involves a commitment to the life of that community, demonstrated by regular involvement in the activities of the community and regular attendance at a Sunday service.

A COMMITMENT TO OUR LEADERSHIP TEAMS:

We encourage a team approach to leadership that involves working together with others. This involves a commitment to support and encourage one another in our teams and to do all we can to help each other grow.

A COMMITMENT TO THOSE WE LEAD:

Leading others is a huge privilege that is not to be abused. Leadership in the church is more equated with servant leadership than leadership over other people. This involves a commitment to getting to know personally those we lead and doing all we can to disciple them and help them grow in their relationship with God.

A COMMITMENT TO A LIFESTYLE THAT PURSUES THE 'LEADERSHIP VISION':

Outward actions are a reflection of our hearts. As a Windsor leader, the outworking of our faith must be in ways that are above reproach. Likewise, the choices we make in life must be reflective of lives that are being lived in submission to God's ways and is demonstrated by a commitment to the 'leadership vision'.

A COMMITMENT TO PRAYING FOR THOSE WE LEAD AND FOR OUR CHURCH:

Prayer is our communication with the Living God. We are a community that believes in the power of prayer to make a difference in our lives. Praying for those we lead and for our church community reminds us of our reliance upon God and helps us become the community he calls us to be.

TIME COMMITMENT OF BEING A LEADER:

Being a leader is not a small commitment and it will require us to manage and consider our time. However, it is expected that we will need to give a certain amount of time to our ministry area, in order to be effective. This will include the following:

YOUTH LEADER: Years 7-13

- ❖ Wed night or Sun morning youth group
- ❖ Term Planning meetings
- ❖ Organising each night that we have responsibility for
- ❖ Having a meaningful conversation with each member of your small group each week outside of youth group
- ❖ Prioritising the camps: Summer Gaggle (yr 9-13), Easter Camp (yr 9-13), E Camp (yr 7-8), Discipleship Camp (yr 9-13), Tribe Camp (yr 7-8)
- ❖ Big Events: one per term

MINISTRY LEADER: Big Events, Camp Team, Amoeba Team, Video Team, Extend

- ❖ Regular planning meetings
- ❖ Organisation of each task that we have responsibility
- ❖ Present at the event/task that we are responsible for

I _____
have read the above 'Guidebook to leadership' and 'Declaration' and am committed to honoring and making this a reality in my journey as a Windsor leader. I also commit to notifying my team leader if I accidentally or intentionally breach the guidelines in the 'leadership vision'.

Signed _____

Date _____