

Dear Prospective Staff Member,

I want to thank you for your interest in becoming a staff member of The Factory Youth Center. The mission of The Factory is to offer help with life and the hope of Jesus Christ to teens and their families. We want to create a safe place for teenagers to connect with others and to begin a relationship with Jesus Christ.

The Board of Directors and I are looking for adults to help as volunteer staff. These adults must demonstrate a healthy spiritual heart. Particularly, we are looking for individuals who have a heart for God, a heart for teenagers, and a heart for ministry.

The ministry of The Factory is not like a church youth ministry where for the most part kids come from stable homes. Many of the teenagers that attend The Factory come from low-income, broken and dysfunctional homes. What they need to see is an adult who loves them for who they are and encourages them to be what God wants them to be.

Relationships with these teenagers are dependent upon trust and time. Teens must trust the Staff, which leads to openness and the opportunity for evangelism and discipleship. This however, takes place through the process of time. With this understood, the ministry is largely dependent upon Staff who can commit themselves to a period of time suitable for the progress and effectiveness of the Factory ministry.

Therefore, a commitment of one school year is the contract of time we wish for all Staff to seek to fulfill. Obviously, unexpected plans do arrive and Staff are permitted to follow God's direction beyond this ministry in order to advance the cause of Christ. However, the Board members and the director depend upon you as a Staff member- not only for your quality, but also for your quantity. Moreover, in all things, we depend upon you to exemplify the fruits of the Spirit and maintain a godly lifestyle.

If this is a ministry that you are interested in and you feel God is calling you to, please fill out the forms attached and return them to me as soon as possible.

For His Kingdom,

Chuck Holt  
Director of The Factory Youth Center

# WHAT IS REQUIRED OF THE STAFF?

## *Staff Job Description*

### **QUALIFICATIONS:**

1. To have trusted Christ alone for the personal forgiveness of sins.
2. To be ever growing in the grace and knowledge of God.
3. To have a desire to share the Gospel of Jesus Christ.
4. To have a sense of calling to youth ministry, with appropriate gifts and abilities to relate to youth and to other workers.
5. To have the gifts and abilities which enable the Staff to assist the Director in planning, leading, and evaluating the program(s) of the center.
6. To be willing to make a commitment on a scheduled basis. Minimal commitment of 1 school year.

### **RESPONSIBILITIES:**

1. To faithfully lead or assist in the center's activity one time per week and/or on a regular basis agreed upon by the Director. The volunteer's gifts and experience, as well as the immediate needs of the Center, will determine which activity this will be. On occasion, the Staff Director may ask the volunteers to transfer to another activity.
2. Be willing to assist or lead activities outside of the Center. For example, you may be asked to accompany teens on camping trips, field trips, or sporting events.
3. To meet on a monthly basis with the Director and Staff for evaluation, one-on-one accountability, training, and encouragement (2<sup>nd</sup> Sunday night of each month from 6:30-9:30).
4. To spend up to one half-hour after each night of ministry: in order to pray, evaluate the evening, maintain fellowship, and help clean.
5. To be willing to consider mentoring students.
6. To attend the Factory Friends Fellowship Banquet (every year in April).
7. Be willing to consider explaining the Factory ministry and its needs to your Church, your friends and family: for the purpose of prayer, staff, financial support, and various other physical needs.
8. The Factory Board requires all Staff to complete a criminal background check. These forms will be provided by the center, and need to be filled out and returned to the Director before officially beginning.
9. The volunteer must fill out an application and return it to the Director before officially beginning (Application attached).

## *Statement of Faith*

The members of the Board of Directors, the Director, and all the staff personnel agree to the following doctrinal statement:

1. **We Believe** the Bible is God's inspired, infallible Word to man; the truth, authority and guide for daily living.
2. **We Believe** in one God eternally existing as Father, Son and Holy Spirit.
3. **We Believe** that Jesus Christ, God's only Son, is one mediator between God and man, that he arose to redeem us from sin and arose to our justification.
4. **We Believe** that salvation is by grace through faith in Christ, a free gift bestowed eternally on all who repent and believe.
5. **We Believe** that at death the unsaved enter into everlasting punishment and the saved into conscious bliss with Christ, who is coming again, and will raise the dead, sit in judgment, and bring in God's everlasting Kingdom.

PBF Approved  
PMC Approved  
6-21-94



2. Please provide the following information about the church you attend.

Church Name/ Denomination: \_\_\_\_\_

Church Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_ Pastor's Name: \_\_\_\_\_

3. Briefly state why you are interested in being a volunteer at the Factory Youth Center.

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4. Describe some of the differences you see in the way you would minister to unchurched youth in comparison to church youth: \_\_\_\_\_

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5. What special gifts/talents/abilities do you see yourself bringing into this ministry?

