

Freshman Leadership Roles

SET-UP

1. Either arrange to get the Commons set-up before the 9:30 service or get to the EC by 10:40 to set up. This means you will need to leave the main campus by 10:35 a.m. to get to the EC early. Check in with Darrell upon arrival. Recruit other non-leadership students to help.
2. Set-up approximately 100 chairs. Leave enough room in the front for the speaker.
3. Get the Prayer/Encouragement box out of Jr. High admin. office. Place on a round table near the front left of the Commons. Place blank sheets to be filled out in front of each section (Prayer and Encouragements). Place a few pens on the table by the blank sheets.
4. On the days that we will be acknowledging birthdays, check with Darrell and get the birthday hats out of PC's office. Usually birthdays are done once a month on the last Sunday of the month.
5. Check with Darrell before leaving.



CHECK-IN TABLE

1. Arrive **by** 10:40 a.m. to set up the check-in area. Check in with Mrs. Maart who will check off your attendance and job assignment. Then, check in with Darrell. You need to be to the EC before the other students arrive. This means you will need to leave the main campus by 10:35 a.m. to get to the EC early.
2. Set up the table, three chairs, tablecloth, guest cart, storage cart and check-in sheets with pens.
3. As students come through, they must check in. The check-in sheets are alphabetical by last name and by grade. Say hi to everyone with a smile. Learn Names. **SAY NAMES AT EVERY OPPORTUNITY YOU CAN.**
4. Keep the area in front of the check-in table clear of people that are finished checking in. Encourage them to move towards the Commons. Remain at the check-in table until Mrs. Maart determines that the majority of students have arrived.
5. After EDGE, return all items (table, chairs, guest cart, and storage cart) to the Junior High admin. office.
6. Check out with Darrell after returning all items.



WELCOMING

Be standing/hanging in the hallway outside the Commons door, greeting all students as they arrive. High five, shake hands and most of all SAY NAMES. If you don't know a name, find out what it is and use it until you remember it. Our first impression is critical and our continuing welcoming atmosphere is a must. Don't hang with your normal group of friends as the EDGE students start arriving....branch out....smile and be friendly.

When a new guest comes:

1. **GUEST CARD:** When a guest comes to the attendance table, Mrs. Maart will ask for a girl or guy Student Leader on the Welcoming Team. You make sure they fill out an EDGE Guest card. (Do this at the table behind the attendance table.) Make sure all information is filled in. Make sure you can read it. Give them a **WELCOME PACKET** (this is a white envelope with "EDGE WELCOME PACKET" on the outside) with EDGE information inside.

***If they are with a friend, still hang out with them to the point where you think they are comfortable. You do not have to take over as their "friend" if they are already with someone. The point is to make sure they get connected in and made to feel cared for.*

2. **COMMONS:** Bring them into the Commons and introduce them to some others, including adults...especially find them someone in their own grade....BUT DON'T leave them with another student....they are YOUR SPECIAL GUEST. If they haven't come with a friend, sit with them and talk to them as much as you can. Ask them questions about themselves (what they like to do, where they go to school). This usually helps them to feel comfortable when they can talk about themselves.

When EDGE is over, make sure that you tell them that you are glad they came and you hope you see them again real soon. Call them by their name: "Sam, I am really glad you came. I hope we see you again next -week".

3. **WRITE A CARD:** Write a greeting card (located on cart behind attendance table) telling them again, that you are glad they came and you look forward to seeing them again. Address the card using the information on the guest card and attach a return address label. **Do NOT seal the envelope!!** When finished, take to PC's door mail box for him to add a message and mail the card.
4. **PHONE CALL:** You will receive a card from Mrs. Ortmann with contact information. During the week, give them a call to invite them back to EDGE. Return card the next Sunday to Mrs. Maart or Darrell. It is also important that you tell them about the POWERHOUSE and other EDGE events.

2 Peter 1:5-8

For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, brotherly kindness; and to brotherly kindness, love. For if you possess these qualities in increasing measure, they will keep you from being ineffective and unproductive in your knowledge of our Lord Jesus Christ.

SPECIAL NOTES ON WELCOMING:

1. Each Student Leader should be welcoming EVERY WEEK. Sitting with a different person every week...getting to know them by asking questions (What school? What siblings? What pets? What hobbies? What shampoo do you use? Etc.)
2. If a guest returns for a 2nd time or more, greet them enthusiastically, especially if you were their assigned Student Leader.
3. Always be looking for ways to connect with other people. When we are shaking hands, go after the people who aren't leaving their seats. Go after the guests. Don't just hang around your comfortable circle of friends.

ENCOURAGEMENTS

1. There will be an Encouragement Box in the Commons on Sunday mornings for students to write something nice about other students.
2. Student leaders are to check the box when they arrive for the 11:00 EDGE service. Take out encouragements and make sure the slips are able to be read out loud. Check with Darrell for any questions on which ones should be read. At the appropriate time, usually during EDGE-imonies, a Student Leader will go up front and read the nice things students have written.

OFFERING

1. Get the offering containers from the back table in the Commons before EDGE starts. Check with Darrell for when the offering will be taken.
2. When doing the offering, one Student Leader will take each side of the room and one Student Leader will walk up the middle aisle, making sure the containers are correctly being passed throughout the students.
3. **After EDGE**, get the offering, count the money and organize it (larger bills on bottom). Place money in a white envelope (located in white cart at Check In table). Write the final amount on the outside of the envelope. Give envelope to Darrell. Return warmer to white cart drawer.

HANDOUTS

A) Handouts during EDGE.

1. Be prepared to begin distributing the handouts before PC begins speaking.
2. Handouts will be available at the back table as well as pens, if necessary.
3. Distribute handouts as quickly as possible with minimum disruption.

B) Announcements

1. Leave EDGE right before PC is done praying
2. Pick up the announcement sheets and place yourself in a position to ensure that each person receives a copy as they leave.

TAKE DOWN

1. Recruit other non-leadership students to help. Put all the chairs back on the chair cart and roll into the corner. The chairs have to be stacked correctly. They have to lock into place or they will fall over.
2. Pick up all the trash. Make sure the Commons looks as good or better than when we came in that morning.
3. Take the birthday hats to the Jr. High admin. office and anything else that doesn't belong in the Commons.
4. Check out with Darrell before leaving.

PRAYER TEAM

1. We will have a Prayer Box that students can put personal requests in on Wednesday nights and Sundays at EDGE.
2. After EDGE on Sundays, get the prayer journal from the mailbox on the Jr. High Admin. Office door. Write down the prayer request in the prayer journal. Make sure to date them. Also enter all praises and date them.
3. The prayer team will go into the prayer room and pray for the requests. If there are no requests or if you have time, you need to pray for the youth group.
4. Remember that all the prayer requests are to be kept within the prayer team. Do not talk about them with others outside of the prayer room. If there is something that seems important, make sure you tell Pastor Craig.
5. When you are done praying, return the prayer journal to the Jr. High admin. office door and destroy the prayer request sheets.

CARE GROUPS

We will divide up the names of active members of our youth group. Two times during the school year, you will make personal contact to check on them and thank them for being a part of EDGE. Lists will be made and handed out.



TEAMWORK

It doesn't matter how different your characters are. Find a common goal!