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6. What night would you be available (circle one): Monday or Thursday

**Other Information:**

1. Describe any applicable training, education, certification or previous involvement with youth work or ministry: \_\_\_\_\_

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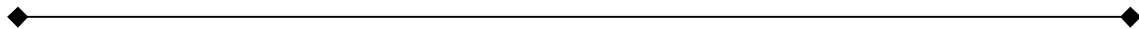
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2. List employer's name and business phone number, if applicable:

\_\_\_\_\_

3. In case of emergency, list a contact person and phone number:

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**PLEASE READ OVER THE FACTORY YOUTH CENTER JOB DESCRIPTION, GENERAL STAFF POLICY, AND THE STATEMENT OF FAITH. IF YOU ARE IN AGREEMENT, PLEASE FILL OUT AND SIGN THE FOLLOWING:**

**I, \_\_\_\_\_ have read the Factory Youth Center Job Description, General Staff Policy, and Statement of Faith and am in agreement with each of them. I realize the ministry of the Factory is largely dependent upon trust and time, therefore by God's grace I commit to a one year contract time to aid in the progress and effectiveness of the Factory. I also agree to complete a criminal and abuse background check. If for any reason, I can't follow the Factory guidelines, procedures, or believe in the doctrine set forth in their mission and statement of faith, I will immediately step down as a volunteer staff person .**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **POLICIES & PROCEDURES FOR STAFF**

## ***General Staff Policy***

1. Staff should model a life wholeheartedly devoted to Jesus Christ and His Word.
2. Staff will be encouraged to support other staff members in both their life and service as a disciple of Jesus Christ.
3. Staff will be encouraged to faithfully attend and enthusiastically participate in the regular general staff meetings.
4. Staff must find a replacement for themselves from within the trained staff if they are not going to be able to fulfill their commitment at a particular event. The Director must be informed of this change in personnel. Staff will give the director one to two week notices in advance.
5. Staff will be expected to support The Factory policy. Any problem with the policy should be discussed with the Director.
6. Staff will be encouraged to spend the program time they are assigned in building intentional relationships with the teens, and not visiting with other staff, or participating in other activities, unless specified.
7. Staff will be asked to meet with the Director throughout the year, at various seasons, to discuss concerns, updates and personal growth in ministry at The Factory Youth Center.
8. The Staff will be responsible for any damage occurring to their personal property during a Factory event.
9. Staff members will be responsible for any keys assigned to them and will return them if they leave the service of The Factory.

## *Staff Conduct Policy*

1. Each year there will be a training presentation on abuse. Topics should include, but not be limited to physical, sexual, and emotional abuse.
2. Factory Staff will be expected to fill out a Criminal Record Check (SP4-164) and a PA Child Abuse History Clearance Form. This will need to be done yearly.
3. Each Factory Staff will have a formal written evaluation with the Director each year.
4. Each staff member must provide supervision of the teens in their care. No function should be held without adequate supervision. There should always be two leaders, and in the event of a couple leading, the preference is that there should also be another adult volunteer.
5. Staff members transporting a teenager must have parental permission (verbal or written) to do so. Staff members are not permitted to drive alone with teenagers of the opposite sex. This includes before, during, or after any program or event.
6. Appropriate displays of affection are often part of conveying support and encouragement. Displays of affection between Factory staff and teenagers should be limited to actions that are age appropriate and should be done in public.
7. Gifts, phone calls, or letters directed to a teenager by a Factory Staff member should only be ministry-related. It is encouraged to make a copy of any correspondence with a teenager of a counseling nature (either informal or formal).
8. Email correspondence and Instant Messaging with teenagers should be kept on a ministry level. When corresponding electronically, the staff member should assume that the information can be shared with the parents.
9. Staff members who participate in the One-on-One ministry must fill out a ministry form and turn it in to the Director.
10. Staff members who engage in deep conversations with teenagers where serious issues are shared should report this to the Director.
11. Any volunteer staff who engages in any inappropriate relationship with a teen of the opposite sex or is involved in any activity that is considered a bad influence on The Factory teens will be asked to leave (by the Director and The Factory Youth Center Board) until corrections are made in the individual's life. The contract signed by Factory Staff requires them to live a consistent Christian life inside or outside the Factory programs. Not only is negative living an offense and stumbling block to others who might witness or hear of your actions, it also seriously undermines your effectiveness at the Factory to minister through the power of the Holy Spirit.

